



2021

## Annual Security and Fire Safety Report

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<https://www.hillcollege.edu/Safety/CleryAct.html>

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The personal safety and security of every member of the Hill College community is of paramount concern to all at the College. In keeping with this concern, each year Hill College publishes the Annual Security and Fire Safety Report informing the campus about programs and services to enhance campus security, crime statistics, fire statistics and more. The 2021 Annual Security and Fire Safety Report is now available on the Hill College website in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act at <https://www.hillcollege.edu/Safety/CleryAct.html>.

Under the Clery Act, institutions must provide crime and fire statistics for the prior three years. In addition, this document is an overall guide for many safety and security policies and procedures at Hill College and can serve as a guide regarding education and prevention programs in which all employees, current and prospective students and community members are invited to attend.

If you have any questions or suggestions regarding this publication or would like to request a print copy, please contact us at:

- Dean of Students, Hill County Campus, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7793
- Dean of Students, Craig Balch, Johnson County Campus/Burleson Center, 2112 Mayfield Parkway, Cleburne, TX 76033, 817-760-5504, [cbalch@hillcollege.edu](mailto:cbalch@hillcollege.edu)
- Vice President of Student Services, Lizza Trenkle, 254-659-7601, [ltrenkle@hillcollege.edu](mailto:ltrenkle@hillcollege.edu)

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## Hill College Contacts and Location

Hill College encourages students to make healthy lifestyle choices, advocates for a campus community that supports students' well-being, and provides referrals to meet students' health needs. Health and wellness services may be found on the website at <https://www.hillcollege.edu/Safety/HealthWellness.html>.

- Dean of Students
  - Hill County Campus, 254-659-7793
  - Johnson County Campus/Burleson Center, 817-760-5504, [cbalch@hillcollege.edu](mailto:cbalch@hillcollege.edu)
- Title IX Coordinator
  - Director of Human Resources, 254-659-7713, [jjaska@hillcollege.edu](mailto:jjaska@hillcollege.edu)
- Academic Advising and Success Center (Disability Services)
  - Hill County Campus, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7650
  - Johnson County Campus, 2112 Mayfield Pkwy, Cleburne, TX 76033, 817-760-5650
  - Burleson Center, 130 E Renfro St., Suite A, Burleson, TX 76028, 817-295-7392
    - [Advising@hillcollege.edu](mailto:Advising@hillcollege.edu)
- Campus Safety
  - Hill County Campus, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7777
  - Johnson County Campus, 2112 Mayfield Pkwy, Cleburne, TX 76033, 817-760-
  - Burleson Center, 130 E Renfro St., Suite A, Burleson, TX 76028, 817-295-7392
    - [campussafety@hillcollege.edu](mailto:campussafety@hillcollege.edu)
- Residential Life
  - Hill County Campus, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7800
- Veteran Services
  - Hill County Campus, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7606
- Student Services
  - Vice President of Student Services, 254-659-7601, [ltrenkle@hillcollege.edu](mailto:ltrenkle@hillcollege.edu)

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Institutions of postsecondary education that participate in the federal student financial assistance programs have been required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to provide campus crime statistics and fire statistics for the prior three years to the United States Department of Education.

### Preparing the Annual Disclosure of Crime Statistics – GCC (LEGAL)

Hill College coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Each year, the College notifies all current students and employees, via their Hill College email address, that they can view the report at <https://www.hillcollege.edu/Safety/CleryAct.html>.

Prospective students and employees can view the report online at <https://www.hillcollege.edu/Safety/CleryAct.html>. The report is prepared in cooperation with local law enforcement agencies in Hill and Johnson County, as well as with the Campus Safety Department, Residential Life and Student Services.

Hill College adheres to the requirements of Board of Regents policy GCC (LEGAL), Public Information Program, Annual Security Report, for Clery Act reporting, definitions, Annual Security Report, Campus Sexual Assault Programs, Emergency Response and Evacuation Procedures, Missing Student Notification Policies and Procedures, Reported Crimes, Information Supplied by a Local or State Police Agency, Recording Crimes, Geographic Breakdown, Identity of Victim or Accused, Reports of Pastoral or Professional Counselor, Maps, Withholding or removing reported crimes, Crime log, and Emergency Notification.

## Campus Safety

The Hill College Campus Safety Department provides a safe and secure environment, enforcing institutional, local, state and federal policies and laws, and building relationships that foster trust, respect, and cooperation. Campus Safety maintains staff at the Hill County Campus, Johnson County Campus and Burleson Center, with primary responsibility for safety. Hill College employs two full-time campus safety officers on the Hill County Campus in addition to a contract with the City of Hillsboro for a full-time Resource Officer (licensed peace officer). The Johnson County Campus and Cleburne Technical Center have two full-time campus safety officers, and the Burleson Center employees one full-time campus safety officer.

### Law Enforcement Authority

Hill College Campus Safety Officers are not commissioned peace officers, thus they contact law enforcement agencies for arrest and enforcement of all applicable federal and state laws, as well as local ordinances.

## Campus Security Authorities (CSA)

In order to ensure all criminal activity is disclosed, the Clery Act requires Hill College to identify individuals and organizations to which crimes may be reported as a result of their position with Hill College. These individuals and organizations are called Campus Security Authorities (CSAs).

The following individuals and organizations have been identified as CSAs:

1. Members of the Hill College Department of campus Safety.
2. Individuals who have responsibility for campus security but are not members of the Hill College Department of Campus Safety. An example would be an individual that monitors the entrance into buildings and property or acts as event/activity supervision.
3. An individual or organization specified in the statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. Hill College has designated this to be Hill College Campus Safety.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student residence halls, student discipline and campus judicial proceedings. Examples include:
  - Deans of Students
  - Student Services Deans/Directors/Coordinators
  - Athletic Coaches
  - Trainer
  - Residence Hall Managers
  - Resident Assistants
  - Advisors to student groups (clubs/organizations)
  - Academic Advising and Success Center Staff

An easy way to contact a CSA is by searching the Hill College Employee Directory online at <https://www.hillcollege.edu/Directory/index.html>. The following individuals are not considered CSAs: a faculty member who does not have any responsibility for students and campus activity beyond the classroom; clerical or cafeteria staff; facilities or maintenance staff; any support positions that does not have significant responsibility for students and campus activities.

#### Clery Crimes Reporting Exemptions:

Certain individuals who have significant responsibility for student and campus activities are exempt from disclosing information, while working within the scope of a license or certification. Although exempt from the reporting requirements of the Clery Act, they are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, specifically if the incident may pose an ongoing threat to the campus community.

- **Pastoral counselor.** A person who is associated with a religious order or denomination, is recognized by that religious order as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor.** A person whose official responsibility includes providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

### Reporting Crimes and Other Emergencies

Hill College encourages employees, students, visitors and community members to report all crimes and public safety-related incidents to Campus Safety in a timely manner. If the person believes that someone may be in imminent danger or if the incident in question has resulted in anyone being physically harmed, the incident should be reported to the proper law enforcement agency:

Local Law Enforcement: 911

Campus Safety: 254-659-7777 (HCC) or 817-760-5777 (JCC) or 817-295-7392 (Burleson Center)

Dean of Students: Hill County Campus: 254-659-7793

Johnson County Campus: Mr. Craig Balch, 817-760-5504, [cbalch@hillcollege.edu](mailto:cbalch@hillcollege.edu)

Burleson Center: Mr. Craig Balch, 817-760-5504, [cbalch@hillcollege.edu](mailto:cbalch@hillcollege.edu)

Title IX Coordinator: Ms. Jamie Jaska, 254-569-7731, [jjaska@hillcollege.edu](mailto:jjaska@hillcollege.edu)

Vice President of

Student Services: Ms. Lizza Trenkle, 254-659-7601, [ltrenkle@hillcollege.edu](mailto:ltrenkle@hillcollege.edu)

CSAs are required to immediately notify Hill College Campus Safety and/or Dean of Students of alleged Clery crimes reported to them. These reports will be used by Hill College to:

1. Fulfill its responsibility to annually disclose Clery crime statistics, and
2. To issue timely warnings for Clery crimes that pose a threat to the campus community.

The following information should be obtained from anyone reporting a crime to a CSA. The answers to these questions can provide valuable information that will assist in the criminal investigation, annually reporting requirements, and the issuance of a timely warning to the Hill College community if appropriate.

- Who was involved
- What occurred

- Where did it occur
- When did it occur
- How did it occur

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

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on an Incident Report Form and submit the form electronically in a timely manner.

## **Programs to Prevent Acts of Sexual Assault, Sexual Misconduct, Relationship Violence and Stalking**

Sexual Misconduct (including sexual assault, relationship violence and stalking) is a violation of Hill College policy, and the federal law Title IX of the Education Amendments of 1972, whether the incident occurs on or off campus and when it is reported to a College official. Hill College strictly prohibits sexual misconduct, including the crimes of dating violence, domestic violence, sexual assault and stalking, as defined for purposes of the Clery Act.

As such, Hill College issues this statement to inform the college community of our plan addressing sexual misconduct. In the event that at student or employee experiences sexual misconduct, Hill College has policies, procedures and resources in place that provide support.

### **What is Sexual Assault?**

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Sex offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is capable of giving consent.

### **Definitions**

- Dating Violence – Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- Domestic Violence – Violent misdemeanor or felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Retaliation – any adverse action, treatment or condition taken because of an individual’s participation in
- Sexual Assault – Any sexual penetration by the use of force, or threat of force, or where the complainant was unable to understand the nature of the act or otherwise unable to give knowing consent.
- Sexual Exploitation – taking non-consensual or abusive sexual advantage of another for another’s own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another’s sexual activity.
- Sexual Harassment – unwelcome sex-based verbal or physical conduct
- Stalking – Continuous unwanted conduct directed at a specific person that would cause a reasonable person to feel fear.
- Statutory rape – Sexual intercourse with a person who is under the statutory age of consent.

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

### **Conduct Violations**

Students and employees are strongly encouraged to report all crimes. Reporting can protect the survivor's safety and can help prevent future assaults. If someone feels that a Hill College student or employee's actions may constitute a violation of policy, they are encouraged to report those concerns. Hill College prohibits sexual assault, sexual harassment, relationship violence, and stalking. The following policies address these issues:

- Discipline and Penalties, Discipline Procedure, Policy, FMA (LOCAL)
- Student Rights and Responsibilities, Student Conduct, FLB (LOCAL)
- Freedom from Discrimination, Harassment, and Retaliation, Sex and Sexual Violence, Title IX, Policy, FFDA (LEGAL)
- Student Freedom from Discrimination, Harassment and Retaliation, Sex and Sexual Violence, Policy, FFDA (LOCAL)
- Employee Freedom from Discrimination, Harassment and Retaliation, Sex and Sexual Violence, Policy, DIAA (LOCAL)
- 2022-2023 Student Handbook

## Procedure in the Event of Sexual Misconduct

*The primary concern for survivors of sexual violence is safety and to address medical issues related to physical injury, sexually transmitted infections, and/or pregnancy. The secondary concern is evidence collection to aid in a possible police investigation.*

- **Get to a safe place immediately.** Go to your apartment/home, residence hall or to a trusted friend. DO NOT change your clothing or shower. Preservation of physical evidence is of the utmost importance. If you change your clothes, it is important that they are kept in a paper bag to preserve evidence. DO NOT apply medication to any injuries that may have been sustained unless absolutely necessary. Do NOT drink or chew gum or disturb anything in the area where the assault occurred.
- **Seek medical attention as soon as possible.** Go to a local hospital's emergency department. Medical attention at the local hospital is required in order to preserve valuable evidence should you decide to seek prosecution through the criminal justice system. It is important to know if you go to the hospital the local police may be contacted. If you suspect that you have been given a predatory drug, such as Rohypnol or GHB, please let the staff at the hospital know. A urine sample can be collected within 72 hours of a sexual assault for predatory drug testing.
- **Report the assault to a campus official, local authorities or a Campus Security Authorities (CSAs).**
  - Local Police - 911
  - Campus Safety: 254.659.7777 (HCC) or 817.760.5777 (JCC) or 817.295.7392 (Burleson Center)
  - Dean of Students: 254.659.7793 or Mr. Craig Balch, 817.760.5504
  - Title IX Coordinator: Ms. Jamie Jaska, Director of Human Resources, 112 Lamar Drive, Hillsboro, TX 76645, 254-659-7731 or [jjaska@hillcollege.edu](mailto:jjaska@hillcollege.edu)
- **Utilize campus or community resources.** The Dean of Students may be able to assist with changes in academic schedules or residence hall arrangements if reasonable accommodations are available. A survivor of sexual assault is always encouraged to consult with trained mental health professional regardless of whether the person elects to file a report with the police or other campus officials. Mental health professionals typically can maintain confidentiality and should discuss their confidential privileges with you. Seeking support after a sexual assault is crucial. *Please remember if this happens to you, you are NOT alone. Consider seeking out appropriate support.*

## Federal Campus Sexual Assault Victim's Bill of Rights

The Campus Sexual Assault Victim's Bill of Rights is a federal law that requires all colleges and universities participating in federal student aid programs to give sexual assault survivors certain basic rights. The following rights are provided in writing to the survivor:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

## Education and Prevention Programs

Hill College engages in programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. Ongoing prevention and awareness campaigns include:

- Communication strategies: social media posts, email, posters and digital signage
- Programming coordinated with and delivered to individual groups on campus
- Booths at student, employee and campus events

## Resources

- Family Abuse Center 800.283.8401
- National Domestic Violence Hotline 800.799.SAFE(7233) or 800.787.3224 (TTY)
- National Sexual Violence Resource Center 877.739.3895
- Rape, Abuse, and Incest National Network (RAINN) 800.656.HOPE (4673)
- National Teen Dating Abuse Helpline 866.331.9474 or 866.331.8453
- Centers for Disease Control and Prevention
- Family Crisis Center of Johnson County 800.848.3206
- Advocacy Center for Crime Victims and Children 888.867.7233
- Human Trafficking Hotline 888.373.7888
- Texas Council of Family Violence Hotline 800.799.7233

## Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In Texas, convicted sex offenders must register with the TxDPS. This information can be found on the TxDPS website at

[http://txdps.state.tx.us/administration/crime\\_records/pages/sexoffender.htm](http://txdps.state.tx.us/administration/crime_records/pages/sexoffender.htm).

## Emergency Operation Plan, Response and Evacuation

Hill College regularly develops and annually updates the Emergency Operation Plan, which includes procedures for emergency response and evacuation for the campus community. Hill College partners with City and County Emergency Management Services. For more information regarding the Hill College Emergency Operation Plan, please refer to the plan at <https://www.hillcollege.edu/Safety/Emergency.html>.

Possible emergencies that may occur include, but are not limited to the following:

- Active Shooter
- Bomb threat
- Explosion
- Fire
- Gas Leak
- Hazardous material spill
- Inclement Weather
- Shelter-in-Place

## Emergency Action Plan

Hill College also has an Emergency Action Plan with emergency response actions for fire, medical emergency, tornado/severe weather, active shooter, hazardous materials, and other possible emergencies. The Emergency Action Plan helps lessen the impact of an emergency or disaster on an individual. The plans are only intended to be one of many tools an individual would utilize to prepare for and respond to an emergency situation. Students, employees and visitors should be familiar with the Emergency Action Plan provided at <https://www.hillcollege.edu/Safety/Emergency.html>. Emergency Action Plans are also displayed in offices and classrooms across the College District.

### Criminal/Suspicious Activity:

- Contact 911 and tell the dispatcher that you have criminal/suspicious activity. Be prepared to provide the following information:
  - Your name
  - Your phone number
  - If the incident is still in progress
  - The exact location of the incident
  - The nature of the incident (who, what, where, when and why)
  - Best available description of any suspect(s)
  - If the suspect(s) are leaving or have left, their direction of travel and mode of travel (by foot, bike, or vehicle)
  - Location where the officer can meet you
  - Stay on the line with the dispatcher until they release you.
  - For in-progress incidents, the dispatcher will keep you on the phone until the officer arrives

### Explosion:

- Evacuate, if safe, and pull the nearest fire alarm using a manual pull station
- Dial 911 and tell the dispatcher that there has been an explosion. Be prepared to provide the following information:
  - Your name
  - Location
  - Are there any injuries
  - Number injured
  - Age and gender of the involved parties
  - Is injured conscious?
  - Is injured breathing?
  - Is injured bleeding?
- Stay on the line with the dispatcher until they release you.
- Once out of the building, assemble at an assembly point
- Do not re-enter the building until emergency response personnel issues the “All Clear”

### Fire:

- ACTIVATE the nearest fire alarm using a manual pull station
- EVACUATE the building using the nearest exit or stairwell
- If possible, shut down any equipment or processes that could cause a secondary fire if left unattended.
- ASSIST any mobility-impaired persons to an enclosed area or other point of refuge if possible. Report their location to the emergency response personnel.
- DO NOT use elevators. If you are trapped in the building, try to reach a point of refuge, such as an enclosed area.
- If possible, close doors behind you on the way out to confine the fire.
- KEEP low if there is smoke.
- CALL 911. Once out of the building, assemble at an assembly point
- Do not re-enter the building until emergency response personnel issues the “All Clear”

## Fire Evacuation:

- Always evacuate if the fire alarm sounds
- If quickly accessible, grab important personal items such as keys, purse, wallet and/or cellphone
- If circumstances permit, close office/classroom doors and turn off lights and computers
- Use designated corridors and fire exits.
- Use stairs that lead to the ground level if in a multi-level building. Do not use an elevator.
- Leave the building in an orderly manner, notifying co-workers, students and visitors that they must evacuate immediately.
- If the corridor is filled with smoke, stay low and crawl out. If there is too much smoke or it is too hot, return to your office, call 911, inform the dispatcher that you are still in the building, and provide them with your location (building and room).
- Report any individuals left in the building to emergency personnel and/or designated faculty/staff member(s)
- Do not re-enter the building until an "All Clear" announcement is given by emergency personnel

## Medical:

- CALL 911 from any available phone (cell, landline, etc.) and tell the dispatcher that you require medical assistance. Be prepared to provide the following information:
    - Location
    - Type of injury
    - Number injured
    - Age and gender of the involved parties
    - Is injured conscious?
    - Is injured breathing?
    - Is injured bleeding?
  - Stay with the victim(s)
  - If trained, use pressure to stop bleeding
  - Use CPR/AED if there is no pulse and the victim is not breathing
- WHAT NOT TO DO
- Do not remove the victim unless it is necessary to remove them from a dangerous location of situation
  - Do not approach people who have been injured by electrocution or toxic exposer unless they are clearly away from the hazard

## Shelter-in-Place:

- Certain incidents like hazardous spills may require that you and others shelter-in-place.
- If you are outdoors, quickly proceed into the closest building, or follow instructions from emergency personnel on the scene
- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- Turn off fans, heating and air conditioning systems.

- Monitor a radio, TV or mobile device and listen for emergency communication or further instructions
- Remain indoors until College personnel or emergency personnel given an “All Clear” announcement

## Fire Safety

Each building is equipped with a fire alarm system. For the Hill County Campus, firefighting services are provided 24 hours a day by the Hillsboro Department of Public Safety - Fire Division. The Hillsboro Department of Public Safety Fire Marshall conducts life safety inspections of Hill College facilities and enforces state fire safety regulations. For the Johnson County Campus and Cleburne Technical Center, firefighting services are provided 24 hours a day by the Cleburne Fire Department. The Cleburne Fire Department Fire Marshall conducts life safety inspections of Hill College facilities and enforces state fire safety regulations.

Hill College publishes a Residence Life Handbook each year for residents. Information is included for residents to become familiar with the exit routes, which are posted at focal points. If a fire alarm sounds, residents should:

- Grab a towel/clothing if possible to put over your face to prevent smoke inhalation
- Check the door or doorknob with the back of your hand. If it is hot, do not open it. Block cracks around the door with wet towels/clothing. If it is cool, exit cautiously. Be sure to take keys and your student ID card. Call 911, give your name, building name, room number and situation.
- Walk quickly in an orderly manner, through the exit and continue at least 100 feet from the building.
- DO NOT re-enter the building until you are told to do so by a Hill College faculty/staff member.

### Fire Safety Education and Fire Drills

Periodic fire drills are conducted, and all students are required to participate if present. **Evacuation is absolutely required when the alarm sounds.** Students are also required to stay in the designated area and are not to return to the building until authorized personnel instruct them to do so.

### Fire Related Policies, Procedures and Programs

If residents, employees or visitors discover a fire, they are to activate a pull station. Once at a safe area outside, call 911. Answer emergency personnel questions clearly to ensure a quick response. Initiating a false alarm is a State Jail Felony, punishable by a fine of up to \$10,000 and 180 days to two years in jail. Tampering with a fire alarm device may be a Class C Misdemeanor, punishable by a fine up to \$500. In addition to violating state law, initiating false alarms and tampering with fire alarm equipment could jeopardize the safety of all students, employees and visitors.

Individuals found guilty of discharging fire extinguishers or found guilty of removing a fire extinguisher from Hill College facilities will be fined the replacement cost of a new unit, and disciplinary action will be taken. An individual guilty of pulling a false fire alarm or tampering with smoke alarms will have disciplinary action taken. Smoke alarms are not to be unplugged from the ceiling or have the batteries taken out.

- Safety Programs, Emergency Plans and Alerts, Policy, CGC (LEGAL)
- Student Housing, Policy, FG (LEGAL)

## **Fire Safety: General Fire Safety Standards in Residence Rooms**

Prohibited appliances and equipment include but are not limited to the following:

- Camping stoves, electric skillets, griddles, grills (George Foreman type, charcoal or propane)
- Ceiling fans
- Electric/Gas power tools
- Halogen torchiere lamp
- Hot oil popcorn poppers
- Hot plates, oven broilers, sandwich makers, toasters, toaster ovens
- Space heaters, Bunsen burners
- Candles, incense, candle warmers, and other devices which use an open flame

Cooking in the Residence Halls is permitted in a microwave oven. The only heating elements allowed in the rooms are curling irons, blow dryers, coffee pots, and clothes irons. These items, however, must have an automatic shut off feature. Any of these items found during Health and Safety Inspections that do not have an automatic shut off feature will be confiscated and held in the Student Services Office according to the required retention schedule.

## **Emergency Mass Notification System and Timely Warning**

Hill College uses a system called Rebel Alert to quickly send out critical information in the event of an emergency or campus closing. This service enables administrators to send emergency notifications or timely warnings to up to six phone numbers and three e-mail addresses per student and employee, as well as through the on-campus CISCO phone system with display notification, through digital signage and with desktop take over.

All employees and enrolled students are automatically signed up for Rebel Alert using the email and phone number(s) currently on file. However, it is the individual's responsibility to log on to Rebel Alert to ensure contact information is correct and to select a primary contact number. Employees and students can choose any or all of the following methods of notification:

- Voice messages to home phones, work phones, and cell phones
- Text messages to cell phones
- Text messages to e-mail accounts
- Text messages to TTY/TDD receiving devices for the hearing impaired

The service is free, but standard text message charges from your cell phone provider may apply. How quickly you receive the alert may vary according to your cellular network. Rebel Alert provides the entire Hill College community with immediate notification or warning, but personal contact information must be updated!

Individuals wanting access to a log of public information regarding current criminal activity should contact the Student Services Office at 254-659-7601.

## **Types of emergencies**

Rebel Alert is used for critical situations such as:

- Intruder lockdown (a crime in progress on campus)
- Police activity lockdown (a crime near the campus)
- Severe weather warning (tornado, flooding, high winds)
- Emergency evacuations (fire, bomb threats)
- Shelter-in-place (gas leak, Haz-mat spill)
- Campus closing (power outage, water main break)
- Inclement weather (icy roads)

- Clery Crimes (aggravated assault, arson, burglary, manslaughter by negligence, motor vehicle theft, murder/non-negligent manslaughter, robbery sex offenses, domestic violence/dating violent/stalking, violations or liquor law, drug law or weapons possession law)

Emergency notification systems are tested at least once annually and emergency response and evacuation procedures are shared with the community. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the Hill College community. Each test happens at least once a year and is documented, and includes at a minimum:

- a description of the test,
- the date and time,
- whether it was announced or unannounced

Timely warnings will be distributed without any personally identifying information of reporting parties or victims. Timely warnings will be distributed when there appears to be a serious or continuing threat to the safety and security of persons on campus. Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- nature of the crime
- danger and continuing danger to the college community
- risk of compromising law enforcement efforts

### **Missing Student Notification Procedures**

Hill College maintains policy FG (LEGAL), Student Housing, Missing Student Notification Policies and Procedures as a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.

Hill College takes student safety very seriously; therefore, the following procedure has been developed in order to assist in locating Hill College student(s) living in college-owned, on campus residence halls, who based on the facts and circumstances known to the college are determined to be missing. This procedure is in compliance with Section 488 of the Higher Education Act of 2008. (For students reported missing who live off campus, see Item 6 below.)

Most missing person reports in the college environment result from students changing their routines without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report his or her concern to Campus Safety Office, Dean of Students or the Residential Life staff. Every report made to the college will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to college officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

Hillsboro Police Department/Hillsboro Department of Public Safety: 254-582-8406

Campus Safety Office: 254-659-7777

Dean of Students: 254-659-7793

Residential Life: 254-659-7800

Vice President of Student Services: 254-659-7601

At the beginning of each academic year, residential students will be required to complete the “Residence Hall Registration/Missing Persons Card”. The information provided on this card will be maintained in the Residential Life Office, kept confidential and used in the event a student is reported missing while enrolled and living on

campus at Hill College. Any student, under 18 years of age and not emancipated, will have a custodial parent or guardian notified.

### **General Procedure**

1. The Hill College official receiving the report will complete the Student Services Incident Report Form.
2. The Hill College official receiving the report will contact the Dean of Students. The Dean of Students, with the assistance of Campus Safety and Residential Life Staff (if a resident student) will launch an investigation into finding the missing student.
3. Upon notification from any entity that a student may be missing, Hill College may use any or all of the following resources to assist in locating the student:
  - Go to the student's residence hall room,
  - Talk to the student's Residence Hall Manager, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Secure a current student ID or other photo of the student.
  - Call and text the student's cell phone and call any other numbers on record.
  - Send the student an email.
  - Check all possible locations mentioned by the parties above including, but not limited to, library, residence halls, student center, etc.
  - Contact the student's current faculty.
  - Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Instagram, Facebook and Twitter.
  - Ascertain the student's car make, model and license plate number. Campus Safety will check all college property for the presence of the student and student's vehicle.
4. Hill College Information Technology may be asked to obtain email logs in order to determine the last log in and/or access of the college computer network.
5. Once all information is collected and documented and the Vice President of Student Services (or designee) is consulted, the Dean of Students will contact local law enforcement to disseminate the information within 24 hours that the student is missing. (Note: If in the course of gathering information as described above foul play is evident or strongly indicated, the off campus legal jurisdiction will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.
6. If the missing student resides off campus and the matter is first reported to the college, the Dean of Students will contact the local jurisdiction legally responsible for investigating the report. Campus Safety and/or Dean of Students will also assist the local jurisdiction with the investigation upon request by providing pertinent information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

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

The Drug-Free Schools and Communities Act (DFSCA) of 1989, also known as the Drug-Free Schools and Campuses Regulations, requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program, notification and a biennial review.

Students, faculty, staff and visitors may request information about the Drug-Free Schools and Campuses biennial review by contacting Student Services or by reviewing online. All members of the Hill College community are encouraged to review information regarding DFSCA.

### **Standards of Conduct**

The use, possession, control, manufacture, transmission, sale or being under the influence of illegal drugs and/or alcoholic beverages by College students, faculty, staff, or guests, is prohibited on or in College owned property and at all College sponsored activities.

The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating student conduct. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication.

Students living on the Hill Count Campus within residence halls should note that the Residence Life Handbook indicates a zero tolerance policy when it comes to illegal drug use or possession.

### **Health Risks**

Specific serious health risks are associated with the use of alcohol and illicit drugs. Student Services and Campus Safety distribute materials to all students explaining state and federal laws on use, possession, and sale of alcohol and illegal drugs on and off campus, at college activities and present educational programs on alcohol and drug abuse. Human Resources and Campus Safety distribute materials to all employees explaining state and federal laws on use, possession, and sale of alcohol and illegal drugs on and off campus, at college activities and present educational programs on alcohol and drug abuse. Student Services, Campus Safety and Human Resources refer students and employees to the [Health and Wellness Services](#) web page for additional resources and information.

### **Programs/Treatment Options**

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from Hill College, students may contact Student Services or refer to the [Health and Wellness Services web page](#).

Faculty and staff members may contact Human Resources or the resources provided through AWA - EPA.

- Campus Safety Department - Presentations on legal aspects of alcohol and other drug use and related issues.
- Dean of Students - Address Student Conduct, enforces policies and procedures, and provides students with resources necessary to resolve personal disputes.
- Student Services Department – Services, referrals, guidance, education and training for students.
- Human Resources Department - Services, guidance, education, and training (faculty and staff), mandatory referrals, enforces policies and procedures for staff; assistance with disciplinary action for staff.

### **Disciplinary Sanctions for Violations**

Individuals violating Hill College policies for illegal drugs and/or alcoholic beverages shall be subject to discipline for violations, including suspension, in accordance with policy. The penalties for misconduct range from reprimand to expulsion. Typically, students who have violated Student Conduct will be referred to the Dean of Students to complete an individualized education plan. A Dean of Students will meet with the student and complete training.

- Student Conduct, Alcohol and Drug Use, Policy, FLBE (LEGAL)
- Student Conduct, Alcohol and Drug Use, Policy, FLBE (LOCAL)

Faculty and staff sanctions are listed under the employee welfare and employee standards of conduct policies.

- Employee Standards of Conduct, Policy, DH (LEGAL)
- Employee Standards of Conduct, Policy, DH (LOCAL)

### **Penalties Under Texas Law**

Penalties may be enhanced for prior offenses and/or offenses within 1,000 feet of a school.

- Manufacture or delivery of controlled substances (drugs) – Jail term up to 2 years and a fine up to \$10,000/Imprisonment for life and a fine up to \$250,000
- Possession of controlled substances (drugs) – Jail term not more than 180 days, a fine up to \$2,000, or both/Imprisonment for life and fine up to \$250,000
- Delivery of marijuana – Jail term not more than 180 days, a fine up to \$2,000, or both/Imprisonment for life and fine up to \$100,000
- Possession of marijuana – Jail term not more than 180 days, a fine up to \$2,000, or both/Imprisonment for life and fine up to \$50,000
- Driving while intoxicated (includes intoxication from alcohol, drugs, or both) – Driver’s License suspension of at least 60 days/Jail term not more than 180 days and fine up to \$2,000/Imprisonment up to 10 years, and fine up to \$10,000
- Public Intoxication – a fine not to exceed \$500/Varies with age and number of offenses
- Purchase of alcohol by a minor – A fine not to exceed \$500/At least 8 hours of community service, 30-day license suspension/Varies with number of offenses
- Consumption or possession of alcohol by a minor – A fine not to exceed \$500/At least 8 hours of community services, 30-day license suspension, mandatory alcohol-awareness classes/Varies with number of offenses
- Furnishing alcohol to a minor – A fine not to exceed \$4,000 or confinement in jail for not more than one year, or both/Driver’s License suspension for 180 days

### **Request a Paper Copy of this Report or a Daily Crime Log**

If you would like to request a print copy of the Annual Security and Fire Safety Report or a Daily Crime Log, please contact us at:

- Dean of Students, 254-659-7793
- Dean of Students, Craig Balch, 817-760-5504, [cbalch@hillcollege.edu](mailto:cbalch@hillcollege.edu)
- Vice President of Student Services, Lizza Trenkle, 254-659-7601, [ltrenkle@hillcollege.edu](mailto:ltrenkle@hillcollege.edu)

If you would like to review the Annual Security and Fire Safety Report online, please visit our Clery Act webpage at: <https://www.hillcollege.edu/Safety/CleryAct.html>.