



Richland College 2016 Annual Security Report

Revised and Updated November 2017

Contains Crime Stats for 2013 - 2015



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

SMART STARTS HERE.



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Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other Federal, State, and local laws, Richland College, does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The Title IX Coordinator is the individual designated by the college to coordinate its efforts to comply with Title IX, Section 504, and other equal opportunity and affirmative action regulations and laws.

Annual Report (Disclosure of Crime Statistics)

The Richland College Police Department (RLCPD) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website via the Richland College home page at <https://alt.richlandcollege.edu/police-department/> . This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and the Garland Campus. The report covers a calendar year (Jan. 1 through Dec. 31).

Campus crime, arrest, and referral statistics include those reported to the Richland College Police, designated campus safety officers (CSA), including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches, and local law enforcement agencies. Counseling staff inform their clients of the procedures to report crime to the RLCPD on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the RLCPD headquarters located in Pecos Hall or by calling (972) 238-6174. All prospective employees may obtain a copy.

About the Police Department

Role, Authority, and Training

The Richland College Police Department consists of one Chief and 24 officers of differing rank providing service 24 hours a day, 365 days a year and reporting to the Dallas County Community College Commissioner of Safety and Security.

Officers are required:

- To have a high school diploma;
- Possess a TCOLE license which makes them fully commissioned by the state of Texas;



- Receive 40 hours of in-service training every cycle to stay current with laws and tactics;

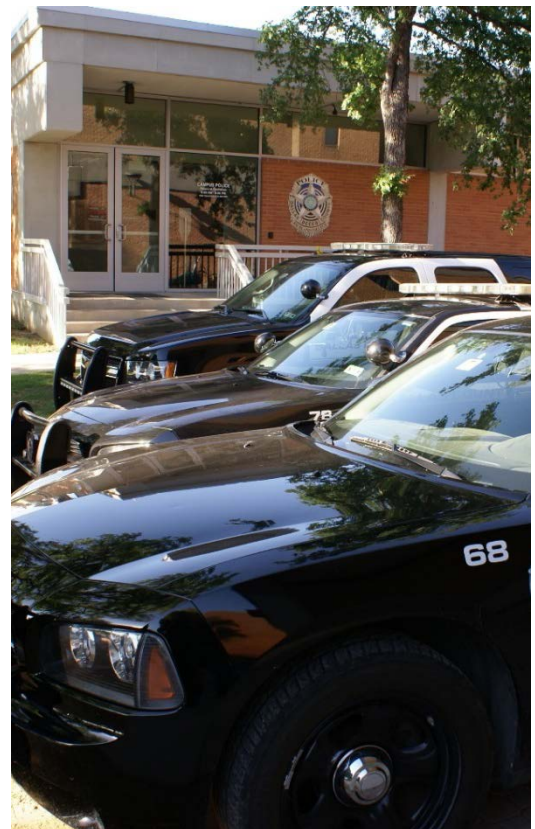
Richland College police officers have the authority to ask persons for identification and to determine whether individuals have the lawful business to be at Richland College under the Texas Education Code, Sec. §51.232. All criminal incidents are investigated by the Richland College Police Department. All crimes that occur on campus shall be reported to the department immediately.

Arrest Authority

RLCPD has complete authority to apprehend and arrest anyone involved in illegal acts on campus and in areas immediately adjacent to the campus. If minor offenses involving college rules and regulations are committed by a college student, the college police may also refer the individual to the Associate Vice President of Student Enrollment. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from college and the appropriate municipal police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Justice of the Peace, County, District or Federal Court.

RLCPD personnel work closely with local, state, and federal police agencies and have direct radio communication with municipal police departments through the District Dispatch System.

Through this dispatch system, police personnel can access the National Crime Information Computer system, as well as the Texas Crime Information. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.



The RLCPD maintains a close working relationship with the Dallas, Richardson and Garland municipal police departments. The RLCPD staff occasionally work with other law enforcement agencies in Texas, including the FBI, the U.S. Secret Service, Texas Department of Public Safety, DART Transit Police, the Dallas County Sheriff, and other Texas municipal police departments. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of RLCPD and these agencies communicate regularly concerning incidents that occur in and around the campus area. The RLCPD works closely with the investigative staff at these other police agencies when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between RLCPD and these other agencies.



Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Richland College Chief of Police or designated Incident Commander, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued as soon as pertinent information is available. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the RLCPD and/or Office of Emergency Management may also post a notice on the campus-wide electronic bulletin board, the College website, public address system, text messaging through Blackboard, or various other means of communication, providing the college community with more immediate notification. In such instances, a copy of the notice may also be posted on the exterior doors of each college building. Anyone with information warranting a timely warning should report the circumstances to the Richland College Police Department, by phone (972-860-4290) or in person at the Police Department, Pecos Hall.

Crime Statistics

Legend for Crime Statistics

OC - On Campus - Any building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes and, property within the same reasonably contiguous area that is owned by the school but controlled by another person, frequently used by students, and supports the school's purposes (such as a food or other retail vendor).

NCP - Non-Campus Building or Property - Any building or property owned or controlled by the school, that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students.

PP - Public Property - All public property including: thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier. A school may use a map to visually illustrate the areas included in the definition of its campus.

Richland College has no residential living facilities on campus.

HATE CRIMES - There were no reported hate crimes for the years 2013, 2014, 2015

Although a "good-faith effort" was made to obtain all crime statistics from outside agencies; some were unable to be positively determined as to whether they fell under a CLERY classification.

The Daily Crime Log is available for public inspection at the Richland College Police Department, or on the college website. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as its disposition (if this information is known at the time.) The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, in accordance with the Act.

2015 Offenses – Main Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	3	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	5	0	1	0
Drug Law Violations/Arrests	22	0	3	0
Weapons Law Violations/Arrests	1	0	1	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	1	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

2014 Offenses – Main Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	1	0	0	1
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	2	0	0	0
Drug Law Violations/Arrests	13	0	4	0
Weapons Law Violations/Arrests	1	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

2013 Offenses – Main Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	0	0	0	0
Burglary	3	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	4	0	0	0
Drug Law Violations/Arrests	6	0	0	0
Weapons Law Violations/Arrests	0	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

2015 Offenses – Garland Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	0	0	0	0
Drug Law Violations/Arrests	0	0	0	0
Weapons Law Violations/Arrests	0	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

2014 Offenses – Garland Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	2	0	0	0
Drug Law Violations/Arrests	0	0	0	0
Weapons Law Violations/Arrests	0	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

2013 Offenses – Garland Campus

Number of Report Selected Crimes	OC	NCP	PP	UNFOUNDED
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Liquor Law Violations/Arrests	1	0	0	0
Drug Law Violations/Arrests	1	0	0	0
Weapons Law Violations/Arrests	0	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0	0
Drug Law Violation/Judicial Referral	0	0	0	0
Weapons Law Violation/Judicial Referral	0	0	0	0

Violence Against Women Act (VAWA) Crimes	OC	NCP	PP	UNFOUNDED
Stalking	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

Definitions of Reportable Crimes

Criminal Homicide

Murder and Non-Negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Sexual Offenses

Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or to forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

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

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

Statutory Rape - It is a sexual assault for anyone to intentionally or knowingly penetrate anyone under the age of 17 other than his or her spouse.

Other Offenses

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

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other

weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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

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

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

Weapons law violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly.

How to Report Criminal Offenses

The RLCPD encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police.

To report an on-campus crime:

Contact the RLCPD, **dial 9-1-1-** (on a campus phone), *or dial (972) 860-4290* (cell phone or off-campus phone) or by using the Emergency Phones located in each building. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings and/or around the buildings should be reported to the police department.

In addition you may report a crime to any other college official with significant responsibility for student activities at any RLC location. These officials are classified as Campus Security Authorities (CSA) and are trained how to properly report offenses. The following are CSAs:

Assoc. Vice President Student Enrollment (972) 761-6880	A210	Director Health Services (972) 238-6135	T110
Coordinator Counseling Services (972) 238-3771	E082	Director Student Life (972) 238-6961	E040
Director Athletics (972) 238-6263	G114		

For off-campus options, dial 9-1-1 for your local police agency. Each department augments the other within their jurisdiction during mutual investigations, arrests, and prosecutions. RLCPD exchanges ideas and challenges with local law enforcement agencies which may be of concern to the college community.

According to the Clery Act, professional mental health counselors who are appropriately credentialed and hired by Richland College to serve in a counseling role, are not considered Campus Security Authorities when acting in their counseling role. The college encourages professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

If you are the victim of a crime and do not want to pursue action within the Student Conduct Code or the criminal justice system, you may still want to consider making a confidential report. The Chief or a designee of RLCPD 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 taking steps to ensure the future safety of yourself and others. With such information, the RLCPD 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. Reportable offenses filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Related Links to local police departments

- Dallas Police Department (214) 671-3001 <http://www.dallaspolice.net/>
- Richardson Police Department (972) 744-0908 <http://www.cor.net/police>
- Garland Police Department (972) 485-4810 <http://www.garlandpolice.com>
- DCCCD Police Dispatch (972) 860-4290

Title IX Policy

In accordance with Title IX of the Education Amendments of 1972 and Section 51.9363 of the Texas Education Code, the College District prohibits sexual misconduct in all of its programs and activities, including in its dual credit, early college high school, and charter high school programs. Sexual Misconduct is defined as any act of sex/gender-based discrimination or harassment, sexual harassment, sexual violence, sexual exploitation, relationship violence, sex/gender-based stalking, and any other conduct that threatens the health and safety of any person on the basis of actual, expressed or perceived gender identity. The College District's sexual misconduct policy applies to any instance in which a student or employee is alleged to have engaged in sexual misconduct against any person or believes he or she has been subjected to sexual misconduct, regardless of sex, gender, sexual orientation, or gender identity. The College District will respond to any complaint of sexual misconduct, including conduct alleged to have occurred during breaks, leaves of absence or periods of dismissal, whether on or off College District property or premises. A person who is found to have violated the College District sexual misconduct policy shall be subject to all applicable College District disciplinary sanctions as outlined in the College District Board Policy Manual. Violations of the sexual misconduct policy that are also violations of law may also be subject to sanctions by civil and criminal authorities. College District disciplinary action with respect to any act of sexual misconduct on the part of a student or employee shall proceed during the pendency of civil and/or criminal proceedings and shall not be subject to challenge on the ground that civil and/or criminal charges involving the same incident have been filed, dismissed or reduced. For more information on the College District's sexual misconduct policy, including reporting procedures, please see the College District Board Policy Manual. Title IX prohibits discrimination on the basis of sex (gender) in education programs of activities operated by recipients of Federal financial assistance. Sexual Harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX requires the DCCCD Colleges to take immediate action to eliminate harassment,



prevent its recurrence, and address its effects. The Title IX Coordinator is responsible for administrative investigation of claims of sexual harassment and sexual violence, and ensuring there are appropriate grievance procedures for prompt and equitable resolution of student sex discrimination complaints. Each DCCCD College's Title IX investigation is different from a law enforcement investigation, and a law enforcement investigation does not relieve the DCCCD Colleges of its independent Title IX obligation to investigate conduct. When cases involving domestic violence, dating violence, sexual assault or stalking are reported and a formal conduct process is initiated, the college will provide a prompt, fair and impartial process from the initial investigation to the final resolution. Reports will be investigated (if applicable) and managed by professional staff or college conduct committee members who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking and victimization, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. In all instances, the process will be conducted in a manner that is consistent with the campus policy and that is transparent to the accuser and the accused. The accuser and the accused will have timely notice for meetings at which the accuser or accused or both may be present. Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, DCCCD PD will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local enforcement.

Any violation of the Sexual Misconduct Policy should be promptly reported to Richland's Title IX coordinator listed below:

Bill Dial
Title IX Coordinator
12800 Abrams Road
Dallas, TX 75243
972-761-6852
TitleIX-RLC@dcccd.edu

Campus Access

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key or keycard, if issued, or by admittance via the RLCPD. In the case of periods of extended closing, the college will admit only those with prior approval to all facilities. Hours of operation may vary. Generally the campus is open from 6:00 a.m. until 11:00 p.m., Monday through Friday. Saturday, the campus is open from 8:00 a.m. until 6:00 p.m. or such time as classes in individual buildings have ended for the day. Hours on Sundays are as necessary to accommodate classes.

During periods when the college is closed (at nighttime) only faculty, staff, and contractors are allowed to enter the college, after informing college police of the location where the person(s) can be located in case of an emergency. In the case of extended campus closings, the college police will only allow persons with prior approval to enter the campus.

The campus facilities such as soccer fields and baseball diamonds are for reserved use only. You may contact the Athletic Department at (972) 238-6263 for information. Tennis court access is limited to those classes having priority access.

Soliciting on campus or posting advertisements or fliers on vehicles is prohibited. Please report violations to College Police as soon as possible.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Physical Education Center, Library, Learning Center, and computer labs. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. The campus is patrolled 24 hours a day by the College Police. Any potential safety and security hazards are reported to the Director of College Facilities, (972)238-6170, for corrections or repairs.

Emergency Procedures

Fire - If it is safe to do so, take personal belongings and put away sensitive material. Leave the area by means of the primary evacuation route. If this exit is blocked, use a secondary route. Once outside the building, move at least 100 feet from the building. If instructed by Richland College Emergency Response Team (RC-ERT) members and/or first responders, move further away from the building(s). Wait for additional instructions. Do



not reenter building until College Police, RC-ERT members and/or the fire department advises it is safe to do so.

Shelter-in-Place - Follow instructions from the RC-ERT members and/or first responders. Remain calm and do not exit the building. Notify people in your area to quickly get away from the perimeter of the building and exterior glass. Proceed to one of the marked "Safer Zone" areas (based on NOAA guidelines) unless instructed otherwise by RC-ERT members and/or first responders.

Intruder Lockdown and Violent Action - Dial 911 on a campus phone, or (972) 860-4290 from your cellphone. If immediate harm is not present, leave the area and advise others to leave the location as quickly as possible. If conditions present immediate harm, go to interior rooms and spaces that place as many walls and barriers between you and the event as possible. When you get into the room, turn out the lights and close any window blinds. Be sure to silence your cell phone. Even "vibrate mode" is too loud with many cell phones. Turn off the lights and get low to the floor. Remain in safe areas until directed by police and/ or fire personnel to evacuate. Do not open a door simply because someone shouts they are a police officer or first responder.

For more information about emergency procedures, follow the link below.

<https://www.dcccd.edu/services/police/emergmgmt/epg/pages/default.aspx>

Emergency Notification Procedures

Richland College has procedures in place to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. These procedures contain a "layered approach" to emergency notification, including emergency alert voice/text notifications, public address announcements, Email "blasts" to all on-campus computer users, and phone speaker broadcast systems.

Taking into account the safety of the community, Richland College Administration will, without delay determine the content of the notifications and initiate the notification systems, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

The Richland College Police Department will confirm the existence of any significant emergency, determine whom to notify, determine the content of the notification, and

initiate the notification systems. Richland College Police Department, in collaboration with the Richland ERT team, is responsible for carrying out this process.

The Richland College Police Department shall determine if emergency information, originating from within the college, is deemed necessary for dissemination to the larger community. The Office of Emergency Management will test the college emergency response and evacuation procedures on a monthly basis, including publicizing its procedures in conjunction with at least one drill per year. The Office of Emergency Management will document a description of the exercise (drill), as well as the date and time of the exercise and whether it was announced or unannounced.

Annual Required Emergency Procedure Test

Main Campus

12800 Abrams Rd. Dallas, TX 75243

On 01/27/2016, an all Campus-wide Fire Drill was announced at 13:15 hours. The alarm activation was done from the Operations Center main fire panel in Pecos Hall. Notification was also done via handheld radio to all RC-ERT members and police department. RC-ERT members assisted with safely evacuating faculty, staff, and students in a calm and orderly manner, to a safe designated location. When all buildings were evacuated, an all-clear was called out at 13:30 hours. All radio communication was good. Area of improvement noted during the drill was the PA system in Wichita Hall was affected by recent remodeling of the building. This was corrected by the Facilities Services department by having the contractor come out to repair the problem.

Garland Campus

675 W. Walnut St. Garland, TX 75040

On 10/06/2015, a Police Activity Lockdown was announced at 14:00 hours. The drill was announced through the building's PA system indicating it was a drill involving police activity near campus, instructing students and employees to lockdown. All classrooms, offices, and main entrances were checked. All clear was given at 10:12 hours. Areas of improvement noted were, students disregarded the drill and continued using the computer lab. This was corrected by providing the students with re-training after the drill.

Confidential Crime Reporting

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Vice President of Student

Development for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, posting of flyers on the doors of the campus, in-class announcements, or other appropriate means.

Security Awareness Programs for Students and Employees

During orientation students are informed of services offered by the RLCPD. Video and PowerPoint presentations outline ways to maintain personal safety. Students are told about crime on-campus. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year the RLCPD, in cooperation with other College organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in student newspapers.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the RLCPD for an escort.

Crime Prevention Initiatives

- New Student Orientation 31 Sessions
- New Employee Orientation 25 Sessions
- School Violence and Emergency Preparedness 6 Sessions
- Violence Against Women and Sexual Assault Awareness 2 Sessions
- DEA Drug Take Back 2 Sessions



- Sexual Assault Awareness Month April
- Red Ribbon Week October
- Health Fair – DWI Fatal Vision 2 Sessions

Alcoholic Beverages



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 RLCPD. 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 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of campus.

April 2015. National Prescription Drug Take-Back

Drug-Free Schools and Communities Act

To satisfy the requirements of the "Drug Free Schools and Communities Act," the colleges and facilities are committed to creating an educational and work environment

free from use or distribution of illicit drugs and abuse of alcohol. Richland College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the college Counseling and/or Advising Center, Health Center, and location Office of Human Resources at each college.

Substance Abuse Education

Richland College complies with the requirements of Section 1213 of the Higher Education Act of 1965, as amended, by annually distributing to students and employees written documentation regarding the availability of Drug and Alcohol Awareness Programs. In addition, the College Health Center provides related programs, health fairs, and special events during the course of each semester to promote further awareness on these issues.

Arrests and referrals for disciplinary action for violation of the above policies may be pursued by the college and/or local law enforcement.

Violence Against Women Amendment (VAWA)

Our Commitment to Addressing Sexual Assault, Family and Dating Violence, and Stalking

The college does not tolerate sexual misconduct or abuse, such as sexual assault or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Code of Student Conduct, and may violate federal and state laws. Violations are subject to disciplinary sanctions.



Disciplinary Sanctions for all Misconduct; including Sexual Assault, Family and Dating Violence, and Stalking

Any student that violates the Richland College Code of Student Conduct (<https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=RL>)

C) shall be subject to disciplinary sanctions including suspension or expulsion. A complaint should be filed with the Vice President of Student Development and will be handled solely by him/her. If a student disagrees with a given sanction, he/she has the right to request a public or private hearing. During this hearing, a committee will decide, based on the evidence, if the sanction is lifted or remains. Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded. The Code of Student Conduct provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed both simultaneously and in writing of the outcome, and of the hearing. All sanctions and hearings will be imposed in a reasonable time given the nature of the offense. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state, as well.

In addition to sanctions being imposed on the offender, the survivor will receive, in writing, a notification that the college will accommodate changes in class schedule, special parking, or escorts that may be requested by the survivor. The survivor will also be provided written notice of his/her legal rights and remedies, and the availability of services off-campus; such as, shelters or other community services. In addition, they will be provided with information regarding existing counseling and other services available to them on campus. Reasonable accommodations will be provided to a survivor even if the offense occurred off campus upon request and notification to the campus police or a CSA.

Reporting of Suspected Sexual Assault, Family or Dating Violence, and Stalking

If it is suspected that a student or fellow staff member may be a survivor of ongoing Sexual Assault, Family or Dating Violence, or Stalking; be a good bystander. Report this to the campus police department or a CSA immediately. It is important not to allow these offenses to go unreported and to intervene before the situation becomes worse.

Risk Reduction: Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe.

1. Warning signs that you may be involved in dating or family violence:
 - Being afraid of your partner.
 - Constantly watching what you say to avoid a “blow up.”

- Feelings of low self-worth and helplessness about your relationship.
 - Feeling isolated from family or friends because of your relationship.
 - Hiding bruises or other injuries from family or friends.
 - Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
 - Being monitored by your partner at home, work or school.
 - Being forced to do things you don't want to do.
2. Warning signs that someone you know may be involved in a dating or family violence relationship:
- Their behavior changes drastically. (Outgoing to shy, always happy to always depressed)
 - They miss activities that they always use to be a part of.
 - They begin wearing clothing that covers more area of their body and do not seem to want to take them off.
 - They make excuses for their partner when someone overhears or sees bad behavior.
 - They are constantly receiving phone calls or texts from their significant other.

Risk Reduction: Tips to Avoid Becoming a Future Survivor of Sexual Assault, Family or Dating Violence, or Stalking

- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider making a report with College Police and/or the Title IX Coordinator and ask for a “no contact” directive from the college to prevent future contact.
- Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice. The Richland College Police Department will honor these orders and act accordingly if a violation is reported.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.
- Be aware of rape drugs and never leave drinks unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.
- Avoid giving away your location or routine when using social media.

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are installed on the campus.
- Be aware of open buildings where you can use a phone.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places and talk to campus services if you believe that lights need to be installed in an area.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, call 972-860-4290 from your cellphone, or 911 from any campus phone, and request a police escort.

What to do if you are a Survivor of Sexual Assault, Family or Dating Violence, or Stalking

If you are a survivor of a sexual assault, family or dating violence, or stalking at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The RLCPD strongly advocates that a survivor of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting

These offenses should be reported directly to a RLCPD officer. Filing a police report with an officer will not obligate the victim to prosecute, or will it subject the survivor to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a survivor of any of these offenses receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

A survivor of a these offenses may choose for the investigation to be pursued through the criminal justice system and the College Code of Student Conduct procedure, or only the latter. A Richland College Police Department representative will guide the survivor through the available options and support the survivor in his or her decision. A survivor is also given the option of changing his/her name in the reports in order to keep their identity concealed. The officer will assist the survivor in completing a pseudonym form to ensure complete confidentiality.

Various counseling options are available from the college through the Health Center and Counseling Center. Counseling and support services outside the college can be obtained through the Dallas Area Rape Crisis Center and the Victim Intervention Program – Parkland. The local crisis center can be reached at any time by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673).

Campus Education and Programs for the Prevention and Awareness of Sexual Assault, Family or Dating Violence, and Stalking

- Coherent/conscious
- Cannot be inferred
- Cannot be obtained from someone who is mentally or physically incapacitated
- Consent to previous sexual acts does not imply consent.
- Consent to some acts does not imply consent to others.

Domestic Violence - An act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.

Dating Relationship – A relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Dating Violence – An act, other than a defensive measure to protect oneself, by an actor that:

1. Is committed against a victim:
 - a. With whom the actor has or has had a dating relationship; or
 - b. Because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
2. Is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

Preponderance of Evidence – The standard of evidence used in an institutional Title IX disciplinary hearing. The “greater weight” of the evidence – 51% of the evidence on either side of the argument – would be a preponderance of the evidence. The type of burden (or level) of proof used in a civil trial.

Sexual Assault – As defined in the Texas Penal Code, a person commits the offense of sexual assault if the person intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent. (General definition only. For detail, see TPC 22.011).

Stalking – A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person, that:

1. The actor knows or reasonably believes the other person will regard as threatening:

- a. Bodily injury or death for the other person;
 - b. Bodily injury or death for a member of the other person's family or household;
 - c. That an offense will be committed against the other person's property;
2. Causes the other person or a member of the other person's family or household to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
 3. Would cause a reasonable person to fear:
 - a. Bodily injury or death for himself or herself;
 - b. Bodily injury or death for a member of the person's family or household;
 - c. That an offense will be committed against the person's property.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the RLCPD is providing a link to the Texas Department of Public Safety Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In Texas, convicted sex offenders must register with the Texas Sex Offender Registration Program maintained by the Department of Public Safety (DPS).

Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.

DPS is responsible for maintaining this registry. Follow the link below to access the DPS website.

<https://records.txdps.state.tx.us/SexOffender/>

Important Contacts, Campus Security Authorities, and Other Resources

To report an emergency or crime in progress on campus	For other Richland College Police assistance on campus
From any campus phone 911 or 4290	972-860-4290
From your cell-phone 972-860-4290	972-238-6174
For police assistance off campus	Richland Counseling Center
911	972-238-3771
Richland College Health Center	Richland College Human Resources
972-238-6135	972-238-6240
Office of the Assoc. Vice President, Student Enrollment	National Clearinghouse for Alcohol and Drug Information
972-238-6202	800-729-6686
Rape, Abuse and Incest National Network (RAINN)	Texas Department of Family and Protective Services
800-656-4673	800-252-5400
National Domestic Violence Hotline	Child Abuse Hotline
800-799-7233	800-482-5964
Texas Poison Control Network	Al-Anon Information
800-222-1222	214-363-0461 www.al-anon.org