



CISCO COLLEGE

# Annual Security & Fire Safety Report 2023





**A MESSAGE FROM OUR DIRECTOR OF CAMPUS SAFETY/ CHIEF OF POLICE**

On behalf of the Cisco College Police department, I want to thank you for taking the time to review the 2023 Cisco College Annual Security Report which has newly compiled data from 2022. The safety and well-being of our students, faculty, staff, and visitors is our foremost concern. As the department responsible for campus safety, we look forward to being able to provide a more rounded safe environment for all involved.

With your help and participation, along with our commitment, I am sure that the time you spend at Cisco College will be safe and productive. We have a very good working relationship with our local city and county Law Enforcement partners and can call upon them for any assistance or support that may be needed.

The Annual Security Report is published to provide information about services, programs, and statistical information in compliance with the Jeanne Cleary Disclosure of Campus Policy and Campus Crime Statistics Act. If you have any questions or suggestions concerning this publication, please contact the Cisco College Police Department at 254-442-5034, or come by our office located in the bottom floor of Memorial Hall on the Cisco Campus.

Sincerely,

Roger Tighe  
Director of Campus Safety/Chief of Police  
Cisco College Police Department

# **CISCO COLLEGE POLICE DEPARTMENT**

## **ANNUAL SECURITY REPORT 2023**

The Cisco College Police Department is responsible for preparing and distributing the annual Security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Annual Security Report is published every year by October 1 and contains three years of selected campus crime statistics and certain campus security policy statements in accordance with the Clery Act.

The Cisco College Police Department composes the Annual Security Report and statistical information with input from various sources such as local law enforcement agency, Student life employees and campus officials, including but not limited to: The Dean of Students, Dorm Directors, Department Heads Coaches and the Athletic Director.

### **PURPOSE OF ANNUAL SECURITY REPORT**

Enacted in 1990, The Student Right to Know and Campus Security Act was designed to assist students in making decisions which affect their personal safety and to ensure institutions of Higher Education provide students, prospective students, staff, and faculty the information they need to avoid becoming victims of campus crime.

The Higher Education Act of 1998 and the subsequent amendment of the implementation regulations (34 C.F.R. 668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statics Act (hereafter The Clery Act). The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime statistics and certain campus security policy statements
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and cretin non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other college officials who have significant responsibility for student and campus activities.
- Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- Disclose in a public crime log and crime that occurred on campus or within the patrol jurisdiction of the campus police or security department that is reported to the campus police or security department.

### **DISCLOSURE OF ANNUAL REPORT NOTIFICATION**

Each year, and email notification is sent to all current students, faculty, and staff providing the web site to access this report. Upon request, prospective students and employees my obtain a written paper copy of the report which will be available at the Cisco College Police department located at 101 College Heights, Memorial Hall, Cisco, TX 76437, or on the web, <http://www.cisco.edu>. Under the campus safety link.

### **ENFORCEMENT AUTHORITY**

The Cisco College Police Department is the primary police authority for Cisco College. Its police officer is a certified Texas Peace officer as defined in article 2.12 of the Texas Code of Criminal Procedure. Pursuant to section 51.203 of the Texas Education Code, the primary Jurisdiction of the Cisco College Police Department includes all properties owned or under control of the College in Eastland County. On these properties Cisco College Police Department officer

- Is vested with all the powers, privileges, and immunities of peace officers;
- May arrest without warrant any person who violates state law, in accordance with Chapter 14 of the Texas Code of Criminal Procedure
- And may enforce all traffic laws on streets and highways.

Pursuant to Section 51.210 of the Texas Education Code, the Cisco College Officer is also empowered to enforce the rules and regulations of Cisco College. The Cisco College Police Department works regularly with the City of Cisco Police, The City of Eastland Police, The Eastland County Sheriff's Office, The Texas Department of Public Safety as well as the 91<sup>st</sup> Judicial Drug Task Force and other local law enforcement agencies to conduct and assist with criminal investigations. The Cisco College Police department will provide and seek assistance from other federal, state, county, and local law enforcement agencies.

### **PROFESSIONAL STANDARDS**

The Cisco College Police Department's ability to develop and sustain the public's trust involves our commitment to provide excellent services in our efforts to promote and maintain a safe and secure College community. All members of the Cisco College community can expect to be treated in a courteous and professional manner by members of the Campus Safety Department. The Cisco College Campus Safety Department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate and reasonable level of service. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they have provided.

The foundational dynamic of the relationship between the Campus Safety Department and the public requires interdependence not independence. It is essential that the services provided to the Cisco College community are acceptable. Thus, it is important that we obtain feedback from the community we serve regarding the quality of service. We strongly encourage you to help us improve your Campus Safety Department by bringing any complaints or compliments to the attention of the Chief of Police in a timely manner:

- Call the CCPD at (254) 442-5034. This number is answered 24 hours a day
- Address written correspondence to : Chief of Police Cisco College 101 College Heights Cisco TX 764737
- Send an Email to the Chief of Police at [roger.tighe@cisco.edu](mailto:roger.tighe@cisco.edu) or [police@cisco.edu](mailto:police@cisco.edu)

### **INCIDENT REPORTING AND RESPONSE**

Any on-campus non –emergency criminal offense or suspected criminal activity should be reported immediately to the Campus Safety Department by dialing (254) 442-5034 from any phone. For emergency situations DIAL 911

Members of the Campus Safety Department are here to assist you in whatever you may need. They do their best to be visible to students, faculty and staff; however we cannot be everywhere all the time. We patrol the campus on foot, as well as in vehicles. For any off-campus offense, we encourage prompt reporting to the correct agency.

We cannot overemphasize the importance of prompt and accurate reporting of an incident or accident. For example, if a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost. Consequently, this will inhibit the ability to determine the facts and develop an accurate report, and information could be missed that is essential for further investigation. If you witness a crime or emergency, promptly report it to the Campus Safety Department and be prepared to answer questions as accurately as you can. The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime, or you have seen or received information of criminal activity or other emergency, please contact the Campus Safety Department.

### **DAILY CRIME LOG**

Each day the Cisco College Campus Safety Department compiles a Daily Crime Log that is available to the media, the public, and various campus offices. This summary identifies the time, location, time, preliminary disposition, and date the crime was reported.

### **CONFIDENTIAL REPORTING OF CRIMES**

There will be no retaliatory action against any individual with respect to the implementation of any provision of The Clery Act. The Dean of Students can assist the victim with issues including, but not limited to, class schedule changes, or withdrawal procedures.

### **REPORTING CRIMES TO CAMPUS OFFICIALS**

Faculty, Staff, and students are encouraged to report any criminal offense within the campus environment directly to the Cisco College Campus Safety Department located in Memorial Hall Room 26 or by telephone at (254) 442-5034. For any off-campus offense, we encourage prompt reporting to the proper local law enforcement agency.

#### **Cisco Campus Area:**

Cisco Police Department	(254) 442-1770
Eastland Police Department	(254) 629-1700
Eastland County Sheriff's Office	(254) 629-1774
Ranger Police Department	(254) 647-3232

#### **Abilene Education Center Area:**

AEC Contract Campus Safety	(325) 280-3588
Abilene Police Department	(325) 673-8331
Taylor County Sheriff's Office	(325) 674-1301

As an option you may also report criminal offenses to designated campus officials (including, but not limited to), directors, The Dean of Students, The Title IX Coordinator, Coaches, or Dorm Directors.

Director of Campus Safety	(254) 442-5034
Provost	(325) 794-4401
Director of Human Resources	(254) 442-5121
Dean of Students	(254) 442-5173
Title IX Coordinator	(254) 442-5022 Cisco / (325) 794-4439 AEC
Coaches	
Baseball	(254) 442-5172
Football	(254) 442-5030
Rodeo	(254) 442-5012
Softball	(254) 442-5015
Volleyball	(254) 442-5001
Women's Basketball	(254) 442-5173
Women's Soccer	(254) 442-5505

Although exempt from the reporting requirements of the Clery act, Pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident may pose an ongoing threat to the campus community.

### **MISSING PERSONS**

It is the policy of the Cisco College Campus Safety Department to thoroughly investigate all reports of missing persons. In addition, this department considers a missing child, and an adult that is mentally impaired, to be considered at risk until significant information to the contrary is confirmed. Staff members should follow the instruction below upon receiving a report of a missing student:

- Immediately contact the Cisco College Campus Safety Department with all information provided regarding the missing student so that an investigation can be initiated. This is required by Federal Law
- Provide the Department with names and contact information of any people designated as a missing person contact for the person that is suspected as being missing
- The Campus Safety Department will notify the designated emergency contact
- Submit an incident report to the Dean of Students

### **CRIMINAL ACTIVITY OFF-CAMPUS**

The Cisco College Campus Safety Department as well as campus officials will assist students with notification to the proper law enforcement authorities. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report. When a Cisco College Student is involved in an off-campus offense, the Cisco College Police Department may assist with the investigation in cooperation with local, state, or federal law enforcement agencies. There will be no retaliatory action against any individual with respect to the implementation of any provision of the Clery Act.

### **TIMELY WARNING POLICY**

In consultation with the Dean of Students and Vice President of Student Services the Cisco College is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C 1092(f) et seq. Jeanne Clery at, 20 U.S.C. 1902. The Cisco College Police Department will continuously and diligently work and coordinate with local, state, and federal law enforcement agencies to address exigent public safety concerns.

Anyone with information warranting a timely warning should report the circumstances to the Cisco College Campus Safety Department. As soon as possible after the incident is reported to CCPD, it will be decided if and when a timely warning should be issued. Such discussion may occur either in person teleconference or per email discussion.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Anyone with information warranting a timely warning should report the circumstance immediately to the Chief of Police of Cisco College or one of the Security Officers by phone at (254)442-5034 or in person at 101 College Heights Memorial Hall Cisco TX 76437.

### **PROCEDURE**

When a determination has been made that a timely warning should be issued the Cisco College Police, Student Life and Marketing departments will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure the timely notification:

- Invoke the Omnilert system, text, and email message system. Members of the College community may enroll to receive these notifications at <https://cisco.omnilert.net/>
- College wide email of the timely warning notice,
- Post the warning on the Cisco College website at [www.cisco.edu](http://www.cisco.edu)

Such warnings may include, but are not limited to, the following information:

- Type of crime
- Date, time and location of incident
- Suspect description
- Public Safety reminders

### **COLLEGE EMERGENCY NOTIFICATION POLICY**

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Authorized Cisco College officials will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of student, faculty and staff, unless issuing a notification will compromise the efforts to contain the emergency

Upon receiving the report of an emergency, the responding people will determine the appropriate level of response required and will communicate with the appropriate personnel at the scene.

Emergency message will include information detailing what has occurred and directions to the community regarding what to do next. The Omnilert system will be activated to provide an emergency notification to registered users through email and text message. The emergency notification process does not replace the timely warning requirements. Instead, the emergency notification address as much wider range of threats such as gas leaks, fires, weather, bomb threats contagious virus, etc.

### **PROCEDURE**

When a determination has been made that an emergency notification should be issued, the Cisco College Campus Safety Department will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoke the Omnilert system. Members of the campus community may enroll to receive the notifications at <https://cisco.omnilert.net/>
- Issue campus wide email of the emergency notification.

All decisions concerning the discontinuation of college functions cancellation of classes or cessation of operations, rest with the President or their designee. After consulting with the involved administrators, the President shall be responsible for declaring a major institutional emergency. If it is deemed necessary to warn the college community of an impending threat or emergency situation, the College Emergency Notification System will be active.



The College Emergency Notification Systems consist of the following:

- Text messaging
- Email
- Television and Radio Media
- Social Media alerts
- College website [www.cisco.edu](http://www.cisco.edu)

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered by the President or his designee. A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency or even. When such action is warranted, you will be appropriately advised by the college Emergency Notification System.

#### **BUILDING EVACUATIONS**

When notified of a building evacuation:

- Evacuate the building immediately, calmly, and quickly.
- Carry all personal items i.e. books, purses etc. As you may not be allowed back in the building
- Walk to the nearest exit/stairwell (close the door behind you)
- Do not use elevators.
- Proceed to the designated area outside the building moving as far away from the building as possible. Do not stand on porch areas
- Do not re-enter the building until told by authorized personnel.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel
- Assist with the evacuation of individuals with special needs

### **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, WEAPONS**

As an institution interested in the intellectual physical and psychological well-being of the campus community, Cisco College deems it important to curtail abusive or illegal use of alcoholic beverages. All members of the College community and guest are required to comply with local state and federal laws regarding the possession, distribution, and consumption of alcoholic beverages.

#### **ALCOHOL**

The possession of alcohol by anyone on the College grounds is prohibited. It is a violation of the student code of conduct as well as the policy of the College. Consequences could result in criminal charges or arrest by the Cisco College Police Department and or sanctions by the college.

#### **ILLEGAL DRUGS**

Texas State law prohibits the manufacture, sale, deliver, possession or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Texas Controlled Substance Act, including but not limited to opiate, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Texas state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substance Act. Alleged violations of this policy will result in criminal charges and will also be adjudicated through the College disciplinary process.



## **WEAPONS**

In accordance with Texas Penal Code Chapter 46, it is an offense to intentionally, knowingly or recklessly possess a firearm, location prohibited knife, or other prohibited weapon (with or without a concealed hand gun permit) on the physical premise of a school or educational institution, to include any buildings or passenger transportation vehicles under direct control of the educational institution.

## **SEXUAL ASSAULT**

Victims of Sexual Assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the Cisco College Campus Safety Department immediately. It is the policy of the department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedures and the Eastland County District Attorney's office

All information of reports of sexual assault is kept strictly confidential. In accordance with the Texas Code of Criminal Procedures, Article 57, victims may use a pseudonym to protect their identities. A pseudonym is a set of initials, or a fictitious name, chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges or seek judicial actions through the College's disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance. The Cisco College Police Department is available to all victims to provide information about personal safety, Texas Crime Victims' Rights, Texas Crime Victims Compensation fund and other information upon request. The Dean of Students can assist the victim with issues including, but not limited to class schedule change, withdrawal procedures etc.

Cisco College Police Department is available to receive and investigate reports of sexual assault, assist victims in securing medical attention, participate in evidence preservation and collection, conduct investigations, and inform the victim of legal and administrative options both on and off campus.

Guidelines or suggestions to follow after a sexual assault:

- Go to a safe place as soon as you can
- Contact the local police department by calling 911
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Try to preserve all physical evidence. Do not wash; use the toilet, brush teeth, or change clothing if you can avoid it. If you do change clothes put all clothing you were wearing at the time of the incident in a paper, NOT PLASTIC, bag.
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support
- Contact someone you trust to be with you and support you.

## WRITTEN NOTIFICATION TO SEXUAL ASSAULT SURVIVORS



CISCO COLLEGE

If you or someone you know has been hurt by sexual assault, domestic violence, dating violence, or stalking, **Cisco College is here to help. You have the right to live, learn, and/ or work in a safe and welcoming environment.** Violence is unacceptable, and College Policy prohibits sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

### THINGS TO CONSIDER

#### ARE YOU IN DANGER?

If yes, call 911.

Cisco College Police Department can also provide support by calling at (254) 442-5034. We will coordinate transport to pick you up from your location and make plans for your next steps.

#### DO YOU NEED MEDICAL ATTENTION?

You can receive medical attention at any medical facility; however, certain facilities have specially-trained staff to help survivors of sexual assault. The following locations have (SANE) Sexual Assault Nurse Examiners:

Hendrick Medical Center-SANE

Abilene, Texas

325-670-5932

It is important to preserve evidence that may be useful in obtaining a protection order or in proceeding with a criminal investigation should you choose to do so. Completing a forensic exam does not require you to file a police report or report to the institution, although we encourage these reports if you are comfortable doing so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy.

If possible, please do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, domestic violence or stalking.

Your immediate and long-term safety is what's most important. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you.

# MAKING A REPORT

You may choose to report to law enforcement, you may choose to report through our campus disciplinary process, you may report to both, or may choose to access neither of these options. Cisco College will protect your identity in publicly available information, such as within our annual security report or in warnings sent to the campus community.

You also can access the accommodations listed below regardless of where you choose to report and we will keep these accommodations confidential as well, as long as it does not limit our ability to provide them to you. If we would need to share information in order to provide an accommodation, we would notify you of what information needs to be shared, why, and with whom prior to sharing the information.



## ON CAMPUS

There are people on and off campus who can support you in reporting to law enforcement if you choose to do so.

You can contact Cisco College Campus Safety at (254) 442-5034 or Student Life at (254) 442-5178. They can assist you in notifying law enforcement and can help connect you to other people and resources on our campus.

Student Life is located on Rockwell Drive and the Campus Safety Department is located  
On the first floor of Memorial Hall off Joe Green Drive.

Regardless of whether or not you report to the police, you can report to the College by contacting:

During regular business hours:

**Dean of Students Office (254) 442-5173**  
**Title IX Coordinator (254) 442-5022 Cisco**  
**(325) 794-4439 Abilene**

Please see the **campus disciplinary** process section for more information on pursuing an investigation under campus policy.



## LAW ENFORCEMENT

In an emergency, dial 911.

The decision to report to law enforcement is entirely yours. Some survivors say that reporting and seeking justice helped them recover and regain a sense of control over their lives. Understanding how to report and learning more about the experience can take away some of the unknowns and help you feel more prepared.

### How do I report sexual assault?

You have several options for reporting sexual assault:

- **Call 911.** If you are in immediate danger, dial 911. Help will come to you, wherever you are.
- **Contact local police department.** Call the direct line of your local police station or visit the station in person.

The following agencies are available to initiate an investigation:

#### Cisco Area

Campus Police	(254) 442-5034
Cisco Police	(254) 442-1770
Eastland County Sheriff	(254) 629-1774

#### Abilene Area

Abilene Police	(325) 673-8331
Taylor County Sheriff	(325) 674-1300

- **Visit a medical center.** If you are being treated for injuries resulting from sexual assault, tell a medical professional that you wish to report the crime. You can also choose to have a sexual assault forensic exam. To find an appropriate local health facility that is prepared to care for survivors, call the National Sexual Assault Hotline 800.656.HOPE (4673).

To learn more about the options in your area, call the National Sexual Assault Hotline at 800.656.HOPE (4673). You'll be connected to a staff member from a [local sexual assault service provider](#) who will walk you through the process of getting help and reporting to law enforcement at your own pace. In most areas, there are specific law enforcement officers who are trained to interact with sexual assault survivors. Service providers can connect you to these officers, and might also send a trained advocate to accompany you through the reporting process.

### **Is there a time limit on reporting to the police?**

In short, yes. This window of time you can report a crime is called the statute of limitations. The statute of limitations in Texas is 10 years unless: (1) probable cause exists to believe that the defendant has committed the same offense or a similar sexual offense against five or more victims; or (2) during the investigation of the offense biological matter is collected and subjected to forensic DNA testing and the testing results show that the matter does not match the victim or any other person whose identity is readily ascertainable.

### **What are some common concerns about reporting?**

If you have questions or concerns about reporting, you're not alone. The list below may have answers to some common questions that are on your mind.

- **The perpetrator got scared away or stopped before finishing the assault.**  
Attempted rape is a serious crime and can be reported. Reports of attempted rape and other assault are taken seriously.
- **I know the person who hurt me.**  
About 2/3 of victims know the perpetrator. It can be unnerving to be violated by someone you know. Regardless of who the perpetrator is, sexual assault is against the law.
- **I've been intimate with the perpetrator in the past, or am currently in a relationship with the perpetrator.**  
[Sexual assault can occur within a relationship](#). Giving someone consent in the past does not give them consent for any act in the future. If you did not consent, they acted against the law—and you can report it.
- **I have no physical injuries, and I'm worried there's not enough proof.**  
Most sexual assaults do not result in external physical injuries. It's important to receive medical attention to check for internal injuries. You can also choose to have a [sexual assault forensic exam](#) to check for [DNA evidence](#) that may not be visible on the surface.
- **I'm worried law enforcement won't believe me.**  
There has been great investment in police training on this topic. While there are occasional exceptions, most law enforcement officers are understanding and on your side. If you do encounter someone who isn't taking your case seriously, ask for their supervisor and let your [local sexual assault service provider](#) know.
- **I don't want to get in trouble.**  
Sometimes minors are afraid of being disciplined, either by the law or by their parents, because they were doing something they shouldn't have when the abuse occurred. For example, a teen might have been consuming alcohol, or a child might have been breaking a house rule. It's important to remember that sexual assault is a crime—no matter the circumstances. Nothing you did caused this to happen.

### **Do I have to report to get a rape kit?**

By law, you are not required to report to law enforcement in order to receive a [sexual assault forensic exam](#), commonly referred to as a "rape kit." The Violence Against Women Reauthorization Act of 2013 has made it easier for someone to have a "Jane Doe rape kit," where they are given a code to identify themselves if they choose to report later.

### **Does it matter whether or not I know the perpetrator? Can I still have an exam?**

There is value in having a sexual assault forensic exam performed, regardless of whether or not you know the identity of the perpetrator or perpetrators. DNA evidence collected during the exam can [play an important role](#) in the case against the perpetrator.

### **Will I have to pay for the exam?**

By law, you should not be billed for the direct costs of a sexual assault forensic exam. The way states handle this law can vary. Since 2009, states have been required to provide sexual assault forensic exams for free or via reimbursement, regardless of cooperation with law enforcement. Starting in 2015, health facilities will no longer be able to charge for exams up front and ask for victims to file reimbursement through their insurance later. If you have questions about a bill your received related to your exam or about any other aspects of the process, you can contact your [local sexual assault service provider](#) or state coalition.

## **ORDERS OF PROTECTION**

You can also access orders of protection within our state as well as within the institution. Depending on the nature of the incident, Cisco College may be able to issue a **no contact order** to prevent contact between two individuals.

To request a no contact order, please contact Dean of Students Bryan Cottrell at (254) 442-5173.

The **protective order** is a civil court order that is designed to protect you from anyone who sexually assaulted you, committed other sexual offenses against you, stalked you, trafficked you or forced you into prostitution.

### **Temporary ex parte order**

At the time you file your application, the court can give you a temporary ex parte (emergency) protective order for sexual assault or abuse, stalking or trafficking that would last until your full court hearing. An ex parte order may be granted if there is a clear and present danger to you of sexual assault or abuse, stalking, trafficking or other harm. The order can protect you or any other member your family or household. Be sure to ask for an ex parte order if you want this immediate protection. A temporary ex parte order lasts for the period of time stated in the order, usually up to 20 days. The temporary ex parte order can be extended for additional 20-day periods if you request it or if the judge decides to extend it, usually due to the fact that the respondent was not yet served.

### **Protective order (after a hearing)**

The judge will hold a hearing where both you and the abuser have the right to attend, offer evidence, testimony, witnesses, etc. You may choose to be represented by a lawyer, especially if the abuser will have one. At this hearing, the judge will decide whether there are reasonable grounds to believe that you are the victim of sexual assault or abuse, stalking, or trafficking.

If the judge grants a protective order after a hearing, the order can last for as long as the lifetime of the perpetrator or the victim or for any shorter period specifically stated in the order. If the order does not state the termination date, the order ends two years after the date it was issued. If the

perpetrator is confined or in prison on the date the order is set to expire, the order is automatically extended until one year after the date s/he is released.

#### Where do I file for a sexual assault or abuse, stalking, or trafficking protective order?

You can file an application for a protective order in district court, juvenile court, statutory county court, or constitutional county court. It can be filed in the county where you live, where the perpetrator lives, or any county where an element (part) of the crime occurred. Also, if there is a current family violence protective order between the same parties that would be involved in this protective order, you have the option of filing it in that court as well.



## CONFIDENTIAL RESOURCES ON CAMPUS

### PERSONAL COUNSELING

#### CISCO CAMPUS

Leigh Dycus - (254) 442-5023

Lori Grubbs - (254) 442-5022

#### ABILENE EDUCATIONAL CENTER

Amy Callan - (325) 794-4409

Deborah Castleman - (325) 794-4406

Counselors are available to provide short-term assistance to help students address issues that may be hindering them in succeeding in college. There is no charge for this service but this counseling is limited in nature and length, and in some cases a student will be referred to community resources to better address their issues, such as City of Cisco or InfoAbilene.

### Housing Resources

The Dean of Students through Student Life and Housing can also assist in temporary or alternate housing on a case by case basis as a method to facilitate the safety of reporting students

## QUICK GUIDE: AVAILABLE RESOURCES

### Local Resources

#### **254-629-3223 Office / Hotline**

**888-686-3222 Toll Free**

Transportation to shelters

Referrals to appropriate services

Legal advocacy & accompaniment

Individual professional counseling

#### **Eastland County Crisis Center**

PO Box 1010

Eastland, TX 76448

[www.eastlandcrisis.org](http://www.eastlandcrisis.org)

[info@eastlandcrisis.org](mailto:info@eastlandcrisis.org)

#### **Hotline 325-677-7895**

24/7 crisis hotline Center

Support and information through the criminal justice process

Sexual Assault Nurse Examiners

Individual counseling Services for adults molested as children.

#### **Regional Crime Victim Crisis**

PO Box 122

Abilene, TX 79604

325-677-7895 Office / Hotline

[www.regionalcrime.org](http://www.regionalcrime.org)

[info@regionalcrime.org](mailto:info@regionalcrime.org)

## State Service Agencies Contact Information

Texas Council on Family Violence: 800-525-1978 ([www.tcfv.org](http://www.tcfv.org))

Texas Crime Victims Clearinghouse: 800-848-4284

Texas Crime Stoppers: 800-252-8477

Texas Runaway Hotline: 888-580-4351

Women's Advocacy Project: 800-777-3247 ([www.women-law.org](http://www.women-law.org))

Crime Victims' Compensation: 800-983-9933 ([www.oag.state.tx.us](http://www.oag.state.tx.us))

Legal Aid of Northwest Texas: 800-933-8591/ 325-611-8591

Office of the Attorney General: 800-983-9933 ([www.oag.state.tx.us](http://www.oag.state.tx.us))

Texas Association Against Sexual Assault:  
888-918-2272 ([www.taasa.org](http://www.taasa.org))

## National Service Agencies Contact Information

National Center for Victims of Crime: 800-394-2255

National Runaway Switchboard: 800-786-2929

National Domestic Violence Hotline: 800-799 3224 ([www.makethecall.org](http://www.makethecall.org))

National Sexual Assault Hotline: 800-656-4673 ([www.rainn.org](http://www.rainn.org))

# CAMPUS DISCIPLINARY PROCESS: RIGHTS & OPTIONS

**To make a report against a student, contact:**

**Director of Campus Safety Roger Tighe (254) 442-5034**

**Dean of Students Bryan Cottrell (254) 442-5173**

**To make a report against an employee, contact:**

**Director of Campus Safety Roger Tighe (254) 442-5034**

**Director of Human Resources: Laurie Kincannon (254) 442-5121**

You have the right to:

A prompt, fair, and impartial process from the initial investigation to the final result

(completed within the timeframes laid out by our policy in a manner that is transparent, provides timely notice of meetings and equal access to information to both the complainant and the respondent, and conducted by officials without a conflict of interest or bias for either party that receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability)

Have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of your choice\*

Notification, in writing, of:

- The result of any institutional disciplinary proceeding from your report of dating violence, domestic violence, sexual assault, or stalking
  - The institution's procedures to appeal the results
    - Any change to the results
    - When the result become final\*

\*Also afforded to the respondent

## ***GENERAL POLICIES***

Cisco College considers the cultivation of self-discipline by its students to be of the utmost importance in the educational process and essential to the development of responsible citizens. The College, therefore, has the responsibility and lawful authority, through its Board of Regents, to establish and maintain standards of personal conduct for all students enrolled in the College and personnel employed by the College. This responsibility and authority extends to the enforcement of security standards and authority of persons and property at all campus locations.

Cisco College expects its students and all persons on or in college grounds and/or facilities to maintain standards of personal discipline that are in harmony with the educational goals of the institution, to observe national, state, and local

laws, to respect the rights and privileges of other people, and to conduct themselves in a manner that reflects credit upon themselves and the college.

A student who completes registration at Cisco College or person who accepts employment signifies by this action that he/she accepts the regulations of the College and that he/she agrees to abide by them. Any recognized misconduct, violation of regulations or unacceptable behavior will be grounds for disciplinary action by the College. All cases will be handled on an individual basis taking into consideration the welfare of the student, the College, and/or other members of the College community. Through the violation of any college regulation, a student or any person subject themselves to the possibility of immediate disciplinary action.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students' rights are a source of concern at Cisco College as are the rights of all individuals.

#### **Student Rights**

Each student at Cisco College has the right to quality education and the commensurate freedoms to pursue his/her educational goals, objectives, and program. These include the right

- to be informed at the outset of the course of the instructor's policies and performance expectations of the student.
- to be held to reasonable standards given the academic latitude which instructors have to make decisions.
- to be graded on performance standards as established by the instructor and not to be graded on the basis of age, race, sex, color, religion, national origin, or disability.
- to be treated with respect.
- to confidentiality regarding performance in the class.
- to reasonable access to instructors for academic assistance.

Each student at Cisco College has the right to enjoy the amenities of the college and to be treated with courtesy and respect by all members of the college community. These include the right

- to a safe environment in which to study.
- to due process if they believe that their rights have been violated. (The process for appeal may be found in the Student Handbook.)

#### **Student Responsibilities**

- Each student at Cisco College has the obligation to be fully acquainted with the published regulations of the college and to comply with them.
- Each student at Cisco College has the obligation to become fully acquainted with the policies and procedures of the classes in which they enroll at the outset of the class.
- Each student at Cisco College has the obligation to follow tenets of common decency and behavior acceptable in education and in polite society, especially respect for the rights and property of others.
- Each student at Cisco College has the obligation to respect others' rights to learn in a classroom without distraction.

### **SPECIFIC PROHIBITIONS**

The College regards the following as examples of specific prohibitions, which if violated, subjects a student or any other person to security or disciplinary action which may include immediate suspension or expulsion:

1. Academic cheating and plagiarism.
2. Furnishing false information to the College with intent to deceive.
3. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or ID cards.
4. Malicious destruction, damage, unauthorized possession, or misuse of college property including library and laboratory materials, or of private property on campus. (*This includes tampering with fire detectors, fire extinguishers, fire alarms, or door security alarms*).
5. Participation in hazing acts that are degrading or injurious to another, or acts in which another is held against his/her will.
6. Physical or verbal abuse of another in the College community, this includes sexual harassment and sexual assault.
7. Possessing, selling, or being under the influence of alcoholic beverages.
8. Illegally possessing, using, selling, or being under the influence of drugs or narcotics, or possessing drug/narcotics paraphernalia.
9. Possessing or using firearms, weapons or facsimile of weapons, or explosives (including fireworks).
10. Congregating or loitering on streets or other public areas of the campus outside of dormitories after 11:00 p.m.
11. Playing of musical instruments, radios, or other electronic devices on the grounds or streets of the campus without specific permission from the Dean of Students for a recognized college activity.
12. Using loud or obscene language.
13. Participation in illegal gambling activities on college property.
14. Incurable or persistent irresponsible behavior.
15. Disorderly conduct which inhibits or interferes with the educational responsibility of the college or which disrupts the administrative or service functions of the college, including social education activities.
16. Refusing or failing to comply with a lawful order of any college or public official acting in the enforcement of college policies.
17. Such other prohibitions as the appropriate college agency may establish.

18. All students are required to wear shirts at all time. Clothing must not be vulgar or obscene, and must not contain profanity.

**NOTE: REFUSAL OR FAILING TO COOPERATE WITH A COLLEGE OR PUBLIC OFFICIAL AND/OR VIOLENT ABUSE OF ANY NATURE SUBJECTS THE PERSON RESPONSIBLE TO IMMEDIATE EVICTION FROM THE DORMITORY OR CAMPUS**

### ***SECURITY MEASURES***

It is the intention and desire of Cisco College that all members of the college community be able to enjoy the amenities of the College and pursue their educational and employment objectives in a secure, safe, and pleasant environment.

Whenever an activity of any kind that is contrary to a secure and safe environment becomes evident, it should be reported to security or other college personnel. The nature of the incident, activity, or situation will determine the proper reporting and response.

The College Catalog, Student Handbook, and Residence Hall Handbook all set forth prohibited conduct and procedures for investigation and resolution. However, as a general rule, security or disciplinary matters may be reported as follows:

Employees may report to their immediate supervisor or any other college personnel they think appropriate.

Students and other persons may report a matter to the appropriate college personnel, which include The Director of Campus Safety/Police Chief, security personnel, Dean of Students, residence hall supervisors, or an appropriate administrator, faculty, or staff person.

### ***CAMPUS SAFETY DEPARTMENT***

The Campus Safety Department was organized in the summer of 2007 to help provide a safe working and learning environment for students, faculty, and staff. The department was created to assist both the Cisco Campus and Abilene Educational Center (AEC) in meeting this goal. The Campus Safety Department also provides nighttime security staffing at the Cisco Campus and assists the contract security staff at the AEC. In 2014, the decision was made to enhance services at the Cisco College Campus by creating a law enforcement component to the department. Currently the Director of Campus Safety/Police Chief is a licensed and sworn Texas Peace Officer that oversees the main campus security staff and assists the contract security at the AEC. This department does not replace other emergency response organizations; instead we work with them to enhance their ability to provide service to our campus communities. Cisco College Police Officers have the complete authority to apprehend and arrest anyone involved in illegal acts as granted to them by the State of Texas. The Cisco College Campus Safety Police Department provides services to the Cisco Main and AEC campuses as well as any property controlled by the College or any person acting on the College's behalf. If minor offenses involving Cisco College rules and regulations are committed by a Cisco College student, the Department may also refer the individual to the Dean of Students Office for appropriate disciplinary action.

**Any situation of an emergency nature threatening health, safety, or property damage may be reported directly to the fire or police departments.**

Cisco College is a public institution and the campuses and facilities are open to the general public with some limitations.

Exterior doors to each residence hall remain locked 24 hours a day and are accessible only to residents and their guests whom they permit to enter. Regulations of guests and hours are set forth in the Residence Hall Handbook.

Certain college activities such as dances are open only to members of the college community and the guest of Cisco College students.

Congregating or loitering on the streets or other public areas of the Cisco campus is prohibited after 11:00 p.m.

Although Cisco College is generally open to the public, the College reserves the right to remove any person from its grounds or facilities who is causing a nuisance and/or danger.

It is the policy of Cisco College that general administrative responsibility for security measures is under the supervision of the Director of Campus Safety/Police Chief. Aside from emergency situations requiring immediate attention, security problems are brought to the attention of the Director of Campus Safety/Police Chief for resolution. Emergency situations are handled as appropriate.

All security matters are handled by college personnel as appropriate to the situation. However, during the evening and night hours on both the Cisco and the Abilene Educational Center, security personnel are on duty.

It is the desire of Cisco College that all security and disciplinary matters be resolved as expeditiously and equitably as possible. Therefore, all matters in violation of federal/state laws and college regulations are to be reported promptly. When possible, the appropriate college personnel or security are to take care of the matter, and, when necessary, the police or fire departments are called as the situation dictates. Cisco College has an excellent relationship with the police departments of Cisco and Abilene.

### **CAMPUS SECURITY DISCLOSURES**

To view the college's security disclosures, see the Cisco College Annual Security Report, located on the College website. Click the disclosure link under the "About Us" tab.

### **TITLE IX AND NON-DISCRIMINATION**

Members of the Cisco College community, guests and visitors have the right to be free from discrimination and sexual harassment including sexual assault/violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Federal and state anti-discrimination laws ensure equality in education and provide for the following:

- Students have the right to equal learning opportunities in their schools.
- Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity. Cisco College takes allegations of sexual harassment seriously and investigates all reports.

Title IX and nondiscrimination refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited.



## **Sexual Assault**

Sexual Assault is forced sexual intercourse that is perpetrated against the will of a person or when the person is unable to give consent (i.e., unconscious, asleep, under the influence of alcohol or drugs, mental or physical incapacitation) and may involve physical force/violence, coercion/duress, the threat of harm to the individual or intimidation. A criminal conviction of sexual assault is a Second Degree Felony, punishable by 2 to 20 years in prison and/or a fine up to \$10,000.

## **Non-Consensual Sexual Contact**

"Non-Consensual Sexual Contact" is having sexual contact with another individual by force or threat of force; without effective affirmative consent; or where that individual is incapacitated. Sexual Contact includes intentional contact with the intimate body parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include any part of the body that is touched in a sexual manner.

## **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes or attempts to take non-consensual or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to: Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed); and taking pictures, video, or audio recording of another in a sexual act or in any other private activity without the consent of all involved in the activity or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).

## **Consent**

Consent is informed and voluntary and can be revoked at any time and for any reason. An individual's manner of dress or the existence of a current or past dating relationship between two or more individuals does not, in and of itself, constitute consent to engage in a particular sexual activity.

## **Where to Report Sexual Assault or Misconduct**

Students, employees, campus visitors and contractors may directly report incidents of sex discrimination, sexual harassment (including sexual assault/violence) and sexual misconduct to the Title IX Coordinator, Director of Human Resources, Provost, Dean of Students, or Director of Campus Safety at the contact information listed below or any other employee of the College whom the person trusts for initiation of investigation.

### **Title IX Coordinator**

Dr. Lori Grubbs

Locations:

Cisco Campus

Student Life Office

254-442-5022

lori.grubbs@cisco.edu

Abilene Educational Center

Rm 111

325-794-7739

### **Director of Human Resources**

Laurie Kincannon

Harrell Fine Arts, Cisco Campus

254-442-5121

laurie.kincannon@cisco.edu

**Vice President of Instruction**

Heather Hicks  
Abilene Educational Center  
Rm 11  
325-794-4401  
heather.hicks@cisco.edu

**Dean of Students**

Bryan Cottrell  
Student Life Office  
254-442-5173  
bryan.cottrell@cisco.edu

**Director of Campus Safety**

Roger Tighe  
Campus Security Office (Cisco Campus)  
Memorial Hall  
254-442-5034  
roger.tighe@cisco.edu

If you believe you have been sexually assaulted or harassed by any member of the College community or while participating in a College sponsored activity, you are encouraged to bring it to the attention of the Title IX Coordinator and/or other College official. Whether a criminal report is filed or not, when the College becomes aware of any assaultive conduct, it has a duty to investigate the incident and make determinations consistent with the student handbook. If you would like to initiate a criminal investigation of a sexual assault, please call the appropriate Police Department at:

Emergency: 911  
Cisco College Police: 254-442-5034 (Cisco Campus)  
City of Cisco Police: 254-629-1728  
Abilene Police Department: 325-673-8331

**Sexual Assault or Misconduct Sanctions**

A criminal conviction of sexual assault is a second degree felony and carries with it a penalty of 2 to 20 years in prison and/or a \$10,000 fine. College disciplinary sanctions are separate from criminal actions and are determined based on the outcome of College investigations. Refer to the Disciplinary Actions Section of the student handbook (page 61) for information regarding College disciplinary actions.

**PROHIBITED GROUP DISTURBANCES**

It is expressly forbidden for any group to gather in such a manner as to disturb the public peace, do violence to any person or property, disrupt the functions of the school, to interfere with its staff or faculty in the performance of their duties, or otherwise such gathering bring discredit to the College. Any student who participates in, or loiters in the vicinity of such a gathering may be immediately suspended.

## **DISCIPLINARY ACTIONS**

Violation of the rules, regulations, or policies of the college subjects the student to disciplinary action by an appropriate college official. Classifications of possible actions are as follows:

**WARNING:** A notice to the student that continuation or repetition of specified conduct may be cause for further disciplinary action.

**DISCIPLINARY PROBATION:** As a result of minor infraction or more serious major infraction, a student may be placed on disciplinary probation. A probationary period is established in which the student is required to show appropriate changes in attitude and behavior. During the period of probation a student is not normally permitted to represent the college in intercollegiate activities or hold major student offices or committee assignments. Other privileges and college financial aid may be withdrawn or reduced during the probationary period.

**DISCIPLINARY WITHDRAWAL:** Under extenuating circumstances the student may be given the privilege of withdrawing from the college. Conditions may be established for readmission. Notation of the disciplinary withdrawal will be kept in the student's personal records. No notation is made on the student's transcript.

**DISCIPLINARY SUSPENSION:** Suspension is normally for a stated period of time, at the end of which a student may apply for readmission. Disciplinary suspension may be entered on the student's transcript during the suspension period.

**DISCIPLINARY DISMISSAL:** Dismissal means suspension for an indefinite period usually with the implication that a student must fulfill certain requirements before readmission will be considered. Disciplinary dismissal is entered on the student's permanent record and appears on official transcripts during the dismissal period.

**EXPULSION:** Expulsion means permanent removal from the college with no opportunity to return. Expulsion is entered on the student's permanent record and appears on official transcripts. Expulsion shall be used only in cases of extreme misconduct involving severe infraction of societal codes or college regulations or policies.

**IN ALL CASES INVOLVING THE DAMAGE OR DESTRUCTION OF COLLEGE PROPERTY THE STUDENT IS SUBJECT TO MAKING FULL RESTITUTION OF THE DOLLAR AMOUNT INVOLVED.**

## **STUDENT GRIEVANCE, COMPLAINT, AND APPEALS PROCEDURES**

### **Academic Grievances/Appeals**

Any student who believes he/she has not received fair treatment with regard to his/her course should first take the following steps.

1. Appeal to the instructor in writing. The instructor will respond to the grievance in writing within five college working days. If the student believes he/she has not received a reasonable and fair response, the student should
2. Appeal to the Division Chair in writing. The Division Chair will respond to the grievance in writing within five college working days. If the student believes he/she has not received a reasonable and fair response from the Division Chair, the student should
3. Appeal to the Chief Academic Officer in writing. The Chief Academic Officer will respond to the appeal in writing within five college working days.

If the student believes, after taking his/her appeal through the appropriate channels of academic consideration, that the grievance is not resolved, the student should follow the procedures outlined for presenting his/her case to the Hearing Committee.

### **Disciplinary Action Grievances/Appeals**

Any student who believes he/she has not received fair treatment with regard to disciplinary action should first take the following steps.

1. Appeal to the Dean of Students in writing. The Dean of Students will respond in writing within five college working days of the appeal. If the student believes he/she has not received a reasonable and fair response from the Dean, the student should
2. Appeal to the Vice President of Student Services in writing. The Vice President of Student Services will respond in writing within five college working days of the appeal. If the student believes he/she has not received a reasonable and fair response from the Vice President, the student should follow the procedures outlined for presenting his/her case to the Hearing Committee.

### **Discrimination Grievances**

It is the policy of Cisco College not to discriminate on the basis of race, color, religion, national origin, sex, age, or disability in its educational programs, activities, or employment in conformance with federal and state law.

If any student at Cisco College believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, age, or disability, the following grievance procedure may be used to address the issue.

A written grievance is to be filed with the college's Affirmative Action Officer (Director of Human Resources). A meeting to consider the grievance will be called within five college working days and include the student, the person(s) involved in the alleged discriminatory action, and others that may need to be involved in correcting policy, practices or programs if found to be discriminatory. While the nature of the alleged discrimination will determine the particular person(s) or offices to be included, the hearing will include the Vice President of Learning Resources, the Dean of Students, and/or the Executive Vice President of the college. Minutes and/or tape recording of the meeting will be kept.

If there is an agreement that the student was discriminated against, the college will take corrective action. If there is no agreement, the student may appeal to the Hearing Committee within 24 hours of the decision he or she needs to appeal.

In preparing the written grievance, the student should include the following information and submit it to the Dean of Students:

1. The exact nature of the grievance - how you believe you may have been discriminated against, and any policy, practice, program, or person you believe is responsible.
2. The date, time, and place of the grievance.
3. The names of witnesses or persons who have knowledge about the grievance.
4. Any available written documentation or evidence that is relevant to the grievance.
5. The actions that you believe should and/or could be taken to correct the grievance.

Students desiring to discuss their rights under federal and/or state laws may do so by contacting the college Director of Human Resources/Affirmative Action Officer.

### **Title IX (Sexual Misconduct) Grievances/Appeals**

It is the policy of Cisco College that sexual misconduct (including sexual harassment, sexual assault/violence) of any nature is forbidden at any college activity/event or in the workplace, classroom, or facilities under the auspices of the college.

Cisco College will impose sanctions up to and including termination of college personnel and/or students found responsible of sexual misconduct.

1. **Appeal to the Dean of Students in writing.** The Dean of Students will respond in writing within five college working days of the appeal. If the student believes he/she has not received a reasonable and fair response from the Dean, the student should
2. **Appeal to the Vice President of Student Services in writing.** The Vice President of Student Services will respond in writing within five college working days of the appeal.
3. If the student believes he/she has not received a reasonable and fair response from the Vice President, the student should follow the procedures outlined for presenting his/her case to the **Hearing Committee.**

### **General Complaint Procedures**

Any student that has a general complaint against a program or office at Cisco College not covered by the grievances listed above may submit the complaint in writing to the appropriate program or office supervisor. The program or office supervisor will respond in writing within five college working days. If the student believes he/she has not received a reasonable and fair response the student should submit the complaint in writing to the appropriate vice president. The vice president will investigate the alleged complaint and if warranted will involve as needed all necessary persons in correcting policy, practices, management of programs, or advertising of programs.

### **Hearing Committee Procedures**

The college Hearing Committee functions primarily to ensure that members of the college community are treated fairly. The committee is composed of a chairperson, nine faculty/staff members and three students. At the end of each academic year, the chairperson to serve for the following academic year is elected from the current members of the Hearing Committee. A draft appoints the nine faculty/staff members. The student government selects three students. Any student wishing to appeal his/her case to the Hearing Committee must make a written request for such a hearing to the Dean of Students within 24 hours of the decision he/she wishes to appeal. The Dean of Students will then notify the chairperson of the Hearing Committee within 24 hours. Upon notification that a hearing is requested, the chairperson shall convene a meeting within five college working days by randomly selecting four faculty and two students from the committee membership.

Prior to the hearing, the chairperson shall, through personal contact, ensure that each person selected for the hearing can hear the case without prejudice. Should it be determined that a committee member cannot hear the case without prejudice, another person shall be randomly selected from the panel until the chairperson is assured that all persons can hear the case without prejudice.

The hearing shall be conducted in accordance with the following general format:

1. The student and the college official assigned to the grievance shall both be present, and all hearings shall be closed. The chairperson shall inform the committee members of the specific charges involved, any action taken prior to the hearing and the stated reason for requesting the hearing. A written record of the hearing shall be kept and retained by the college.
2. The student and the college official assigned to the grievance shall both be afforded the opportunity to explain their position to the committee members and have witnesses, if they wish, on their behalf. The committee members may question any person appearing before the committee.
3. Both the student and the official assigned to the grievance leave the room, and the committee by secret ballot with a majority ruling shall promptly render a decision which shall be announced

verbally to the student immediately after the decision is reached and prior to the adjournment of the hearing.

4. Further appeal from the committee hearing may be made within twenty-four (24) hours to the President of the College. The President shall make such investigation and hold such hearings as he/she may think appropriate, and shall, within five college working days, advise the student and the College official assigned to the grievance of his/her decision. The college official assigned to the grievance will then take appropriate action to implement the decision.
5. Appeals from the decision of the college President may be made to the Board of Regents. Notice of appeal must be made in writing to the college President within twenty-four (24) hours following the decision of the College President. The appeal must be submitted a minimum of five calendar days prior to the next regularly scheduled Board of Regents meeting. The President of the Board of Regents will appoint three (3) members of the Board of Regents to hear the appeal. The Board of Regents shall consider all the records, investigations, findings, and recommendations previously made, and may at its discretion make further investigation or hold such hearings as it deems appropriate. The Board of Regents may take whatever action it deems appropriate including, but not limited to, upholding, overruling and/or modifying the decision of the President, or recommending a hearing before a quorum of the Board of Regents. The decision or recommendation of the Board of Regents shall be rendered in writing and appropriately distributed within five college working days. The decisions of the Board of Regents shall be final.

### Crime Victims Bill of Rights

As a victim of a violent crime, as the guardian of a victim, or as the close relative of a deceased victim, you have certain rights in the Texas criminal justice system. Among these are:

1. The right to PROTECTION from harm and threats of harm arising from cooperation with prosecution efforts;
2. The right to have your SAFETY, and that of your family, taken into consideration when bail is being considered;
3. The right to be INFORMED about court proceedings, including cancellations or rescheduling upon request;
4. The right to INFORMATION about procedures in criminal investigations and in the criminal justice system;
5. The right to receive INFORMATION about the Texas Crime Victims Compensation Fund and referral to available social service agencies;
6. The right to provide INFORMATION to a probation department conducting a presentence investigation about the impact of the offense upon you and your family;
7. The right to have the law enforcement agency that requests a medical examination of a victim of an alleged sexual assault PAY all costs of the examination only;
8. The right to be NOTIFIED about parole proceedings, to participate in the parole process, and to be notified of the inmate's release;
9. The right to be PRESENT at all public court proceedings related to the offense, if the presiding judge approves;
10. The right to a SAFE waiting area before and during court proceedings;
11. The right to prompt RETURN of any property that is no longer needed as evidence;
12. The right to have the prosecutor NOTIFY your employer that the need for your testimony may involve your absence from work;
13. The right to COMPLETE a Victim Impact Statement, detailing the impact of the offense upon you and your family, and to have that statement considered during sentencing and any parole action;
14. The right to COUNSELING, on request, regarding AIDS and HIV infection and testing for AIDS and HIV related infections, if the offense is a sexual offense or sexual assault.

NOTE: Article 56 of the Texas Code of Criminal Procedure states: "A judge, attorney for the state, peace officer, or law enforcement agency is not liable for a failure or inability to provide a right enumerated in this article."



### **MEDICAL TREATMENT**

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second to determine the risk of sexually transmitted disease or pregnancy and take preventive measures and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

### **SEXUAL ASSAULT PREVENTION**

The College Police Department will assist the Title IX Coordinator in providing education, prevention, and personal safety programs.

### **SEX OFFENDER REGISTRY**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registrant Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Cisco College Police Department is providing a link to the Texas State sex offender registry.

Persons wish to inquire concerning registered sex offender on campus may search the Texas Department of Public Safety registered sex offender database. The database can be accessed at [https://records.txdps.state.tx.us/DPS WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx).

Registered sex offenders who are students, staff, faculty or volunteers on campus are required to notify the law enforcement agency in which they are registered of their affiliation with the Cisco College. Registered sex offenders are further required to notify the Chief of Police of the Cisco College Police Department

The Cisco College maintains a record of registered sex offenders who are either a student, staff, faculty member, or volunteer on campus. This list is open to inspection during regular business hours 8-4:30 pm Mon-Thurs, 8-2 pm Fridays

## CISCO COLLEGE CRIME STATISTICS

Offenses – Cisco Campus	Year	On Campus	Housing	Off Campus	Public Property
Murder and Non-negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Sex Offenses:					
Rape Fondling Incest Statutory	2020	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Rape Fondling Incest Statutory	2021	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Rape Statutory Incest Statutory	2022	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	2	0	0	0
Burglary	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrest: Drug Abuse Violations	2020	1	0	0	0
	2021	1	0	0	0
	2022	2	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	15	0	0	0
	2021	7	0	0	0
	2022	3	0	0	0
Arrest: Weapons Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Weapons	2020	4	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrest: Liquor Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	15	0	0	0
	2021	10	0	0	0
	2022	9	0	0	0

## CISCO COLLEGE CRIME STATISTICS

Offenses – Abilene Center	Year	On Campus	Housing	Off Campus	Public Property
Murder and Non-negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Negligent manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Sex Offenses:					
Rape Fondling Incest Statutory	2020	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Rape Fondling Incest Statutory	2021	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Rape Fondling Incest Statutory	2022	0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrest: Drug Abuse Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrest: Weapons Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Weapons	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arrest: Liquor Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

### **CLERY ACT DEFINITIONS (General)**

1. On Campus is defined as any building or property owned or controlled by an institution within the same reasonable 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. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by the students and supports institutional purpose(such as food, or other retail vendor)
2. Non-Campus is defined as 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 the students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.
3. Public Property is 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.
4. Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another
5. Negligent Manslaughter: the killing of another person through gross negligence
6. Sex Offenses-Forcible: Any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
7. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
8. Forcible Sodomy: Oral or anal sexual intercourse with another person forcibly and/or against that person will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
9. Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
10. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the

victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

11. Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse. Includes only incest and statutory rape.
12. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees where marriage is prohibited by law.
13. Statutory Rape (sexual assault of a child): Non-forcible sexual intercourse with a person under the statutory age of consent.
14. Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person of persons by force or threat of force or violence and/or by putting the victim in fear.
15. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.
16. Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned acts.
17. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by a person not having lawful access even though the vehicles are later abandoned, including joyriding.
18. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
19. Hate Crime: Any of the aforementioned offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests as evidence that the victim was intentionally selected because of the perpetrator's bias
20. Race: A preformed negative opinion or attitude towards a group of persons who possess common physical characteristics.

21. Gender: A preformed negative opinion or attitude towards a group of persons because those persons are male or female
22. Religion: A preformed negative opinion or attitude towards a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being
23. Sexual Orientation: A preformed negative opinion or attitude towards a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
24. Ethnicity/National Origin: A preformed negative opinion or attitude towards a group of persons the same race or national origin who share common or similar traits, languages, customs, and traditions
25. Disability: A preformed negative opinion or attitude towards a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged, or illness
26. Additional Hate Crime Definitions: In addition to any of the crimes above, the following acts are not reportable as Hate Crimes, when motivated by prejudice on account of race, gender, religion, sexual orientation, or disability.
27. Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
28. Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious sever or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever lacerations or loss of consciousness.
29. Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
30. Destruction/Damage/Vandalism of Property (except Arson): To willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
31. Weapon Law Violations: The violation of laws or ordinance dealing with weapons offense, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts.

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

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

### **THEFT PREVENTION**

Although the statistical reporting of theft offenses is not required by the Clery Act, the Cisco College Police Department believes that the College community should be aware of and guard against the theft of property.

It is important for all of us to understand our roll in the reduction of crime. A lesson taught to all crime prevention practitioners is often referred to as the “Crime Triangle”. For any crime to occur three elements must be present: *desire, ability and opportunity.*

Members of the College community easily recognize there is little that can be done to control the ability and desire of criminals. The College community’s greatest strength in the prevention of crime in our initiative is to reduce or eliminate the opportunity for the crime to occur.

### **PROTECT YOUR PROPERTY**

The following serves as reminders to help deter the opportunistic thief from taking advantage of you. For example, in any campus environment, laptops and electronics are a prime target of the opportunistic thief. The Cisco College Police Department recommends you document the color, make, model, and serial number of all electronics including: Laptops, iPads, iPods, Cell Phones, Gaming Consoles and TVs

The Cisco College Police Department strongly believes the sharing of this information can help in the prevention and reduction of crime:

- By being more aware and observant during your daily activities. If you feel the actions of a person appear to be suspicious, take the time to notify the police. We would much rather receive the call and determine later there was no problem, than to not be informed when a crime is being committed.
- By having access to your electronics ,make, make, model and serial number if you are victimized, this information can be entered in the state and national database of stolen property
- By not leaving your property (backpacks, laptops, and cell phones electronic devices) unattended and unsecured in hallways while attending classes or other activity.
- By not leaving property unsecured in your office or cubical. Secure you valuables in a locked desk or cabinet while out of the office
- By promptly reporting the presence of strangers in buildings.
- By not leaving your property unattended and unsecured in dining facilities or the libraries
- By not leaving your laptop computers or other computer hand held devices unattended or left in unsecured or unlocked rooms.



- By not leaving your property in plain view in your vehicle. Remove and store the items securely in the truck or remove it for safe keeping.

### **ALCOHOL POLICY**

Cisco College observes a no alcohol policy on campus for all students. Students found drinking or in possession of alcoholic beverages on campus are subject to disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law.

#### **Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibits consumption or possession of alcohol by a minor.**

Penalties for violation of either of the above codes on the Cisco College Campus could result in arrest and an appearance in Municipal Court with a fine of \$120 - \$220.

### **DRUG POLICY**

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

#### **Controlled Substances (Drugs)**

Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Fines, terms of probation, or years of imprisonment are generally contingent upon the circumstances and the amount of drugs possessed, sold, distributed, or manufactured.

Additional information on Legal Sanctions pertinent to Alcohol and Controlled Substances may be obtained from the Office of Student Life.

### **CISCO COLLEGE SANCTIONS**

When the Standards of Conduct regarding alcohol and drugs are violated Cisco College will impose, at a minimum, the following sanctions:

#### **Alcohol 1st Offense**

- Attendance and completion of program with a Drug/Alcohol Educator.
- Assignment to Cisco College community service.
- Parents may be notified of the offense.
- Possible removal from residence hall.
- Completion of sanctions is required for the student to remain in residence hall.
- Depending on extenuating circumstances, additional sanctions may be imposed.
- College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

#### **Alcohol 2nd Offense**

- Removal from residence hall.
- Parents may be notified of the removal.
- Attendance and completion of program with a Drug/Alcohol Educator.
- Assignment to Cisco College community service.
- Completion of sanctions is required for the student to remain enrolled at Cisco College.
- College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

**Alcohol 3rd Offense**

- a. Dismissal from school.
- b. Parents may be notified of removal from the institution.

**Drugs/Drug Paraphernalia/Positive Drug Test 1st Offense**

- a. May be removed from residence hall (if student is not a resident, they will begin with step b).
- b. Attendance and completion of program with a Drug/Alcohol Educator.
- c. Assignment of Cisco College community service.
- d. Completion of sanctions is required for the student to remain enrolled at Cisco College.
- e. Submit to random drug testing (at the student's expense).
- f. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

**Drug/Drug Paraphernalia/Positive Drug Test 2nd Offense**

Referral to Dean of Students/A.D. for sanctions (removal from dorm/school, etc.).

**LEGAL SANCTIONS**

Minors convicted for possession or consumption of alcoholic beverages may be subject to fines ranging from \$25 to \$500 depending on the number of previous convictions.

Convictions for selling to Minors may subject individuals to fines ranging from \$100 to \$1000 and to a maximum of one year in jail.

Convictions for Driving While Intoxicated may subject individuals to fines ranging from \$100 to \$2000 and to a jail term ranging from three days to two years. Fines and jail terms escalate with subsequent offenses.

**ATHLETIC DEPARTMENT DRUG EDUCATION / TESTING POLICY****PURPOSE**

Cisco College does not condone the use of illegal drugs by student-athletes. Substance abuse poses a danger to the health and safety of all student-athletes. Furthermore, substance abuse damages the integrity and reputation of all students, faculty, staff, and administrators of Cisco College. Therefore, it is the intent of this policy to prevent the illegal use of alcohol, tobacco, or any substances prohibited by Cisco College or the NJCAA. All personnel within the Athletics Department are required to cooperate with the administration of the drug testing program. This program will operate in a consistent and nondiscriminatory manner.

**DRUG EDUCATION**

All student-athletes at Cisco College will be required to attend and participate in drug education programs. These programs may include workshops, speakers, videos, and completions of personal inventories and surveys. It has been shown that drug education is the powerful means of preventing drug abuse.

**INDIVIDUALS SUBJECT TO DRUG TESTING**

All student-athletes who participate in intercollegiate athletics at Cisco College are subject to drug testing. Any individual may refuse drug testing, however, refusal to consent for testing will be considered a positive test and carry

the applicable sanctions. Failure to report for drug testing will also be considered a positive test and all sanctions will apply. Each athlete must read and sign the drug testing consent form prior to participation in athletics.

### ***PROHIBITED DRUG CLASSIFICATIONS***

The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at Cisco College. In the event an athlete is prescribed medication by a physician, the athlete must notify and submit information to the Head Athletic trainer immediately. The Athletics Department recognizes the following banned drug classifications of the NJCAA.

- Stimulants
- Street Drugs
- Opiates
- Anabolic Agents
- Diuretics
- Peptide Hormones

### ***ANABOLIC STEROIDS***

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormone is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

### ***DRUG TESTING PROCEDURE***

All student-athletes participating in intercollegiate athletics at Cisco College will be required to submit to drug testing by urinalysis to detect the presence of prohibited drugs. Student-athletes to undergo testing will be chosen on a random basis or with reasonable suspicion by Athletics Department personnel. The student athlete will select a sealed container and submit to an authorized personnel designated by the Athletic Department. Chain of custody procedures will be followed to insure the integrity of the samples.

### ***SANCTIONS FOR A POSITIVE TEST***

#### **First Violation**

- Sanctions can include loss of athletic scholarship, suspension from practice and competition and other sanctions at the discretion of the Athletic Director and Head Coach.
- May be removed from the athletic dorm.
- Submit to further drug testing.
- Referral to the Dean of Student for counseling and sanctions.
- Failure to comply with all sanctions will result in a second violation.

#### **Second Violation**

- Permanent suspension from intercollegiate athletics at Cisco College.
- Loss of athletic scholarship.
- Referral to Dean of Students/A.D. for sanctions (removal from dorm/school, etc.).

- A student-athlete who forfeits athletic participation due to a positive drug test will not be released from the athletics program to participate at another school.

### **NOTIFICATION OF RESULTS/APPEAL PROCESS**

A positive result will be disclosed to the athlete in a closed session with the Athletic Director, Head Athletic Trainer and the Head Coach. The student athlete will be given the opportunity to discuss the results. Every effort will be made to insure the confidentiality of the drug testing results and limited to those included in the closed session. The student-athlete may appeal the results of a positive drug test. In the case of an appeal, the student-athlete must notify the Athletic Director in writing within ten working days. All specimen test expenses will be responsibility of Cisco College however, any re-test as the result of an appeal will be at the expense of the student-athlete. An appeals committee will be made up of an Administrative Representative, the Athletic Director and the Head Coach involved. The student-athlete may address the appeals committee prior to the committee announcing the final decision

### **WEAPONS**

Students may NOT bring onto Cisco College property any prohibited or illegal weapon or any other weapon which may be hazardous to the health or safety of residents. This includes, but is not limited to air guns, pellet, BB or stun guns, sling shots, arrows, bows, axes, machetes, nunchakus, throwing stars, rifles, handguns, firecrackers, or knives. Hazardous chemicals or flammable liquids are also prohibited. These items will be confiscated by the College. Possession of weapons or explosives may lead to disciplinary action, including suspension and Cisco Police Department criminal charges.

### **SMOKING AND TOBACCO PRODUCTS ON CAMPUS**

Smoking/tobacco products are prohibited inside all College facilities and vehicles owned, leased, or operated by Cisco College. Smoking is not allowed within 30 feet of any entrance to all Cisco College facilities. This policy applies equally to all college faculty, staff, students, administration and visitors. Everyone is expected to dispose of their cigarettes, cigars, or other tobacco products properly. Violation of this policy may result in disciplinary action.

### **FIRE/SECURITY ALARMS**

All persons are required to evacuate a building when an emergency fire alarm is activated. Failure to do so may result in disciplinary action. If a fire alarm goes off, you should:

- 1) Put on a coat and hard-soled shoes quickly.
- 2) Take a towel with you to put over your face to prevent smoke inhalation.
- 3) Close windows.
- 4) Shut and lock your door.
- 5) Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the building and go to your assigned area.
- 6) Do not re-enter the building until you are told to do so by a college staff member.

Transmission of a false alarm is a violation of state law, and violators will be prosecuted. Violation of this law is a Class A Misdemeanor and could result in a fine of \$200 to \$1,000 and/or up to one year in jail. *A student who tampers with a smoke detector, fire alarm, fire extinguisher, or door prop alarm or who fails to evacuate the building during a fire alarm, in short, any student who endangers the life and safety of others will be subject to disciplinary sanctions in addition to any institutional, municipal, or state fines/tickets which may be issued.*

## **ANNUAL FIRE SAFETY REPORT**

The Cisco College Campus Safety Department is responsible for the Annual Fire Safety Report. The following Cisco College Annual Fire Report discloses all information required by the Higher Education Opportunity Act (HEOA)/Clery Act as it relates to any on-campus student housing fire/fire alarm statistical information for the year of 2019.

The Annual Fire Report can be found at the Cisco College Website at [www.cisco.edu](http://www.cisco.edu) under the Campus Safety link, or at Cisco College Memorial Hall 101 College Heights Cisco, TX 76437 or by phone at 254-442-5034

## **HIGHER EDUCATION OPPORTUNITY ACT ANNUAL FIRE SAFETY REPORT**

The Clery Act and its accompanying regulations have established new requirements for colleges in the area of fire safety and reporting. All Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities are required to publish an annual fire safety report that outlines the fire safety systems, policies, practices and statistics of the college as follows:

- Colleges must report only those fires that occur within an on-campus student housing facility
- Colleges may not simply report all fires that occur anywhere on campus
- Colleges must report on the number of fires (if any) that occur in the on-campus student housing facility, the number of injuries and deaths from such fires (including someone who dies within a year from the injuries sustained in a campus fire), and the value of fire-related damage.
- Department of Education (DOE) regulations and commentary indicate that both the Clery Annual Safety Report and the Annual Fire report can be distributed to the campus community in a single document, or in separate documents. If reported separately each report must contain information on how to directly access the other.

## **THE CAMPUS SECURITY ACT-LEGAL REQUIREMENTS**

New regulations in the Clery Act states that beginning Oct. 1, 2010 any institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information

- Fire statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available
- A description of each on-campus student housing facility fire safety system
- The number of fire drills held during the previous calendar year
- Institutions policy on portable electrical appliances, smoking, and open flames in student housing facility.
- The institution's procedure for student housing evacuation in case of a fire
- The policies regarding fire safety education and training programs provided to students and employees. In these policies the institution must describe the procedures that students and employees should follow in the case of a fire
- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which the students and employees should report that a fire occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
- Maintain a written, easily understood fire log that record, by date that the fire was reported, any fire that occurred in an on-campus housing facility. The log must include the nature, date, time, and general location of each fire.

## **FIRE SAFETY STATISTICS**

The Cisco College maintains a fire log. The Fire Log table below is designed to contain a compilation of actual fire/fire alarm statistics for each year (should any exist) for Cisco College on-campus housing. The Fire Log table is designed to include statistic outlining the number of actual fires and the cause of each actual fire, the number of injuries and deaths related to actual fires and the value of property damaged related to actual fires for Cisco College.

For a fire to be reportable, per the HEOA/Clery Act, it must be an actual fire, and it must meet the federal definition of a fire. The HEOA regulations define fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner

## **ON-CAMPUS STUDENT HOUSING FACILITIES**

Cisco College has a total of five (5) on-campus student housing facilities. The data provided is for those five buildings and does not include fire log information for other Cisco College campus building/facilities.

**FIGURE 1. CISCO COLLEGE FIRE LOG 2023**

DATE	LOCATION	TYPE/CAUSE	INJRIES	DEATHS	PROPERTY DAMAGE/VALUE
2020	NONE	NONE	NONE	NONE	NONE
2021	NONE	NONE	NONE	NONE	NONE
2022	NONE	NONE	NONE	NONE	NONE

**FIGURE 2. FIRE PROTECTION SYSTEMS/FIRE DRILL TRAINING 2023**

BUILDING	SPRINKLER OR FIRE SUPPRESSION SYSTEM (YES/NO)	HEAT AND/OR SMOKE DETECTOR (YES/NO)	FIRE ALARM (YES/NO)	STROBE LIGHTS (YES/NO)	NUMBER OF MANDATORY SUPERVISED FIRE DRILLS EACH YEAR	STUDENTS TRAINED TO EVACUATE BLDG AND MEET AT ASSEMBLY AREAS (YES/NO)
Nance Hall	No	Yes	Yes	Yes	2	Yes
Wrangler Hall	No	Yes	Yes	Yes	2	Yes
Cluck Hall	No	Yes	Yes	Yes	2	Yes
Bivins Hall	Yes	Yes	Yes	Yes	2	Yes
Presidents Dorm	Yes	Yes	Yes	Yes	2	Yes

## **MANDATORY SUPERVISED FIRE DRILLS**

For the year 2022, Cisco College conducted two fire drills supervised by campus safety personnel for its on-campus housing facilities.

## **FIRE DRILL PROCEDURES**

When the Cisco College on-campus housing facilities fire alarms are activated, the residence are to exit the nearest exit, and assemble away from the building in alarm, upwind of any fire and away from any emergency crews, to a pre-

determined assembly areas. Assembly areas are subject to change, however depending on the circumstances related to the fire.

### **BUILDING EVACUATIONS**

- Keep hallways and corridors clear to permit evacuation
- Does not use elevator in case of fire, evacuate via the stairs or assigned evacuation routes.
- Do not store items in exit corridors

### **FIRE SAFETY –ON CAMPUS STUDENT HOUSING**

The following instructions are meant to be followed in the event of a Cisco College on-campus housing facility resident(s) discover a fire:

- If a fire is noticed, leave the hazard area. Do not risk your life by remaining in the unsafe building.
- Only use a portable fire extinguisher to control a small fire or assist yourself or someone to evacuate the area. Do not risk your life by remaining in the unsafe building.
- Remember, not all fire extinguishers are effective on all types of fire; so do not try to extinguish the fire unless you have been properly trained. Do not risk your life by remaining in the unsafe building
- Do not fight the fire if it is already beginning to spread beyond the location where it started; you should not attempt to extinguish a fire with your back to an exit, or if a fire can block your only exit. Do not risk your life by remaining in an unsafe building
- On the way out of the building pull a fire alarm system pull station (if one is easily located and does not place yourself in danger). It may be necessary to break the glass or raise the pull station cover in order to pull the alarm. Do not risk your life by remaining in an unsafe building
- When an alarm sounds, occupants of the building are notified of a fire hazard and should evacuate the building. Do not risk your life by remaining in the unsafe building.

### **FIRE SAFETY RELATED POLICIES AND PROCEDURES**

If you discover a fire, activate the building evacuation fire alarm and call 911 to reach the Cisco Fire Department. All students housed in a Cisco College residence facility, upon hearing the evacuation alarm, should proceed to the nearest exit and leave the building. If the exit is blocked, you may use the lower floor windows. Fire extinguishers are located in the hallways for protection of your life and property. Flammable liquids, such as gasoline and hazardous materials and items, are not to be brought into the dorms. Candles, incense, toaster ovens, hot plates, crock pots, space heaters and other open element/open flame/coil appliances are strictly prohibited. Air conditioner vents should not be blocked. Hallways, stairwells, laundry rooms and exits are always to be kept clear of items. Tampering with fire equipment is prohibited.

Residences shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector. Students who violate Cisco College Housing policies and procedures will be reported to the Dean of Students.

### **SMOKING POLICY**

In accordance with the Cisco College Student handbook, smoking is prohibited in all Cisco College buildings. Cisco College non-smoking policy is communicated and enforced throughout all the buildings.