

Alvin Community College Annual Security Report

The Alvin Community College Campus consists of 113 acres located on the south side of Alvin, Texas within the Municipal City Limits. During the 2018 academic year, Alvin Community College's enrollment was approximately 7758 students. Additionally, there were 284 full-time equivalent (FTE) employees (faculty and staff combined) at the college.

Mission Statement

The Alvin Community College Police Department's primary mission is to provide a safe environment for all persons using the campus. We are called upon to enforce regulations, laws and ordinances passed by the representatives of these same people. The Department is committed to service and taking positive steps to maintain our high standards in response to the community we serve.

The principal goals of the Alvin Community College Police Department include: the protection of life and property; resolution of conflict; the creation and maintenance of a feeling of security in the college community; reduction of opportunities for the commission of crime; identification, apprehension, and prosecution of offenders and the preservation of the peace as we attempt to maintain a crime rate at or below the local and state averages.

About the College Police Department

The Alvin Community College Police Department's primary goal is to provide a safe environment for all persons who use the campus. The department is staffed with police officers who are commissioned by the State of Texas and are charged with the responsibility of receiving, investigating, and reporting all criminal activities.

Department procedures require that officers immediately respond to and investigate any criminal offenses or incidents. All investigations that involve students or employees are reported to the appropriate offices for disciplinary action. The College Police Department also provides a variety of services to students and employees, such as motor assists, first aid, lost and found, information, campus escort, and other services.

Alvin Community College is accessible between the hours of 7:00 a.m. - 10:00 p.m. Monday through Friday. Some areas are accessible Saturdays and Sundays from 8:00 a.m. to 4:00 p.m. Secured areas are closed when college employees are not present. The College Police Department monitors the college 24 hours a day, seven days a week.

Public Safety Arrest Authority:

Alvin Community College Police Officers are sworn police officers with all the authority provided by the State of Texas. ACCPD officers complete official crime reports and may affect an arrest on or within campus owned, controlled, leased, or recognized property in any county in the State of Texas in which the Alvin Community Colleges owns, controls, leases, or is recognized as Alvin Community College property as listed in the Texas Education Code 51.203.

CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Campus community members - students, faculty, staff, and guests - are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the College's Clery geography to the Alvin Community College Police Department (ACCPD) in an accurate, prompt, and timely manner. The College's Clery geography includes: on campus property including campus buildings, and/or facilities; designated non - campus properties and facilities; public property adjacent to or contiguous to on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities. The Alvin Community College Police Department is the official office for campus crime reporting. ACCPD strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures ACCPD is able to evaluate, consider and send timely warning reports and accurately document reportable crimes in its annual statistical disclosure. Alvin Community College further encourages accurate and prompt reporting to ACCPD or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on ACCPD because it has primary responsibility for

patrolling the Alvin Community College campus. However, criminal incidents or incidents off campus can be reported to the City of Alvin Police Department at #281-388-4370 or in person at 1500 S. Gordon St, Alvin, Texas 77511.

To report a crime or emergency, members of the community should:

- Call Campus Police by dialing (281) 756 - 3700 or on campus extension 3700.
- Report in person to the Alvin Community College Police Department located at 3110 Mustang Rd Building H, Room 132.
- Crimes or emergency situations can be reported to local emergency services by dialing 911.
- Sex Offenses and other incidents of sexual or relationship violence can also be reported to the college's Title IX Officer, Dr. Jade Borne, by calling (281) 756 - 3517, or in person at the Vice President of Student Services Suite located in A-Building, Room 128.

Responsibilities of the Alvin Community College Community for their own personal Safety:

Members of the Alvin Community College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to ACCPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the ACCPD escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call authorities for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- DO NOT PROP INTERIOR OR EXTERIOR DOORS OPEN.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

VOLUNTARY CONFIDENTIAL REPORTING:

With the only exception being the License Counselors in the Counseling Center, Alvin Community College does not provide a confidential reporting option to Campus Security Authorities (CSA) and does not allow for voluntary confidential reporting. The License Counselors in the Counseling Center, in their capacity as a CSA, can make crime reports to ACCPD to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Counselors will work closely with ACCPD in order to allow ACCPD to properly assess reports for timely warning consideration and to avoid double counting of crimes.

CONFIDENTIAL REPORTING:

Students may make confidential reports to Certified Counselors assigned to the Counseling Center. Pastoral Counselors and Certified Counselors in their capacity and function do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the College encourages counselors, if and when they deem it appropriate, to inform students they can report incidents of crime to ACCPD, which can be done directly or anonymously through the facilitated anonymous reporting process as outlined below.

ANONYMOUS REPORTING:

The Alvin Community College Police Department, unless otherwise prescribed by law or as set forth within this Annual Security Report, does not take anonymous incident reports. The only exceptions to this policy are addressed below:

Facilitated Anonymous Reporting:

Students may request a Pastoral Counselor or a Certified Counselor in the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the college's Annual Security Report.

While anonymous reporting is available by these limited means, the College's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the College's crime statistics or reporting processes, unless those crimes are reported to ACCPD through the facilitated anonymous reporting process.

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to ACCPD that fall into one of the required reporting classifications will be disclosed as a statistic in the annual security report published by ACCPD.

REPORTING A CRIME TO THE CITY OF ALVIN POLICE DEPARTMENT

A person reporting a crime to ACCPD has the right to report the crime to the Alvin Police Department by calling (281) 388-4370 or 911 if an emergency or in person at 1500 S. Gordon, Alvin, Texas 77511. ACCPD officers can discuss this option with the victim of a crime and will assist the victim with the reporting process requested.

OFF- CAMPUS CRIME

If the Alvin Community College Police Department is contacted about criminal activity off -campus involving Alvin Community College students, the police may notify ACCPD. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of Student Services.

Police Services

Emergency Messages

If you need to be contacted regarding someone else's injury, serious illness, or death, the police will make every attempt to locate and advise you if the call is deemed an emergency.

Campus Escort

Should you feel uncomfortable going to your vehicle, contact the College Police Department at 281-756-3700 and a police officer will be provided as an escort.

Lost and Found

Should you lose a personal item or find something that belongs to someone else, please contact the College Police Department. All lost and found items are secured at the Campus Police Department until they are claimed by their owner or disposed of in a manner consistent with the Texas Education Code.

Your College Police Department is here to provide a secured campus ensuring your safety. If you have any questions regarding rules, regulations, laws or related concerns, please feel free to call or come by the department in Building H, Room 132.

Obtaining a Parking Permit

A parking permit is required for all faculty, staff and student vehicles. To obtain a, Alvin Community College parking permit choose the appropriate online submission site located on the ACC's website, Faculty/Staff or Student. Once the application has been completed submit your request and the permit will be ready in one to two days excluding weekends and holidays.

The application process requires that you have your employee or student identification number, driver's license number and state, vehicle license plate number and state and vehicle description available prior to starting the process. Student parking permits are valid for a year from the fall semester through the summer semesters. Faculty/Staff parking permits are valid for two years.

Vehicle Assists

Officers are glad to assist you if you have difficulty starting your vehicle, have a flat tire, or lock your keys in your vehicle.

Fire and Intrusion Alarm Monitoring and Response

Officers of the ACCPD monitor both fire and intrusion alarms for the campus buildings.

ACCPD Working Relationships

The Alvin Community College Police Department has a working relationship with the City of Alvin Police Department. We have a Memorandum of Understandings (MOU) with the Alvin Police Department, Alvin Independent School District Police Department, City of Pearland Police Department and the Brazoria County Sheriff's Department. We are occasionally called to assist these agencies in handling calls for service.

STATISTICAL DISCLOSURE OF REPORTED INCIDENTS

Incidents reported to ACCPD that fall into one of the required reporting classifications will be disclosed as a statistic in the annual security report published by ACCPD.

MAINTENANCE OF CAMPUS FACILITIES

Alvin Community College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. ACCPD regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the College community are helpful when they report equipment problems to ACCPD or Facilities Management.

ACCPD TRAINING

The Department's Administration Sergeant and Patrol Sergeant are primarily responsible for conducting intensive and continuing training for campus police officers. Each Officer is required by the Texas Commission on Law Enforcement to receive a minimum of 40 hours of law enforcement training each two-year training cycle. Also, each Officer is required to qualify with their firearm a minimum of once per calendar year. Other types of training officers receive are the Clery Act and campus security authority, Title IX, sexual assault and gender violence response and investigation, trauma informed investigation, public relations, race relations, interpersonal communications, crisis intervention, critical incident response and incident command system, emergency operations, first responder medical training, and all facets of protection of persons and property. Training includes annual in-service sessions with department and guest lecturers, select out-service seminars and conferences, applicable online training/webinars, and regular roll-call information sessions.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings: The Alvin Community College campus has areas open to the public during normal business hours such as the Gym, Library and Administrative area. The College Library's hours can fluctuate, but the library is normally accessible between the hours of 8:00am and 9:00pm Monday through Friday while classes are in session. The track is open 24 hours. The majority of administrative buildings are open during normal business hours (typically Monday through Friday, from 8am to 5pm, except holidays and summer schedule) and are typically secured during the evening hours, depending upon special event scheduling and community usage. The academic buildings are typically secured from 10pm to 6:30am each night, and access is gained to these buildings afterhours for authorized business by contacting the campus police dispatcher or the officer's duty cell phone #832-250-3365. For security and safety reasons no unauthorized person(s) will be allowed to enter buildings not open to the public without permission.

TIMELY WARNING CAMPUS SAFETY ALERTS – NOTIFYING THE ALVIN COLLEGE COMMUNITY ABOUT CRIMES

In an effort to provide timely notice to the Alvin Community College Community in the event of a serious incident which may pose a serious or on going threat to members of the campus community, a Campus Safety Alert (timely warning notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by the Alvin Community College RAVE Alert system to all students and employees on campus. Alerts are sent/communicated via email, text, and voice messaging system as outlined in the emergency/immediate notification section of this Annual Report.

Campus Safety Alerts are generally written and distributed to the campus community by the Assistant to the President/Public Information Officer for Alvin Community College or Chief of Campus Police. The messages distributed by the Chief of Police are routinely reviewed and approved by the Assistant to the President/Public Information Officer for Alvin Community College prior to distribution. The Assistant to the President/Public Information Officer or the Chief of Campus Police has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

Timely Warning Campus Safety Alerts are sent to the college community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to ACCPD and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus' Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case -by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for Public Safety Bulletins. Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be distributed via blast email, may be posted on the college website, may be shared with the FACTS newspaper for a follow-up story, and may be distributed by the Assistant to the President/Public Information Officer or other member of the campus emergency response team (CERT), as deemed necessary

and appropriate. Campus Safety Alert posters may also be posted by ACCPD in campus buildings when deemed necessary.

Campus Safety Alerts (timely warnings) may be distributed for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, hate crimes, and motor vehicle theft.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, and stalking are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Alvin Community College community members and a timely warning Campus Safety Alert would not be distributed.

In cases involving sexual assault that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case -by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by ACCPD.

The Chief of Campus Police and Assistant to the President/Public Information Officer will review all criminal and/or serious incidents to determine if there is an ongoing threat to the community and if the distribution of a Campus Safety Alert is warranted, Campus Safety Alerts may be issued for other crime classifications, as deemed necessary.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional /certified counselors.

DAILY CRIME LOG

Campus Police's Daily Crime log lists incidents for the most recent 60-day period. The day crime log is open to public inspection at the ACCPD communications center located at 3110 Mustang Rd, Building H, Room 132. Any portion of these crime logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents, which may impact the College's campus community.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime within two business days of when it is reported to campus police. It is important to note that ACCPD has no primary jurisdiction outside of its identified Clery geography.

PREPARATION OF ANNUAL CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Alvin Community College Police Department is primarily responsible for preparing the Annual Security Report. This responsibility is specifically designated to the Chief of Campus Police or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: The Alvin Community College Police Department (ACCPD), the Alvin Police Department (APD), the Brazoria County Sheriff's Department (BCSO), the Texas Department of Public Safety (TXDPS), and non-police or public safety personnel who have been designated as campus Security Authorities or CSAs. The Office of Student Services and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Final report preparation is coordinated by the Chief of Campus Police with Human Resources, Student Services, and the Title IX Officers.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and through training to report crimes to ACCPD in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery - specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- 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
- 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. 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.

Statistical information is not requested from, nor is it provided by, Certified Counselors of the Counseling Center or Pastoral Counselors. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to Alvin Community College Police for inclusion in the annual statistics. The Counseling Center facilitates anonymous reporting, as outlined earlier in this Annual Security Report. Anonymous reports of Clery Act crimes received by a CSA and reported to Campus Police are included in the College's annual crime statistics.

All statistics are gathered, compiled, and reported to the college community via this report, entitled the "Annual Security Report," which is published by campus police. Campus Police submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The statistics listed on the Annual Security Report table satisfies the requirements outlined by the Clery Act.

Clery Act Reporting:

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people arrested or referred to the Office of Student Services Responsibilities for possible disciplinary action for violations of those specific laws. Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. Campus SaVE was signed into law on March 7, 2013 as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Geography Definitions from the Clery Act:

On-Campus defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property defined as:

Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property defined as:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Alvin Community College crime statistics do not include crimes that occur in privately - owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility defined as:

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. This category is a considered a subset of the On-Campus category.

Campus Crime Statistics for Alvin Community College

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) Calendar Years 2015 – 2018

| Offense (Crimes Reported By Hierarchy) | Calendar Year | On Campus | Non- Campus | Public Property | Totals |
|---|------------------|--------------|----------------|--------------------|--------|
| Murder & Non -Negligent Manslaughter | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Sex Offense- Rape | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 1 | 0 | 0 | 1 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Fondling | 2018 | 1 | 0 | 0 | 1 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Incest | 2018 | 0 | 0 | 1 | 1 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|---|------|---|---|---|---|
| Robbery | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Simple Assault | 2018 | 1 | 0 | 0 | 1 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 2 | 0 | 0 | 2 |
| | 2015 | 1 | 0 | 0 | 1 |
| | 2014 | 1 | 0 | 0 | 1 |
| Burglary | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 1 | 0 | 0 | 1 |
| | 2016 | 1 | 0 | 0 | 1 |
| | 2015 | 1 | 0 | 0 | 1 |
| | 2014 | 1 | 0 | 0 | 1 |
| Motor Vehicle Theft | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 1 | 0 | 0 | 1 |
| | 2014 | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Drug Law Arrests | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 1 | 0 | 1 | 2 |
| | 2015 | 0 | 0 | 0 | 0 |
| Liquor Law Arrests Weapons Law Arrests | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 1 | 1 |

| | | | | | |
|---|------|---|---|---|---|
| Drug Law Arrests Liquor Law Violations Referred for Disciplinary Action** | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 1 | 0 | 0 | 1 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | | | | |
| | 2014 | | | | |
| | | | | | |
| Weapons Law Arrests | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 1 | 0 | 0 | 1 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action** | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 1 | 0 | 0 | 1 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action** Weapons Law Violations Referred for Disciplinary Action** | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| | 2014 | 0 | 0 | 0 | 0 |

Campus Crime Statistics for Alvin Community College (Continued) (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) Calendar Years 2015 – 2018

| Offense | Calendar Year | On Campus | Non-Campus | Public Property | Totals |
|-------------------|---------------|-----------|------------|-----------------|--------|
| Arson | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 1 | 0 | 0 | 1 |
| Dating Violence | 2018 | 0 | 0 | 0 | 0 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 1 | 0 | 0 | 1 |
| | 2015 | 0 | 0 | 0 | 0 |
| Stalking | 2018 | 1 | 0 | 0 | 1 |
| | 2017 | 0 | 0 | 0 | 0 |
| | 2016 | 0 | 0 | 0 | 0 |
| | 2015 | 0 | 0 | 0 | 0 |

Hate Crime

Reported crimes may involve individuals not associated or affiliated with Alvin Community College. Reported Crimes may include information received from anonymous reporting. This included an increase in reports from CSAs, third party reporters, and mandatory reporters; as defined by Title IX. Additional awareness education, training, and bystander intervention programming was a priority for the 2016/2017 academic years.

| Hate Crime Statistics | |
|-----------------------|---|
| 2018 | Zero (0) hate crimes, as defined by applicable federal law, were reported at Alvin Community College in 2018. |
| 2017 | Zero (0) hate crimes, as defined by applicable federal law, were reported at Alvin Community College in 2017. |
| 2016 | Zero (0) hate crimes, as defined by applicable federal law, were reported at Alvin Community College in 2016. |
| 2015 | Zero (0) hate crimes, as defined by applicable federal law, were reported at Alvin Community College in 2015. |

UNFOUNDED CRIME

If a crime is reported as having occurred On Campus, in On-campus or on Non-campus building or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

| Unfounded Crimes | |
|------------------|---|
| 2018 | Zero Unfounded crime reports for 2018 |
| 2017 | One (1) unfounded crime for Simple Assault in the calendar year 2017. One (1) Unfounded Sexual Assault of Minor in calendar year 2017. One (1) unfounded crime of Theft for 2017. NOTE: Crimes were investigated and unfounded by a sworn law enforcement officer of the Alvin Community College Police Department. |
| 2016 | One (1) unfounded crime for theft in the calendar year 2016. NOTE: This crime was unfounded by a sworn law enforcement officer of the Alvin Community College Police Department. |
| 2015 | One unfounded crime for Stalking in the calendar year 2015. Note: This crime was unfounded by a sworn law enforcement officer of the Alvin Community College. |

Total calls for service

| | Total calls for service | |
|---|-------------------------|--|
| 2018 | 3873* | |
| 2017 | 5635 | |
| 2016 | 5936 | |
| 2015 | 6510* | |
| Calls for service with * symbol include traffic/parking enforcement citations/warnings. | | |

IMMEDIATE OR EMERGENCY NOTIFICATION, EMERGENCY RESPONSE AND THE EMERGENCY MASS NOTIFICATION SYSTEM

The immediate notification capability of the emergency mass notification process is designed to assist the College in determining the content of the notification and initiating the notification system without delay, taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident.

The Chief of Police or Assistant to the President or designee may initiate the College's emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on the campus or near the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text/voice messaging, all campus email would be seen as the most common and quickest form of communications under these circumstances. Confirmation typically involves the response and assessment of ACCPD officers, college officials, local police, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible for the campus community. The College has adopted a formalized procedure for issuing emergency alerts to the campus community. When on-duty Campus Police officers become aware of a situation that may warrant the issuing of an emergency alert, the on-duty Campus Police officers confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Chief of Police or Assistant to the President/Public Information Officer (PIO), who quickly evaluates the situation to determine if an alert is warranted, the content of the notification message, and the appropriate segment or segments of the campus community who will receive the notification. In situations where an imminent threat is present, the Chief of Police or Assistant to the President/Public Information Officer (PIO), has the ability and authority to issue an alert without delay and without further consultation with any other College official.

In situations lacking the presence of an imminent threat, the Chief of Police or Assistant to the President (PIO) consults with the Vice President for Students Services and/or other members of the Campus Emergency Response Team (CERT) prior to an alert being issued. The College, based on the judgments of members of the Campus Police Department and CERT will endeavor to immediately notify the campus community (or appropriate segments separately and distinctly impacted) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on or near the campus. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, an active shooter on or near campus, or a shooting incident on or near the campus. Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Chief of Police or Assistant to the President (PIO) or a member of CERT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

When the emergency notification system is activated using email, cell phone, text/voice messaging, college officials will notify campus community members of the emergency situation, its exact location (if

known), and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the “shelter-in-place” concept. Local police, emergency responders are also alerted via text messaging of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification—in privately-owned housing near campus or in campus academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel via an emergency notification message from the college police department or Alvin Police Department through the City of Alvin rapid communications system.

College authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

How to Shelter-In-Place:

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.
- Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of people with you and ask someone to call the list into ACCPD to inform them where you are sheltering, unless speaking could pose a threat of disclosing your location during acts of violence.
- Turn on a radio or TV and listen for further instructions, unless the sound of a radio or TV risk disclosing your location during acts of violence.
- Make yourself as comfortable as possible.

Off-Campus Emergencies:

ACCPD officials occasionally receive emergency information from the Alvin Police Department regarding incidents within the city limits that could imminently impact the safety of the Alvin Community College community. When appropriate, ACCPD will notify the campus community of off-campus threats that could also represent a serious or continuing threat to students, employees, and visitors.

Emergency Notification System Testing:

The Emergency Notification System will be tested each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual Emergency Notification System test notifications, information is shared with the campus community related to the campus' emergency response and evacuation procedures.

The College's means of communicating during an emergency situation includes the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- All Campus Email Alerts
- Voice-Mail
- Social Media Websites such as Facebook, and Twitter Accounts
- Telephone Trees
- Broadcast Alert via Campus Television
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Police Vehicles
- Direct On-foot and In-person Notifications

EVACUATION PROCEDURES

Alvin Community College Police Department shall be responsible for the safe evacuation of all persons utilizing the College's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by ACCPD. If large scale events occur that are beyond the resource capabilities of ACCPD and the College, officials will request assistance from outside emergency resources such as the City of Alvin Police and Fire, State Police, Brazoria County Sheriff's Department, Brazoria County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received or furnished to Alvin Community College.

The information may be in the form of instructions or advice from the City of Alvin Office of Emergency Management, Brazoria County Emergency Management Agency, the Governor's Office or other officially recognized agencies. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

Scope of an Evacuation:

The scope of an evacuation can include a single building, or a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the college may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation:

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official, such as a campus Police Officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-Scale Campus Evacuation:

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the College's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

All emergency incidents occurring on campus or impacting the college campus community will be managed using the incident Command System (ICS) and the National Incident Management System (NIMS) as outlined by Federal and State agencies.

The primary responsibility for responding to emergencies on Alvin Community College's campus rests with the Campus Police Department (ACCPD), local emergency services, and the President of the College. The Campus Incident Management System or CERT – Campus Emergency Response Team - is the established protocol for managing all aspects of an incident. ACCPD, along with other College departments, and the emergency services organizations play an essential role as the first line of defense. In responding to an emergency or disaster, Alvin Community College will make full use of the facilities, equipment, supplies, personnel, and resources of the College. The College President, as chief executive, has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager. Incident Command is established when an authorized individual (usually a ACCPD officer or supervisor, fire chief, police officer) is on site and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of College community members, senior officers of the College, members of CERT, and members of Campus Police are immediately summoned as part of Alvin Community College's crisis response procedure.

Campus Police officers, supervisors, and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan (EOP) and departmental procedures as a guideline.

These actions may include:

- Deployment of additional Police officers
- Engagement of law enforcement officials
- Summoning of local, county, or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus

- Securing of campus buildings
- Evacuation of campus buildings

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post (ICP). Certain "triggering" conditions may dictate a broader institutional response. This broader response will be managed from an Emergency Operations Center (EOC) by the CERT.

When an Emergency Operations Center (EOC) is established, CERT will assume a policy, direction, and coordination role over the institution's response and recovery. The EOC will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the Incident Commander or Unified Command group.

The CERT consists of two groups, the Core group and the Advisory group. The Core Group Members are the policy decision-makers and include the President and members of the Executive Leadership Team (ELT) and senior staff. The second group include key department heads from organizations throughout the institution. The members of CERT are institutional emergency incident resources and potential responders; they are not persons who community members should report crimes to.

The CERT composition is as follows:

- Core Incident Command Group
 - President
 - VP of Instruction
 - VP of Student Services
 - VP of Financial and Administrative Services
 - Executive Director of Human Resources
 - Executive Director of CEWD
 - Director of Physical Plant
 - Chief of Police
 - General Counsel (If needed)

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS
CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN
REAUTHORIZATION ACT OF 2013**

SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

Alvin Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Alvin Community College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Information pertaining to Alvin Community College policies pertaining to these Clery Crimes can be located in the Alvin Community College student handbook and course catalog. The below information pertaining to Federal Clery Act Definitions.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

• Domestic Violence:

- a. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- b. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- a. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
- b. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

• Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- a. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b. For the purposes of this definition—
 - 1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of

such abuse.

2. Dating violence does not include acts covered under the definition of domestic violence.
- c. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

• **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

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

Stalking:

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to —
 1. Fear for the person's safety or the safety of others; or
 2. Suffer substantial emotional distress.
- b. For the purposes of this definition—
 1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- c. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

A definition of consent as it relates to sexual activity is as follows:

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions.

Individuals who are physically or mentally incapacitated cannot give Consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force or coercion is alleged, the absence of resistance does not demonstrate Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent (due to falling asleep or passing out into a state of unconsciousness, for example).

How to Be an Active Bystander:

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call ACCPD at #281-756-3700, #3700 from college phone or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792. Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

Risk Reduction:

Recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try **not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cash money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 1. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 2. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 3. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

4. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

•**Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

•**If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at a nearby Hospital Emergency Room. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if you choose not to make a report to law enforcement.

Brazoria County, Texas, which includes the City of Alvin and Alvin Community College as well as surrounding areas utilize SANE nurses to collect forensic evidence in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault at nearby Hospitals and have forensics evidence collected during the exam.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved and collected, which may assist with prosecution, identification of the suspect if not already known, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

Involvement of Law Enforcement and Campus Authorities:

Although the College strongly encourages all members of its community to report violations of this policy to Campus Police and Alvin Police or the agency where the offense occurred, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Alvin Community College Police Department will assist any victim with notifying law enforcement if the victim so desires. The Alvin Police Department may also be reached directly by calling (281) 388-4370 24 hours a day or 911 in emergency situations; or in person at the Alvin Police Department located at 1500 S. Gordon St, Alvin, Texas.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should

report the incident promptly to the Title IX Coordinator, Vice President of Student Services, Dr. Jade Borne (office: A-Building Room #137, email: mdement@alvincollege.edu; phone: 281-756-3518) by calling, writing or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to campus police will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Police.

Employee Assistance Program:

Alvin Community College also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible.

All information relating to an employee's EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives his or her advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims - Rights & Options:

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with an explanation of their rights and options.

Such information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the institution: Alvin Community College complies with Texas State law in recognizing protective orders.

Any person who obtains an order of protection from the State of Texas or any reciprocal state should provide a copy to the Alvin Community College Police Department and the Office of the Title IX Coordinator. A complainant may then meet with campus police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom/work site location, or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, allowing an employee to develop a flexible work schedule, etc. The College cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s).

In The State of Texas, a victim of domestic violence, dating violence, sexual assault, or stalking has the right to file a petition with the courts requesting protection through an Emergency Protective Order which could include the following:

- An order prohibiting the abuser from further acts of abuse;
- An order directing the abuser to leave the victim's household/place of residence;
- An order directing the abuser to refrain from stalking or harassing the victim or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

The college police department will help put victims who are interested in pursuing an Emergency Protective Order (EPO) in contact with local courts or the local advocacy center for victims. Any student who obtains a protection order from The State of Texas or any reciprocal State should provide a copy to the college police and the VP of Student Services. The college police department will help facilitate the reporting violations of EPO's to local police.

While not the same as a State mandated protection order, the College can issue a No Contact Directive. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to: email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms.

If the College receives a report that such an institutional no contact-order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

To request changes to academic, living, transportation and/or working situations, or protective measures, a victim should:

Students: Contact the VP of Student Services / Title IX Coordinator for assistance.

Employees/Faculty: Contact the Office of Human Resources (depending upon employment status).

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Safety Alert or Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

Organizational Behavior:

Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the College community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The College will conduct a preliminary investigation into an incident. For cases involving a social organization, the case may be referred to the VP of Student Services / Title IX Coordinator.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator, and/or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the College is responsible for determining if the organization and/or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations.

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation.

However, its ability to do so may be limited based on the nature of the request by the Complainant.

If the Victim requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide a safe environment for all College community members. In cases where the College cannot respect the wishes of the Victim, the College will consult with the Victim and keep them informed about the College's course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community an alert may make members of the community feel known or singled out.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation and the College will take strong responsive action to protect the Complainant.

The College has designated the following individual(s) to evaluate requests for privacy once the College is aware of alleged sexual violence:

Dr. Jade Borne, Vice President of Services / Title IX Coordinator, or a trained designee.

Threshold of Information:

Upon receipt or notice of a report, the Title IX Coordinator or designee will review the investigation report to make a determination whether the allegations, if proven, would constitute prohibited conduct as defined by Board policy (FFDA). If so, the Title IX Coordinator or Designee shall immediately authorize or undertake an investigation, except if the investigation would impede a criminal or regulatory investigation. The College Official shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

If the Title IX Coordinator or Designee determines that the allegations, if proven, would not constitute prohibited conduct as defined by Board policy, they shall refer the complaint for consideration under Board policy FFDB or FFE, as appropriate.

If the Title IX Coordinator determines that this threshold has not been reached written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

Notification of Outcome:

The Title IX Coordinator or Designee shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with Board policy and procedures (Board Policy FM and FMA)

Corrective Action:

Examples of corrective action may include, but not limited to a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.

Improper Conduct:

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College may take disciplinary action in accordance with Board policy and procedures or other corrective action reasonably calculated to address the conduct.

Appeal:

A student who is dissatisfied with the outcome of the investigation may appeal through Board policy FLD(LOCAL), beginning at the appropriate level.

General Standards of Conduct:

Alvin Community College is committed to operating with integrity and in compliance with all applicable federal, state and local laws, regulations, and policies. Additionally, all employees are expected to conduct themselves honestly and with a high degree of personal integrity. The mutual respect and collegiality that is gained as a result of adherence to these high standards encourages a positive and productive work environment. This not only involves sincere respect for the rights of others, but also requires that employees refrain from behavior in both their professional and personal lives, that might be harmful to themselves or their coworkers and/or the College. To maintain the integrity of Alvin Community College and to protect the rights of its employees, its students, and the College itself, employees are expected to conduct themselves honestly, professionally, and ethically at all times.

Additionally, to make the College a safe and pleasant place to work, every employee is expected to observe certain standards of conduct. Certain conduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such conduct are as follows: gross insubordination; dishonesty; stealing property or merchandise belonging to the College, its suppliers, students, or other employees; private financial relations with customers or suppliers; deliberate damage to College property; fighting; falsifying or causing to be falsified information on an employment application, or other College documents; unlawful possession, use, or distribution of alcohol; intoxication; the illegal use, sale, manufacture, possession or distribution of drugs or narcotics; sexual misconduct, other inappropriate sexual conduct, illegal harassment and/or discrimination; the use of firearms or other weapons on College premises, or the use or threat of violence.

The specific conduct described in this section does not include all of the possible grounds for discipline or discharge. These descriptions are intended as illustrations of the types of conduct that must be avoided for the

good of our employees, students, visitors, and the College itself.

Because these rules are essential to our most important function - high quality service to our students - as well as to the efficient operation of our business, the provisions of this section will be promptly and fairly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In the State of Texas, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the State of Texas Department of Public Safety. In the City of Alvin, Texas, information regarding registered sex offenders who are subject to community notification may be obtained at the Alvin Police Department, located at 1500 S. Gordon, Alvin Texas (phone #: 281-388-4370); or at the Texas Department of Public Safety website at: <https://records.txdps.state.tx.us/SexOffenderRegistry>.

WEAPONS POLICY

Alvin Community College Police Department officers are fully certified and possess all authorities provided by the State of Texas. Any person carrying a hand gun on campus must do so in accordance with Senate Bill 11 (Campus Carry Law) and the regulations set forth by the Alvin Community College. A copy of the college campus carry regulations can be located on the college website under Campus Police.

COMMUNITY COMPLAINTS/FEEDBACK

Campus Police encourages community members to bring forward legitimate grievances regarding misconduct by employees. Any complaints received will be dealt with courteously, and they will be handled efficiently. All complaints will be taken seriously and thoroughly investigated by the Chief of Police or designee.

MISSING STUDENTS

Missing Persons / Kidnapping / Attempted Child Abductions

1. Reporting/Classification of Missing Persons

Officers receiving a report of a possible kidnapping or child abduction will immediately cause notification of a supervisor and the Chief of Police. In cases of a potential kidnapping or child abduction, time is of the essence and the department may initiate preplanned protocols for handling these events. Reports of unsuccessful attempted child abductions will require a response and offense report as well as immediate TLETS notification of the Texas Clearinghouse. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident. A person may be declared "missing" when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject's behavior patterns, plans or routines. An individual may be considered "missing-critical" who meets the foregoing criteria and among other possible circumstances:

- a. A reasonable suspicion the individual may be the subject of foul play,

- b. Under 13 or over 65 and may be unable to properly safeguard or care for himself/herself,
- c. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
- d. is a patient of a mental institution and is considered potentially dangerous to himself or others;
- e. has demonstrated the potential for suicide; or
- f. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- b. On any Critical Missing, the department will continue active investigation by assigning personnel full time in attempting to locate the missing person.
- c. Reports of juveniles who have voluntarily left home (i.e., “runaways”) should be classified as such only after thorough investigation. The number of incidents where a child has left home voluntarily should be determined and whether the child is in a natural or foster home. This information is needed for data entry into NCIC and TCIC.

2. Initial Report Taking

The responding officer must gather as much pertinent information as quickly as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:

- a. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
- b. Time and place of last known location and the identity of anyone accompanying the subject.
- c. The extent of any search for the subject.
- d. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
- e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
- f. The current physical condition of the subject and whether the person is currently on prescription medication.
- g. If the missing person is a child, inquiry should also determine if the child
- h. is or may be with any adult who could cause him/her harm;
- i. may have been the subject of a parental abduction;
- j. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
- k. The current custodial status of the child.
- l. A supervisory officer shall also respond on all missing persons cases.

3. Preliminary Investigation

- a. The preliminary investigation is intended to gather information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:
- b. Complete description of the subject and a recent photograph.
- c. Officers will conduct a complete and thorough consensual search of the missing person’s home and surrounding property as soon as possible. Many children have been found hiding, trapped or asleep in their home. On occasion, evidence of a crime involving the person has also been located.
- d. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
- e. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
- f. Indications of missing personal belongings, particularly money and other valuables.
- g. Any suggestions of foul play or accident.
- h. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as

- i. the presence of behavioral problems;
 - ii. past instances of running away;
 - iii. signs of an abusive home environment or dysfunctional family situation;
 - iv. whether the child is believed to be with adults who may pose a danger; and
 - v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- i. When possible, officers should gain permission to search a missing child's school locker, as appropriate for information which may lead to investigative leads.
- j. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made as soon as possible in state and national information databases in accordance with established NCIC and TCIC procedures. (Suzanne's Law (42 USC 5779) requires immediate entry into NCIC for any missing person under 21 years of age.
- k. Entry of voluntarily missing children (Runaways) must be made within eight hours of the initial report and must include information as required by DPS rules regarding their entry.
- l. Reports of Attempted Child Abductions will be made to the Texas Clearing House using Tlets as required by DPS rules as soon as possible.
- m. In the case of persons designated as "missing- critical," a supervisory officer may direct that
 - i. The agency should utilize the Amber Alert System or Silver Alert System, the A Child is Missing system, or other local notification systems.
 - ii. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person.
 - iii. Regional and statewide missing persons reports be made.

4. Special Considerations in Custodial Situations

If the missing person is:

- a. A Child under the age of 18,
 - b. Whose whereabouts are unknown to the child's legal custodian for a period of more than 48 hours, and
1. The circumstances indicate a possibility that the child was taken or retained without the permission of the Custodian and with the effect of depriving the Custodian of the possession of or access to the child, (unless the taking or retention of the child was prompted by the commission or attempted commission of family violence as defined by Section 71.004 of the CCP, against the child or actor), or
 2. The reporting person indicates that the person taking or retaining the child has legal authority to joint possession, but is subjecting the child to abuse or neglect (Family Code 261.001),
 3. The department will make a reasonable effort to locate and determine the well-being of the child.
 4. If the child is located:
 - i. And is in possession of a person who has a legal right of custody, the well-being of the child shall be determined.
 1. If there is reason to believe that the child is the victim of abuse or neglect (Section 261.001 Family Code), the department will immediately notify the Department of Family and Protective Services, and may take possession of the child pursuant to Family Code Chapter 262, Subchapter B and deliver the child to Family and Protective Services.
 2. If the child is not the victim of abuse or neglect, the child will be left in the legal custody of the person where found.
 3. The reporting person will be notified that the missing person has been located and determined to be not the victim of abuse or neglect and in the possession of legal custodian. The location of the missing person will not be revealed unless approved by the child's current Custodian.
 4. A Missing Person offense report will be made and a supplement to the offense will be made outlining all department investigative activities and conclusions.

- ii. If the child is in possession of a person without legal right to custody of the child,
 - 1. The department shall attempt to determine whether the child is a victim of abuse or neglect.
 - a. If the child is determined not to be the victim of abuse or neglect, the department will take possession of the child and return the child to the legal custodian and any shall consider pursuing criminal charges, if appropriate, against the possessor.
 - b. If the child is determined to be the victim of abuse or neglect, the department shall take possession of the child, as indicated above, and delivered to the Department of Family and Protective Services. Criminal charges may be pursued, if appropriate, against the possessor.

5. Search Procedures

- a. The responding officer will organize and direct the search for the person/child unless relieved by higher ranking personnel.
- b. Should significant search efforts be required, additional personnel will be requested and use of Incident Management System shall be employed.
- c. Canine search may be requested, however canines that are trained in find and bite shall not be used to search for missing persons/children unless in an extreme or life threatening emergency and then only on a controllable leash.

6. Criminal Investigations will:

- a. Request release of dental records and any fingerprints available.
- b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
- c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
- d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away. Officers may also check social media pages with parental consent.
- e. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
- f. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief or designee and the missing person's family.
- g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

7. Recovery of Missing Persons and Case Closure

- a. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 - i. advise them that they are the subject of a wanted to locate investigation;
 - ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers shall ensure that:

- i. the juvenile receives medical attention if necessary in a timely manner;
 - ii. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor, and
 - iii. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

Clery-designated Crime Definitions

Alvin Community College is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Murder/Non-Negligent Manslaughter – The killing of one human being by another.

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

The Federal definition (from VAWA) of Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, Without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

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

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

Burglary – The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft– The theft or attempted theft of a vehicle.

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

Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:

The Federal definition (from VAWA) of **Domestic Violence**: a felony or misdemeanor crime of violence committed:

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

The Federal definition (from VAWA) of **Dating Violence**: the term “dating violence” means violence committed by a person:

Who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

The Federal definition (from VAWA) of **Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for the person's safety or the safety of others; or suffer substantial emotional distress

for the purposes of this definition:

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

Hate Crimes – any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions: To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias – a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against; the offense is still a bias crime because the offender was motivated by bias against the group.

This information is provided as a part of Alvin Community College’s continuing commitment to safety and security on campus in compliance with the Texas Uniform Crime Reporting Act and the Jeanne Clery Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Chief of Police either by mail at 3110 Mustang Rd, Building H, Rm132, Alvin, Texas 77511 or by calling 281-756-3700.

Due to our location on the Texas Gulf Coast, below is additional informational resources pertaining to possible health issues.

Zika and Mosquito Management

Zika Precautions for Women (ENTO-053) is a new publication outlining the most important steps women can take to protect themselves and their unborn children from Zika. Protecting women is the top priority for public health agencies this summer.

What Texans Need to Know About Zika Virus (ENTO-052) General information about Zika, what causes it, whether you should be worried, and how to stop it. (**Spanish Version**)

Mosquitoes and the Diseases they Transmit (ENTO-040) Provides an overview of all important disease carrying mosquitoes in Texas. (**Spanish Version**)

Buzz Off (ENTO-055) A short reminder of the 4-Ds, the four ways to avoid mosquito bites. A quick safety reminder for yourself, friends and family.

Do-it-yourself Backyard Mosquito Control (ENTO-054) An overview of all the mosquito control options available to you as a consumer. Advantages and disadvantages–what we know and don’t know about the many products out there.