



**North Central Texas College
2014 ANNUAL SECURITY AND
FIRE REPORT**

Jeanne Clery Disclosure of Campus
Security Police and Campus Crime
Statistics Act

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Section 1:

General Information

Policy for Reporting the Annual Disclosure of Crime Statistics

The College Police Department prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. The full text of this report can be located on our website at: police.NCTC.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campuses and alternative sites, Housing and Residential services, the Vice President of Student Services, and the Division of Campus Operations. Each entity provides updated information on their educational efforts and programs to comply with the *Clery Act*.

Campus crime, arrest and referral statistics include those reported to the North Central Texas College Police Department, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Counseling Services staff members inform their clients of the procedures to report crimes to the North Central Texas College Police Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially each session.

Each year, an email notification is made to all enrolled students that provides the website to access this report. Faculty and staff members receive similar notification. Copies of this report may also be obtained at the North Central Texas College Police Department located at the Gainesville Campus in Gainesville, Texas.

North Central Texas College Police Department Mission

It is the mission of the North Central Texas College Department of Public Safety to protect individual rights, maintain order and prevent crimes while observing the highest ethical standards. In doing so, we strive to provide a safe environment on campus that is conducive to foster the students successful development and education. The department also strives to earn the confidence of the public and forge an ongoing partnership of cooperation with our community, which will permit them to develop life skills within a safe and peaceful academic environment.

North Central Texas College Police Department History

Due to the rapid growth of the student population, the North Central Texas College Police Department was formed in July 2014 to serve students, staff, faculty, and community members throughout the college district. Officers and/or security guards are located at each campus and currently serve an annual student population of approximately 10,000 as well as community members.

Per the Texas Education Code, Chapter 51.203, North Central Texas College Police Officers are empowered with county-wide jurisdiction and work under the same authority as municipal and county agents.

North Central Texas College Police Department Authority and Jurisdiction

North Central Texas College Police Officers have the complete authority to apprehend and arrest anyone involved in illegal acts throughout Cooke, Denton, Montague and Young Counties.

Officers have county-wide jurisdiction. North Central Texas College Police Department provides policing services to the District's five campuses (Gainesville, Corinth, including Pinnell Square, Flower Mound, Bowie and Graham). If minor offenses involving North Central Texas College rules and regulations are committed by a North Central Texas College student, the North Central Texas College Police may also refer the individual to the Dean of Students Office for appropriate disciplinary action.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the college, and joint investigative efforts with the city police are deployed to solve these serious felony crimes. When criminal offenses are prosecuted, cases are filed in the appropriate court having jurisdiction: municipal, justice of the peace, county or district court. North Central Texas College Police Department does not monitor off-campus criminal activity engaged in by students, but may be made aware from local police departments when they learn the suspect they are dealing with is a NCTC student.

North Central Texas College Police personnel work closely with local, state and federal agencies. By mutual agreement with local agencies, the North Central Texas College Police Department personnel can access the National Crime Information Computer System (NCICS) as well as the Texas Information Enforcement System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification, as well as other local, state and federal enforcement information.

Any North Central Texas College-owned or -leased property in outlying areas is patrolled jointly by both North Central Texas College Police and local law enforcement.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations is monitored and recorded. This

information is provided to the Vice President of Student Services Office or Dean of Students for any action or follow-up that may be required. At this time, NCTC does not have any officially recognized student organizations with off-campus locations.

North Central Texas College Police Emergency Response

The North Central Texas College Police Department is a key element in area emergency management. Due to North Central Texas College's high profile in the community, the department maintains close ties to the Department of Homeland Security as well as each municipal and county agencies in the district. Officers with the North Central Texas College Police Department are trained to be first level responders and to coordinate these efforts with other local agencies. The department also takes a proactive approach to help prevent crimes. Campuses are monitored by a state-of-the-art surveillance system.

North Central Texas College Facilities Access Policy

During business hours, North Central Texas College will be open to students, parents, employees, contractors, guests, and visitors. During non-business hours, access to all North Central Texas College facilities is by key, if issued, or by admittance via the North Central Texas College Police Department or Maintenance Department. In the case of periods of extended closing, North Central Texas College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Field House and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for that specific facility. Emergencies may necessitate changes or alterations to posted schedules.

Residence halls are secured 24 hours a day and can only be accessed via key at all times. This includes all exterior doors.

Section 2:
**Procedures for Reporting a
Crime or Emergency**

How to Contact the North Central Texas College Police Department

For any on-campus emergency dial **4270** from any campus phone or from an off-campus phone (e.g., cell phone) dial **(940) 668-4270**.

For any non-emergency complaint or concern, you can contact North Central Texas College Police Department via email at: jfitch@NCTC.edu.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the North Central Texas College Police Department in a timely manner.

To report a crime or an emergency at any North Central Texas College campus, dial extension 4270 from any North Central Texas College phone, or dial (940) 668-4270 from any phone outside the college system.

Officers are available at this telephone number twenty-four (24) hours a day to answer all calls. If assistance is required from another police department, North Central Texas College Police Officers will contact the appropriate agency. If a sexual assault or rape should occur, officers on the scene will offer the victim a variety of services.

This publication contains information about on-campus resources. This information is made available to provide the community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the College Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when

appropriate. For example, a crime that was reported only to the Rape Crisis Center would not be included in the crime statistics.

In addition, a crime can be reported to the following areas:

Vice President of Student Life	940-668-4240
Dean of Students	940-498-6445
Associate Vice President of Human Resources	940-668-3353

North Central Texas College Police coordinates the collection and reporting of Clery Act crime statistics as specified by federal law. The information is used to comply with the requirements to maintain a daily crime log and disclose, via the Annual Security Report, crime statistics for the North Central Texas College.

The following list includes all Clery-reportable crimes and disciplinary referrals.

- 1) **Criminal Homicide:** Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
- 2) **Criminal Homicide:** Negligent Manslaughter is the killing of a person through gross negligence.
- 3) **Sex Offenses:** Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent.
- 4) **Sex Offenses:** Non-forcible is defined as unlawful, non-forcible sexual intercourse (e.g., incest or statutory rape.)
- 5) **Robbery** is the taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 6) **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- 7) **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- 8) **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

9) **Arson** is 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.

10) **Hate Crimes** are criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias.

Although there are many possible categories of bias, under Clery, only the following bias categories are reported: race, gender, religion, disability, sexual orientation, gender identity or ethnicity/national origin.

Categories of hate crime offenses include: Murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

11) On-campus **arrests for alcohol, drug and illegal weapon violations**

12) The number of students referred for **campus disciplinary actions for alcohol, drug or illegal weapon violations**. (If included in the report as an arrest, a referral does not need to be reported under this category.)

13) **Dating Violence** is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

14) **Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim.

15) **Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "pastoral counselors" and campus "professional counselors", when acting as such, are not considered to be a Campus Security Authority

(CSA), and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual disclosure of crime statistics. Currently North Central Texas College does not have any procedures or policies in place to directly address this issue for professional counselors. There are no pastoral counselors employed by NCTC. A professional counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the North Central Texas College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the North Central Texas College Chief of Police or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while also taking steps to insure the safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual disclosure of crime statistics for the institution. Crimes may also be reported to a Campus Security Authority (CSA). A CSA is a North Central Texas College official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and student organizations.

Missing Persons

Any individual who believes a student living in Bonner or Hays Hall located on the Gainesville Campus in Gainesville, Texas may be missing should contact the North Central Texas College Police Department at (940) 668-4270, the Gainesville Police Department, North Central Texas College Residential Assistant Staff, or the Vice President of Student Services Office. Any report received will be immediately forwarded to the North Central Texas College Police Department.

A student is determined to be missing when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student's behavior patterns, plans, or routines.

North Central Texas College provides each student living in Bonner or Hays Hall the opportunity to confidentially identify an individual they wish North Central Texas College to contact no later than twenty-four (24) hours after the student is determined to be missing. This confidential information will only be disclosed to college officials and law enforcement agencies that are authorized to use the contact information during a missing person investigation.

Procedures: All concerns regarding a resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior and/or is unusual based on existing circumstances will be immediately investigated in an effort to locate the student and confirm his or her safety.

If a missing person report is received concerning a student who resides in Bonner or Hays Hall located in Gainesville, Texas, the North Central Texas College Police Officer on duty will respond to the location.

The responding officer will initiate the investigation by interviewing the reporting party and ascertain as much information as possible about the reported missing student (e.g., last date and time seen; place of employment; places where the student normally hangs out; make, model, and year of vehicle student drives; student's hometown, etc.).

The residential assistant will be notified, and the responding officer will ascertain the emergency contact the student has on file.

The chain of command will be notified.

A check of the POISE student information system will be conducted to check the student's emergency contact information and class schedule.

A check of the local hospitals will be conducted to ascertain whether the student has been admitted as a patient. If the North Central Texas College Police Department determines that a resident student who is the subject of a Missing Student Report has been missing for more than twenty-four (24) hours and has not returned to Bonner or Hays Hall or campus, the North Central Texas College Police will contact:

1. The person identified in confidence by the resident student as the person to be contacted in the event that the student is the subject of a Missing Persons Report;
2. The Custodial parent or guardian of any un-emancipated student under eighteen (18) years of age; and
3. The appropriate local law enforcement agency or agencies.

Section 3:
North Central Texas College's
Emergency and Safety
Procedures

Emergency Notifications and Timely Warnings

The North Central Texas College Police Department has a responsibility to provide emergency notifications and timely warnings to the campus community about reported Clery Act crimes in a manner that will aid in the prevention of similar crimes.

1. The Chief of Police or trained designee is responsible for making the decision whether an emergency notification or timely warning will be issued for Clery Act crimes. If time allows, this decision will be made with the use of the Timely Warning Notification Determination Form in consultation with the President's Cabinet.
2. The Chief of Police, Emergency Management Coordinator, or a trained designee is responsible for issuing emergency notifications upon confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. The notification may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.
3. A timely warning will be issued, as soon as pertinent information is available, for any Clery reportable crime that is considered an ongoing threat to students and employees.
4. A timely warning may be issued regarding other (non-Clery Act) crimes as deemed necessary by the Chief of Police or his/her designee, in consultation with the President's Office.

Determining Whether a Continued Threat Exists

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.
2. Examples of crimes that could constitute a continuing threat include, but are not limited to:
 - a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended; or

- b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
- 3. Crimes that would not constitute a continuing threat include, but are not limited to:
 - a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat; or
 - b. crimes in which an identified perpetrator targets a specific individual(s) to the exclusion of others, such as domestic violence.

Content of the Emergency Notification or Timely Warning

- 1. Except in the case where an emergency notification must be issued immediately, the content of the timely warning notification is developed by the Chief of Police in consultation with the President's Office.
- 2. The content of the emergency notification will provide information and instructions to help members of the campus community take immediate action to protect themselves.
- 3. The content of the timely warning message will contain sufficient information about the threat to allow members of the campus community to take action to protect themselves, such as:
 - a. a succinct statement of the incident;
 - b. possible connection to previous incidents, if applicable;
 - c. physical description of the suspect;
 - d. composite drawing of the suspect, if available;
 - e. date and time the warning was released; and/or
 - f. other relevant and important information (in some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation).

Method of Distribution to Students, Faculty, Staff and the Wider Community

1. The notification or warning must be distributed in a manner reasonably likely to reach the affected students, faculty, staff and communities.
2. Depending on the circumstances, some or all of the following methods may be used to communicate with students, faculty and staff:
 - a. text messages;
 - b. emails;
 - c. emergency alert beacons;
 - d. text-to-speech voice messages over public address systems;
 - e. computer desktop override messages;
 - f. postings to the North Central Texas College home page;
 - g. postings to social networks;
 - h. digital signage systems;
 - i. posting of paper notices; and/or
 - j. route alerting and door to door notification

Other means to reach students, faculty, staff and the wider community in which North Central Texas College operates include press releases to radio, television, and print media which are distributed by the North Central Texas College Marketing and Public Relations Department.

Section 4:
Crime Statistics and the Daily
Crime Log

Clery Crime Statistics

North Central Texas College Clery crime statistics include all alleged crimes, crimes, arrest and referrals reported to North Central Texas College Police Department and Campus Security Authorities. On an annual basis, North Central Texas College Police Department requests Clery-reportable crime statistics from local law enforcement agencies that also have jurisdiction in the areas where North Central Texas College operates. Certain alcohol-abuse violations are not processed by North Central Texas College Police Department but may be referred for handling by the Dean of Students Office.

Statistics for the three most recent calendar years (2012-2014) are included in Appendix A. The “On-Campus” statistics include crimes or incidents that occurred on the main or core part of a campus. The “Off-Site Property” statistics include crimes or incidents that occurred at off campus properties owned and controlled by North Central Texas College. The “Public Properties” statistics include crimes or incidents that occurred on public property, including streets and sidewalks, that are immediately adjacent to and accessible from North Central Texas College properties.

Clery-required Daily Crime Log

North Central Texas College Police Department maintains a daily crime log recording reported crimes that occur on each campus, in or on non-campus buildings or property or on public property within the campuses or immediately adjacent to and accessible from the campuses. This record includes details such as the date, time, nature, general location, and disposition of the complaint. These records are available to the public within two business days of the initial report unless disclosure is prohibited by law, would jeopardize the safety of an individual, would compromise an ongoing investigation, would cause evidence to be destroyed, or would cause a suspect to flee. The Daily Crime Log is available upon request at any campus police office, and is available online at: police.NCTC.edu.

Section 5:
North Central Texas College's
Policies on
Alcohol and Illegal Drugs

Policy on Alcoholic Beverages

The possession, sale, or the furnishing of alcohol on North Central Texas College campuses is governed by North Central Texas College's Alcohol Policy and Texas state law. Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the Texas Department of Alcohol and Beverage Control (TABC). However, the enforcement of alcohol laws on campus is the primary responsibility of the North Central Texas College Police Department. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone younger than twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of the North Central Texas College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the appropriate North Central Texas College administrator(s). Organizations or groups violating alcohol/substance policies and/or laws may be subject to sanctions by North Central Texas College. Only under certain regulated circumstances is the consumption of alcohol permitted.

Policy on Illegal Drugs

All North Central Texas College campuses and property have been designated "drug free." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the North Central Texas College Police Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

Section 6:
Awareness and Prevention
Programs

Security Awareness and Crime Prevention Programs for Students and Employees

A review of the services offered by North Central Texas College Police Department can be found on the police department website. These services include police patrols, escort service, vehicle jump starts and 24/7 access to the police department via telephone. North Central Texas College conducts crime prevention and crime awareness presentations upon request. These presentations could include, but are not limited to: Alcohol Awareness, Crime Prevention and Safety, Active Shooter Response, Sexual Assault Prevention, Acquaintance Rape, Safety in the Workplace, Robbery Prevention and Response, Hate Crimes, DWI Awareness, and Sexual Harassment Recognition and Prevention.

NCTC students are informed about campus policies and procedures during attendance of College 101/New Student Orientation which is required for all first-time NCTC students. College 101 may be completed online at any point during the year, or new students can attend an in-person session at any NCTC campus prior to the start of the fall and spring semesters. Additionally, orientation sessions are held in the residence hall on the Gainesville Campus at the beginning of each semester. Similar information is presented to new employees at new employee orientation which is held twice a year. Presentation are also given during both staff and faculty in-service which is held just prior to the fall semester.

During these presentations, students are informed of services offered by the NCTC Police Department. They outline ways to maintain personal safety and residence hall security. Periodically during the academic year, the NCTC Police Department, in cooperation with other college departments, present crime prevention awareness sessions on sexual assault, domestic violence and personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their own security and the security of others.

Section 7:

**Commitment to Addressing
Sexual Violence, Domestic
Violence, Dating Violence and
Stalking**

Introduction

North Central Texas College is committed to maintaining an environment that is safe and free from sexual assault, stalking, and relationship violence. The college will not tolerate sexual assault, stalking, and relationship violence (including threats of sexual assault and related relationship violence) against its students, faculty, staff, or visitors. In an ongoing effort to prevent sexual assaults, stalking, and relationship violence; the North Central Texas College provides education and prevention programs; investigates complaints of sexual assault, stalking, and relationship violence; dispenses corrective or disciplinary action where appropriate; provides information on obtaining appropriate counseling and medical care; and provides complainants with information on pursuing criminal or other legal action.

Definitions

The following are intended as broad definitions, established for purposes of defining College Policy. They are not intended to replace or summarize the Texas Penal Codes.

A. Sexual Assault - Sexual assault is a broad category that includes, but is not limited to, rape, sexual abuse and sexual misconduct. Sexual assault is any form of sexual contact obtained without consent or obtained through the use of force, threat of force, coercion, or intimidation. There are various degrees of sexual assault which cover a range of conduct and levels of force or intimidation. Examples include, but are not limited to:

1. Forcible vaginal, anal or oral intercourse, digital penetration or penetration by an object;
2. Sexual contact without full and free consent given by the person, including situations where drugs and/or alcohol impair the person's ability to give full and free consent;
3. Attempted or actual unwanted sexual activity, such as sexual touching or fondling an unwilling person's intimate parts (e.g. genitalia, groin, breast or buttock, or clothing covering them) or forcing an unwilling person to touch another's intimate parts;

4. Sexual contact when the perpetrator knows the person is unaware of the sexual contact; and

5. Sexual contact when the person is below the statutory age of consent.

B. Stalking - A course of conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for his or her safety, security, or well-being. Stalking includes repeated harassing or threatening (implicit or explicit) behaviors. Examples include, but are not limited to:

1. Following a person;

2. Appearing at their home, place of business, or classrooms;

3. Making harassing phone calls;

4. Mailing written messages, or sending electronic messages;

5. Leaving messages or objects at their home, place of business, vehicle, or classroom; and

6. Vandalizing personal property.

C. Relationship Violence - Relationship violence occurs when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence, or psychological and emotional abuse. These acts may be directed toward a spouse, an ex-spouse, a current or former boyfriend or girlfriend, or a current or former dating partner.

D. Consent - Consent is the act of knowingly and voluntarily agreeing, verbally or non-verbally, to engage in sexual activity. Consent cannot be granted by an individual who:

1. Is incapacitated by any drug or intoxicant;

2. Has been purposely compelled by force or threat of force;

3. Is unaware that the act is being committed;

4. Is impaired because of a mental or physical condition;

5. Is coerced by supervisory or disciplinary authority; or

6. Is less than the statutory age of consent.

E. Complainant - A complainant is anyone who reports that she or he has been a victim of sexual assault, stalking, or relationship violence.

F. Respondent - A respondent is anyone against whom a report or allegation of sexual assault, stalking, or relationship violence is made.

Prohibited Acts

Every member of the college community is prohibited from:

1. Engaging in sexual assault, stalking, or relationship violence;
2. Retaliating in any manner against an individual who reports sexual assault, stalking, or relationship violence;
3. Interfering with procedures to investigate or redress a complaint of sexual assault, stalking, or relationship violence; and
4. Making an intentionally false accusation of sexual assault, stalking, or relationship violence through the college's procedures.

Any member of the college community who engages in one of these prohibited acts against any other member of the college community may be subject to corrective action and appropriate sanctions.

Sexual Assault, Sexual Harassment, Sexual Violence, and Coercion

If any member of the North Central Texas College community is the victim of a sexual assault including rape, acquaintance rape, forcible and non-forcible sex offenses, sexual harassment, sexual violence, or sexual coercion; there are many services available to assist; but first, the individual's safety is of the utmost importance.

A student who believes s/he has had an unwanted sexual experience (even if s/he is unsure) may contact NCTC Police 24 hours a day by calling 940-668-4270. The NCTC Police will help the student get to the appropriate hospital for medical treatment, if necessary. One can also call 911 if the assault happened off campus. Even if the assault occurred off-campus, the student can still contact the NCTC Police Department and the officers will assist her/him with contacting the appropriate jurisdictional police department.

If you or a member of the college community is a victim of sexual assault, please contact any of the following offices:

1. North Central Texas College Police Department: (940) 688-4270,
2. Vice President of Student Services Office, and/or
3. Any Campus Security Authority (CSA).

Reporting and Filing Complaints

Sexual assault, sexual harassment, stalking and relationship violence may be reported to the North Central Texas College Police, local law enforcement, the Vice President of Students Services, or to any college official.

North Central Texas College strongly encourages the reporting of all incidents of sexual assault, sexual harassment, stalking, and relationship violence to the appropriate college officials. A report is an account or description of a specific incident. An incident may be reported without filing a formal complaint.

Filing a formal complaint is different from reporting an incident. A formal complaint is a request for the college to investigate an incident and take appropriate actions. The college will investigate all formal complaints of sexual assault, stalking, or relationship violence and will take appropriate disciplinary or corrective action in each instance. It will provide information on pursuing criminal or other legal action. It will also provide information on health care, counseling and other support services available for students, faculty, staff, and visitors who have reported sexual assault, stalking, or relationship violence.

North Central Texas College encourages individuals who make a report or file a formal complaint of sexual assault, stalking and relationship violence, regardless of where the report is made, to also contact a NCTC counselor for assistance in accessing and navigating services, resources, and referrals both on and off campus. All college personnel who receive a report or complaint of sexual assault, stalking, or relationship violence should immediately refer the complainant to a NCTC counselor, where the complainant will be counseled on his or her options.

Individuals who experience sexual assault or relationship violence are strongly encouraged to seek medical attention and be examined for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of sexual assault and to preserve evidence for the proof of a criminal offense. Currently students that report a sexual assault or relationship violence occurrence are verbally told of existing on and off campus counseling, mental health or other student services for victims of sex offenses. Clery requires this to be in writing and NCTC is currently out of compliance at this time.

Corrective Actions and Disciplinary Procedures

If the respondent is a student, the college utilizes the process outlined in the Code of Student Conduct. If the respondent is an employee, the college utilizes the process outlined in the Human Resources Policies and Procedures, and other applicable College Policy. The Dean of Students, the Vice President of Students Services, or Human Resources Office, can advise a complainant which procedures would be applicable in a given case.

Possible sanctions for students resulting from the North Central Texas College disciplinary process range from a warning to disciplinary expulsion. Possible sanctions for faculty and staff range from an oral warning to termination of employment. Both the complainant and the respondent shall be informed of the outcome of the corrective action or disciplinary process.

North Central Texas College affirms the rights of its students to live, work and learn in an atmosphere of mutual respect, free from the threat of sexual assault of any other form of sexual contact without mutual consent. Accordingly, any form of sexual misconduct will not be

tolerated. The College is committed both to a campus-wide program of education and prevention and to a timely and appropriate response to any reports of such activity. In compliance with Title IX, whenever a College official learns of any sexual misconduct, an investigation must be pursued, even if the victim does not want to file a complaint. The goal behind Title IX's mandate is to maximize the safety of all students on campus.

Filing a Report of Alleged Misconduct

Any member of the College District community or law enforcement agency may file a report alleging violation of College District policies, including the rules for student conduct committed by a student to the vice president of student services or designee within a reasonable time following an alleged incident. Complainants are encouraged to file as soon as possible after the date of the alleged violation. Failure to do so may impact the investigation.

The allegation(s) must be submitted to the vice president of student services or designee through:

- a. Campus Police;
- b. A written and signed statement;
- c. A Student Incident Report form;
- d. Verifiable electronic source; and/or
- e. Other law enforcement agency.

Clery requires institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement. Currently NCTC is not in compliance with this requirement.

Investigation of Alleged Violations

Within ten College District business days from the receipt of the written report of the allegation(s), the vice president of student services or designee shall investigate the matter, as necessary and determine if the allegations warrant a disciplinary action.

If an allegation is insufficient for formal charges, the vice president of student services or designee shall dismiss the allegation and shall provide the appropriate parties with written notice that the allegation of misconduct made against the student was unsubstantiated and the reason for this determination.

If the allegation is deemed to have merit, the vice president of student services or designee may take disciplinary action by providing a notice of the charges to the accused student.

Notice of Charge

If the vice president of student services or designee determines the allegation warrants disciplinary action, the vice president of student services or designee shall provide the accused student, in writing, with a charge notice, which includes:

- a. The alleged violation(s);
- b. Source of the information for the alleged violation;
- c. Summary of the alleged incident;
- d. Specific student conduct code charge; and
- e. Invitation to an information session

Burden of Proof

The burden of proof in determining whether the accused student is responsible or not responsible for violation of the student code of conduct rests with the College District in proving such violation occurred by the accused student.

The standard of proof used in determining responsibility is preponderance of the evidence. Thus, for a student to be found responsible for a violation, the evidence must indicate it is more likely than not that the violation occurred.

Victim or Complainant Rights

Alleged victim or complainant rights apply to cases of violence or harassment, including, but not limited to sexual misconduct, harassment, endangerment, stalking, and/or hazing. The victim/complainant has the right to:

- a. Attend an information session to review the charges against the accused student, relevant information related to the case, and obtain information regarding the conduct process;
- b. Request his/her name not be disclosed to the accused student or that no investigation or disciplinary action be pursued to address sexual violence. The vice president of student services or designee may move forward with an investigation and/or hearing if it is determined doing so meets its Title IX obligation.
- c. Be Informed of the available hearing options under the student code of conduct;
- d. Seek assistance and support from an advisor at one's own choice and expense. The advisor can accompany the victim/complainant, but cannot speak for or on behalf of the victim/complainant;
- e. Have her/his unrelated past behavior excluded from the hearing as determined by the hearing body so long as fundamental due process rights of the accused student are upheld;

- f. Request to testify in a separate room from the accused student so long as fundamental due process rights of the accused student are upheld;
- g. Request to be present throughout the entirety of the hearing, or portions thereof. The hearing body reserves the right to make the final decision on this request;
- h. Question the accused student and witnesses through the process of posing the questions through the hearing body as intermediate;
- i. Submit an impact statement, in writing, to the hearing body, which will only be used during the sanctioning phase, if applicable. The accused student has the right to request a copy of the impact statement, if found responsible;
- j. Receive notification of the hearing outcome and final decision so long as the notification does not violate the rights of the accused student; and
- k. Appeal the decision of the hearing body under the same criteria as the accused student.

Student Rights

Students charged with an alleged violation of the Student Code of Conduct have the right to:

- a. Receive written notice of the specific charges and student code of conduct violations and the allegations upon which the charge(s) is/are being filed by the hearing body;
- b. A fair and impartial hearing;
- c. Seek assistance and support from an advisor at one's own choice and expense. The advisor can accompany the accused, but cannot speak for or on behalf of the accused;
- d. An opportunity to review all relevant information regarding the charges against the accused student;
- e. Present supporting evidence and/or witness(es) on one's own behalf. Witness(es) must be able to speak to the incident in question only. The accused student is responsible for arranging for witness(es) on her, his or its behalf;

- f. Question witnesses in accordance with the formal hearing procedures.
- g. Refrain from providing self-incriminating testimony. This right is not afforded to student organizations.
- h. If found responsible, the accused student has the right to request a copy of the impact statement submitted by the victim/complainant, if applicable.
- i. Receive the final decision in writing; and
- j. Appeal the decision within the specified criteria for appeal.

Interim Disciplinary Action

The vice president of student services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property, an ongoing threat of disrupting the educational environment, or where the student is considered a danger to other students or to him/herself. In addition, students are notified verbally that the institution will change a victim's academic and living situations after an alleged sex offense and the options for those changes as requested by the victim as long as they are reasonably available. Clery requires this notification be in writing and currently NCTC is not in compliance with this requirement.

Disciplinary Sanctions

The vice president of student services or designee shall have the authority to impose the following nonacademic disciplinary sanctions, or combination of sanctions (with or without appropriate modifications) for incidents where there is a violation of the Student Code of Conduct, applicable College District policies or regulations, and/or violation of federal, state, and local laws, rules, regulations, and ordinances:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Service Hours – Completion of tasks under the supervision of a College District department or outside agency.
3. Educational Activities – Attendance at educational programs, including but not limited to, interviews with appropriate officials, essays, a letter of apology, work assignments, plagiarism workshop, academic integrity seminar, planning and implementing educational programs, or other educational activities.
4. Counseling Assessment – Referral for assessment through a counselor or at a professional counseling center for alcohol or drug dependence, general mental health, or other counseling issues.
5. Loss of Privileges – Denial of specified privileges for a specified period of time.
6. Restitution – Compensation for loss, damages, or injury. This may take the form of appropriate service, monetary remuneration, or material replacement.
7. Stop Order – Withholding of diplomas, transcripts, or other records for a definite period of time or until specified conditions are met. A stop order shall be placed on a student who has unfinished business with a College District official or department. A stop order prohibits a student from the following:
 - Obtaining transcripts;
 - Obtaining a diploma;
 - Receiving funds;
 - Registering for classes; and
 - Attending classes.

The stop order shall only be lifted if the student corrects or rectifies the matter that initiated the stop order to begin with.

8. Contact Restrictions – Restrictions regarding contact with a specified person or group.
9. College Housing Relocation – Change or reassignment of room or residence hall.
10. College Housing Exclusion – Temporary or permanent forced withdrawal from the College District residence halls.
11. Probation – A period of time during which any further violation of the Student Code of Conduct may result in more serious sanctions being imposed, including suspension or expulsion from the College District. Such probation may include social and behavioral restrictions including, but not limited to, removal from academic courses, participation in student activities, representation of the College District on athletic teams or other student leadership positions, entrance into residence halls or other areas of the campus, or contact with another specified person.
12. Suspension – Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met, after which the student is eligible to return. Conditions for readmission may be specified and suspension may exceed the one semester minimum. During the period of suspension, the student shall not be permitted on College District property without the prior written approval of the vice president of student services or designee.
13. Expulsion – Permanent forced withdrawal from the College District. The student shall not be permitted on College District property without the prior written approval of the vice president of student services or designee. A student receiving disciplinary expulsion shall have the action noted in his or her permanent record.

The nonacademic disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infractions or misconduct of a minor nature may lead to more severe disciplinary actions. Certain disciplinary sanctions may result in a financial cost to the student.

If a student fails to complete a nonacademic disciplinary sanction by the required deadline, a hold may be placed on the student's record.

Educational Programs

North Central Texas College is committed to increasing the awareness of and prevention of sexual violence, domestic violence, dating violence and stalking. All incoming students are provided programming and strategies intended for these type of incidents before it occurs. This is done through the College 101 or orientation courses. There currently are no mandated training of new employees in this area.

Once each Fall and Spring semester, the police department partners with NCTC Counseling Services and provide personal safety courses to faculty, staff and students. Included in this courses are clear statements that NCTC prohibits such acts as sexual violence, domestic violence, dating violence and stalking, their definitions, the definition of consent, options for bystander intervention, information about risk reduction and our policies and procedures for responding to these incidents. These are held on all campuses. This currently occurs in practice; however there is no policy or lesson plans to document these activities.

Sex Offenders

Sex offenders must register with the North Central Texas College Police Department as required by law or court order. In compliance with state law, the North Central Texas Police Department maintains a listing of registered sex offenders who currently work, volunteer or are enrolled in classes on any North Central Texas College campus. A general listing of registered sex offenders may be found on the Texas Department of Public Safety's web site <http://records.txdps.state.tx.us/DpsWebsite/>.

Section 8:
2012 – 2014 Crime Statistics

2014 On-Campus Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Sexual Assault	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	1	0	0	0	0
Liquor Offenses	5	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	6	0	0	0	0

No hate crimes were reported in 2014.

2014 Residence Housing Offenses and Referrals

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	N/A	N/A	N/A	N/A
Negligent Manslaughter	0	N/A	N/A	N/A	N/A
Forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Non-forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Aggravated Assault	0	N/A	N/A	N/A	N/A
Robbery	0	N/A	N/A	N/A	N/A
Burglary	0	N/A	N/A	N/A	N/A
Arson	0	N/A	N/A	N/A	N/A
Motor Vehicle Theft	0	N/A	N/A	N/A	N/A
Dating Violence	0	N/A	N/A	N/A	N/A
Domestic Violence	0	N/A	N/A	N/A	N/A
Sexual Assault	0	N/A	N/A	N/A	N/A
Stalking	0	N/A	N/A	N/A	N/A
Arrests					
Drug Offenses	0	N/A	N/A	N/A	N/A
Liquor Offenses	0	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Disciplinary Actions					
Drug Offenses	1	N/A	N/A	N/A	N/A
Liquor Offenses	5	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Total	6	N/A	N/A	N/A	N/A

No hate crimes were reported in 2014.

2014 Public Property Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Sexual Assault	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	0	0	0	0	0

No hate crimes were reported in 2014.

2013 On-Campus Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Sexual Assault	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	1	0	0	0	0
Liquor Offenses	4	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	5	0	0	0	0

No hate crimes were reported in 2013.

2013 Residence Housing Offenses and Referrals

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	N/A	N/A	N/A	N/A
Negligent Manslaughter	0	N/A	N/A	N/A	N/A
Forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Non-forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Aggravated Assault	0	N/A	N/A	N/A	N/A
Robbery	0	N/A	N/A	N/A	N/A
Burglary	0	N/A	N/A	N/A	N/A
Arson	0	N/A	N/A	N/A	N/A
Motor Vehicle Theft	0	N/A	N/A	N/A	N/A
Dating Violence	0	N/A	N/A	N/A	N/A
Domestic Violence	0	N/A	N/A	N/A	N/A
Sexual Assault	0	N/A	N/A	N/A	N/A
Stalking	0	N/A	N/A	N/A	N/A
Arrests					
Drug Offenses	0	N/A	N/A	N/A	N/A
Liquor Offenses	0	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Disciplinary Actions					
Drug Offenses	1	N/A	N/A	N/A	N/A
Liquor Offenses	4	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Total	5	N/A	N/A	N/A	N/A

No hate crimes were reported in 2013.

2013 Public Property Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Dating Violence	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Sexual Assault	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	0	0	0	0	0

No hate crimes were reported in 2013.

2012 On-Campus Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	1	0	0	0
Robbery	0	1	0	0	0
Burglary	0	1	1	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0
Arrests					
Drug Offenses	0	0	2	0	0
Liquor Offenses	0	0	1	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	1	1	0	0	0
Liquor Offenses	6	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	7	5	4	0	0

No hate crimes were reported in 2012.

2012 Residence Housing Offenses and Referrals

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	N/A	N/A	N/A	N/A
Negligent Manslaughter	0	N/A	N/A	N/A	N/A
Forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Non-forcible Sex Offenses	0	N/A	N/A	N/A	N/A
Aggravated Assault	0	N/A	N/A	N/A	N/A
Robbery	0	N/A	N/A	N/A	N/A
Burglary	0	N/A	N/A	N/A	N/A
Arson	0	N/A	N/A	N/A	N/A
Motor Vehicle Theft	0	N/A	N/A	N/A	N/A
Arrests		N/A	N/A	N/A	N/A
Drug Offenses	0	N/A	N/A	N/A	N/A
Liquor Offenses	0	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Disciplinary Actions		N/A	N/A	N/A	N/A
Drug Offenses	1	N/A	N/A	N/A	N/A
Liquor Offenses	6	N/A	N/A	N/A	N/A
Weapons Offenses	0	N/A	N/A	N/A	N/A
Total	7	N/A	N/A	N/A	N/A

No hate crimes were reported in 2012.

2012 Public Property Offenses

OFFENSE	GAINESVILLE	CORINTH	FLOWER MOUND	BOWIE	GRAHAM
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Burglary	0	0	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arrests					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Disciplinary Actions					
Drug Offenses	0	0	0	0	0
Liquor Offenses	0	0	0	0	0
Weapons Offenses	0	0	0	0	0
Total	0	0	0	0	0

No hate crimes were reported in 2012.

Section 9:
Annual Fire Report: 2014

Fire Safety Report

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

Fire Equipment Regulations

Because it is important that fire and safety equipment function properly when it is needed, the following acts are prohibited:

1. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
2. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
3. Propping open fire exits.
4. Obstructing halls and stairwells with furniture, debris, and/or other items.
5. Residents who jeopardize the security and safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.

Fire Safety Education

Through the use of fire drills, North Central Texas College Department of Housing and Residence Life provides fire safety and education for students. These are conducted several times per year.

Future Improvements

The North Central Texas College Senior Director of Campus Operations and the Vice President of Student Services evaluate the fire safety systems being utilized on the campus and make recommendations when changes are required.

Fire Procedures

If a fire is reported in a North Central Texas College residential facility, the Residence Life employee on-duty or a student reporting the fire should notify the Fire Department at 911 immediately.

The following is a list of other campus officials who should be notified:

1. North Central Texas College Police Department
2. Director of Physical Plant
3. Senior Director of Operations
4. Vice President of Student Services
5. College President

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

Candles/Cooking in Dorm Rooms

Students are not allowed candles in their rooms, unless the wick has been completely removed from the candle. In addition to candles, incense will not be allowed in the residence halls.

Cooking appliances with exposed heating elements are prohibited (i.e. hot plates, woks, electric skillets, some coffeemakers, etc.). Hibachi grills, camping stoves and other similar appliances are not acceptable. If a fire might result from something falling onto the appliance's heating element that item is not allowed. George Foreman's or other inside grills may only be used in the kitchen areas (these inside grills need to be stored out of sight).

Emergency Evacuations & Drills

In the event of an actual emergency (Fire, Tornado, etc.) or a periodic Emergency Drill, immediate compliance with the directives given by hall staff is required. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that everyone in the residence hall responds promptly in emergency situations. In addition, due to the community environment, students are encouraged to take active roles in assisting emergency procedures without jeopardizing their own safety. Staff uses various techniques to alert students of such a situation. Examples include using the sound of the fire alarm, staff knocking on a door, directing students to the emergency exits and by following the procedure for evacuating the building.

Section 10:

2014 Fire Statistics

2014 Fire Statistics for On-campus Student Housing

	2014
Bonner Hall	0
Hays Hall	0

**2014 Statistics and Related Information Regarding Fires in
Residence Halls**

Facility	Total fires in each building	Fire number	Cause of Fire	Number of injuries that required treatment at a Medical facility	Number of Deaths related to fire	Value of property Damage cause by fire
Bonner Hall	0	N/A	N/A	N/A	N/A	N/A
Hays Hall	0	N/A	N/A	N/A	N/A	N/A

2014 Fire Safety Systems in NCTC Residential Facilities

Facility	Fire Alarm Monitoring	*Partial Sprinkler System	**Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of evacuation (fire) drills each calendar year
Bonner Hall	Yes	No	No	Yes	Yes	Yes	2
Hays Hall	No	No	No	Yes	Yes	Yes	2

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

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