



# LEE COLLEGE

2023 COMBINED ANNUAL SECURITY REPORT  
& FIRE SAFETY REPORT



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# Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Lee College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse,

awareness of various kinds of sex offenses, and the prevention of crime; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

## Policy for Preparing the Annual Report

This report was prepared by the Title IX Coordinator in cooperation with the Assistant Chief of Security and local law enforcement authorities and includes information provided by the College's campus security authorities and various other elements of the college. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by con-

tacting Security Office, located at 317 S. Whiting, Baytown TX or calling (281) 425.6888. The College is committed to taking the actions necessary to provide a safe and secure working/ learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

## General Safety and Security Policies

### Campus Security Personnel & Relationship with Local Law Enforcement

The Lee College Security Department is responsible for campus safety at the College.

College security officers have the authority to act only within the level of licensing obtained under the DPS Testing and Training, as well as under Section 1702.103 of the Texas Private Security Act. Section 1702.163 of the Texas Private Security Act shall govern qualifications for security officer commission, if applicable to the officer. Subject to limitations in law, the scope of College security officers shall be limited to:

1. Preventing entry, larceny, vandalism, abuse, fire, or trespass on College District property;
2. Preventing, observing, or detecting unauthorized activity on College District property;
3. Controlling, regulating, or directing the movement of the public, whether by vehicle or otherwise, only to the extent and for the time directly and specifically required to ensure the protection of property;
4. Protecting an individual from bodily harm;
5. Detaining suspects consistent with the Texas Private Security Act in connection with College District-related investigations until an officer arrives. Officers are unable to make arrests;
6. Enforcing College District policies, rules, and regulations

on College District property or at College District functions;

7. Investigating violations of College District policies, rules, and regulations as requested by the College President or designee and participating in hearings concerning alleged violations;
8. Carrying a firearm if the security officer is qualified to do so under the Texas Private Security Act; and
9. Performing other similar functions as permitted by law.

The commissioned officers have the authority to carry firearms. The primary area of responsibility for College District security officers shall include the grounds in which the College property is owned, leased, rented, or otherwise under the control of the College to include the Main Campus, McNair, and the South Liberty Education Center.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police. Our security officers assist the Baytown Police Department for serious emergencies at the request of the police department. The College's security officers call Baytown Police Department for any level of crime that exceed the security officers' jurisdiction.

### Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are

reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer those crimes be reported are listed below.

- Lee College Security Department (Zola Montana, Assistant Chief) at [security@lee.edu](mailto:security@lee.edu) or (281) 425.6888
- Jose Martinez, Title IX Coordinator at [josmartinez@lee.edu](mailto:josmartinez@lee.edu)
- Academic Advisors at [counselor@lee.edu](mailto:counselor@lee.edu)
- Mike Spletter, Student Activities Manager at [msplette@lee.edu](mailto:msplette@lee.edu)
- Nicholas Wade, Athletic Director at [nwade@lee.edu](mailto:nwade@lee.edu)
- Dr. Laura Lane Worley, Director, Lee College South Liberty County Education Center at [llaneworley@lee.edu](mailto:llaneworley@lee.edu)
- Fran Parent, Executive Director, Industrial Technologies (McNair Campus) at [fparent@lee.edu](mailto:fparent@lee.edu)
- Amanda Summers, Executive Director, Human Resources at [asummers@lee.edu](mailto:asummers@lee.edu)
- Dr. Dometrius Hill, Associate VP, Instruction at [dhill@lee.edu](mailto:dhill@lee.edu)
- Scott Bennett, Associate VP, Student Services at [sbennett@lee.edu](mailto:sbennett@lee.edu)
- Dr. Victoria Marron, Associate VP, Student Success and Chief Belonging Officer at [vmarron@lee.edu](mailto:vmarron@lee.edu)

## Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- All crimes occurring on or near College property should be reported immediately to the Lee College Security Department. The number to contact is (281) 425.6888. A dispatcher is available 24/7.
- If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.
- Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.

- Anonymous incident reports can also be made online at [https://cm.maxient.com/reportingform.php?LeeCollege&layout\\_id=0](https://cm.maxient.com/reportingform.php?LeeCollege&layout_id=0)

## Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the College's sexual misconduct policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The college has a designated individual to serve as the confidential employee to provide support in a secure environment in which questions can be asked, information provided, and guidance offered should the student wish to report the sexual misconduct to the college. Confidential Employees are not required to report any information about an incident of sexual misconduct to the Title IX coordinator without the student's written permission unless there is concern the individual will likely cause serious physical harm to self or others; or the information concerns conduct involving suspected abuse or neglect of a minor or elder. The College's professional counselor or serves as the confidential employee for the College.

The College encourages its professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. The College does not have pastoral counselors.

## Security of and Access to Campus Facilities

All academic buildings are secured when there are no classes or scheduled events occurring. Access to the buildings is

only allowed for faculty/staff members and students who are accompanied by faculty/staff members. For the main campus, Security utilizes cameras as well as routine protocols. For other campuses, (McNair and Liberty), video surveillance is maintained 24/7 with officers on call when needed.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to non-students and do not leave them unattended.
- Do not give access codes to anyone who does not belong to the campus community.

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

## **Security Considerations in the Maintenance of Facilities**

The Lee College Security Department works with the Maintenance Department to identify issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting in parking lots and sidewalks. All buildings have emergency lights that are activated due to power outages.

## **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to

encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The College provides information at the beginning of each academic term for students and employees regarding the College's security procedures and practices. This information is provided to students during New Student Orientation and to employees through the employee handbook and new employee orientation. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

In addition, email blasts are periodically sent out to students and employees with crime prevention and other safety tips.

## **Monitoring Off Campus Locations of Recognized Student Organizations**

The College does not have any officially recognized student organizations with off-campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

## **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

# Drug and Alcohol Policy

## Drug, Alcohol, and Tobacco Policy

While Lee College recognizes that a substance abuse disorder is an illness requiring intervention and support, we strive to offer students and employees an optimum environment which promotes and secures educational success. To meet this objective, Lee College has adopted and implemented a program to prevent unlawful manufacture, possession, use, and distribution of illicit drugs, alcohol, and tobacco products by students and employees. Such conduct is not consistent with the behavior expected of members of the college community.

In addition, Lee College is committed to enforcing the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989. It is the intent of Lee College for this policy to be applied to campus activities and all college sponsored events whether held on or off campus. Persons who violate Lee College policy will be subject to disciplinary action. In compliance with this law, every employee and each student taking one or more classes for any type of academic credit will be given a copy of the College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs, alcohol, and tobacco products; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of such substances.

## Tobacco and E-Cigarettes

Lee College is a tobacco-free campus. Tobacco (nicotine) products include cigarettes, cigars, smokeless tobacco, and electronic cigarettes (every version and type of such device whether manufactured or marketed as electronic cigarettes, e-cigarettes, electronic cigars, e-cigars, electronic pipes, e-pipes or under any other product name or description). Smoking, vaping, and the use of other tobacco products are effectively banned from any area of campus including personal and school-owned vehicles. In addition, Lee College prohibits the sales, sponsorships, advertising, or promotional activities of tobacco on campus property. Students, faculty, staff, contractors and visitors violating the policy are subject to disciplinary measures, which may include fines. Employees who violate the policy will be referred to their supervisor; students will be referred to the Executive Director of Student Success and Wellness and contract workers and/or visitors will be referred to campus security.

## Legal Sanctions

The following are sanctions based on Texas laws and civil codes and fall under the jurisdiction of local and state law enforcement for compliance.

- Alcohol: Minors convicted in the criminal court system of possession or consumption of alcoholic beverages

may be subject to fines, suspension of driver's license, community service, and a mandatory alcohol education class. Convictions for providing alcohol to minors may subject individuals to fines and a jail term of up to one year. Convictions for driving while intoxicated may subject individuals to up to \$2000 in fines and a jail term of up to six months for a first offense. Fines and jail terms escalate after the first conviction.

- Tobacco / Nicotine products: As of September 1, 2019, the possession, purchase, consumption, or receipt of cigarettes, e-cigarettes, or tobacco products by individuals under 21 years of age is prohibited by state law and these offenses are subject to fines upon conviction. The sale of these items to individuals younger than 21 years of age is prohibited and are subjects to fines upon conviction.
- Controlled substances (drugs): Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment, Amount of fines, terms of probation, or years of imprisonment generally are contingent upon the circumstances and the amounts of drugs in possession, sale, distribution, or manufacture. Recent updates to the Texas health and Safety Code have added additional classes of synthetic marijuana and bath salts. The criminal penalties for these drugs, included in Penalty Group 1A, 2, and 2A follow guidelines as other drug offenses. Below are commonly used drugs, not an exhaustive list.

Dangerous Drugs / Controlled Substances	Street Name	Crime and Penalty
Possession of a Controlled Substance (PCS) / Dangerous Drug PCS with Intent to Deliver Manufacture or Delivery of a Controlled Substance (Texas Health and Safety Code Ch.481)	Cocaine, Ecstasy, Heroin, Marijuana, Methamphetamine, Multiple Prescription Medications	Varies according to placement of the drug on schedules according to weight/dosage unit. Can be a Class B Misdemeanor through 1st Degree Felony / Up to \$10,000 fine and up to 99 years in prison.

Illicit Synthetic Drugs	Street Name	Crime and Penalty
Possession of a Controlled Substance (PCS) / Dangerous Drug PCS with Intent to Deliver of a Controlled Substance (Texas Health and Safety Code Ch. 481.1021 and 481.1031)	Synthetic Marijuana, Legal Weed, Kush, Synthetic Cathinones, Bath Salts, 25-I, N-BOMe, N-bombs	Varies according to placement of the drug on schedules according to weight/dosage unit. Can range from a Class B Misdemeanor to a 1st Degree Felony / Up to \$10,000 fine and up to 99 years in prison.

Alcohol	Crime	Penalty
Consumption or Possession by a Minor (Secs. 106.4 and 106.5)	Class C Misdemeanor	Up to \$500 fine; Enhancements for subsequent convictions with up to \$2,000 fine and 180 days in jail.
Purchasing for or Furnishing Alcohol to a Minor (ABC Sec 106.6)	Class A Misdemeanor	Up to 1 year in jail; Up to \$4000 fine
Public Intoxication (Texas Penal Code, Sec 49.02)	Class C Misdemeanor	Up to \$500 fine; Enhancements for subsequent convictions
Driving while intoxicated (Texas Penal Code Sec. 49.04)	Class B Misdemeanor	First Offense up to \$2,000 fine and 18 days in jail. Numerous enhancements on subsequent convictions
Intoxication Assault (Texas Penal Code 49.07)	3rd Degree Felony	Up to \$10,000 fine 2-20 years in prison
Intoxication Manslaughter (Texas Penal Code 49.08)	2nd Degree Felony	Up to \$10,000 fine 2-20 years in prison

Tobacco	Crime	Penalty
Possession, Purchase, Consumption, or Receipt of Cigarettes, E-Cigarettes, or Tobacco Products by Minor (Texas Health and Safety Code Section 161.252)	Class C Misdemeanor	Up to \$100 fine; minors can be ordered to attend E-Cigarette or Tobacco Awareness programs and/or community service
Sale of Cigarettes, E-Cigarettes, or Tobacco Products to Persons Younger than 21 years of Age (Texas Health and Safety Code Section 161.082)	Class C Misdemeanor	Up to \$500 fine; Enhancements for subsequent convictions up to \$1,000 and permit suspensions are possible

## College Disciplinary Actions

Since Lee College policy prohibits the unlawful possession, use or distribution of illegal drugs, alcohol, and tobacco products on the campus and at college sponsored events held off campus, any employee admitting to or convicted of such unlawful possession, use or distribution of these substances will be subject to disciplinary action (up to and including suspension without pay, and termination). Employees may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program or may be referred for prosecution.

Students who violate this policy shall be subject to appropriate disciplinary action as outlined in Lee College Board Policy FLBE (Local). Such disciplinary action may include referral to alcohol, tobacco, and drug counseling, tobacco cessation or rehabilitation programs or student assistance programs, expulsion, and referral to appropriate law enforcement officials for prosecution.

## Good Samaritan Policies

Senate Bill 1331 (2011) states that in the event of possible alcohol poisoning, a person under 21 calling for help for him or

herself or another will not be cited for possessing or consuming alcohol. The immunity for minors is limited to the first person who calls for assistance only if he/she stays on the scene and cooperates with law enforcement and medical personnel.

## Health Risks

The abuse of drugs and alcohol can lead to a variety of serious consequences including poor academic and work performance, poor decision making, poor morale, work errors, wasted time and materials, damage to equipment, theft, tardiness, absenteeism, accidents which injure the drug user, accidents which put all employees and students at risk of injury, and may lead to disciplinary action, prosecution, illness and even death. Users of these substances experience depression, isolation, loss of memory, loss of coordination, impaired judgment, reduced morale, anxiety, paranoia and loss of self-respect.

On average, at least 50% of college students' sexual assaults are associated with alcohol use. One study reported that 74% of the perpetrators and 55% of the victims of rape had been drinking alcohol. Consumption by the perpetrator and/or the victim increases the likelihood of acquaintance, sexual assault. In addition, one in five college students abandon safer sex practices when intoxicated ([www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)).

Tobacco use is the leading cause of death, disability, and several chronic diseases, including cancer, lung disease, and cardiovascular disease. Currently, 26.9% of cancer deaths in Texas are attributable to smoking. In addition, exposure to secondhand smoke increases the risks of health problems as it has the same dangerous chemicals that smokers inhale. E-cigarettes and other vaping devices have been linked to a plethora of health problems including severe lung damage and death.

## Other Risks / Consequences

- Federal Financial Aid – If you are convicted of a drug-related felony or misdemeanor while receiving federal student aid, you will become ineligible to receive further aid for a specified period of time upon conviction.
- Other areas in which the use of alcohol or drugs can have a negative impact include but are not limited to employment and housing.

## Available Counseling and Treatment Programs

Both the Lee College Human Resource Office and the Lee College Student Services Division offer services to employees and students who are seeking support regarding alcohol, tobacco, and other drug issues. The Human Resource Office at Lee College will assist employees with information concerning insurance coverage. Both offices can provide a list of private and public hospitals, mutual self-help organizations, public treatment centers, and private drug treatment practitioners.



Information regarding an individual's request for services will remain confidential. The Lee College Human Resource Office nor any other entity at the College will be notified or informed of an employee or student's choice to receive assistance for drug or alcohol issues, including those who use insurance or Employee Assistance Program funding.

The College also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited on campus or as any part of the College's activities. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

## **Federal Drug Laws (updated 08.01.2023)**

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (21 U.S.C. § 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.campusdrugprevention.gov/sites/default/files/2022-07/Federal\\_Trafficking\\_Penalties\\_Chart\\_6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf).

## Drug and Alcohol State Laws

Category	Summary (Texas Code Annotated)
Possession of Marijuana	A Class B misdemeanor occurs if the amount of marijuana possessed is 2 ounces or less. A Class A misdemeanor occurs if the amount of marijuana possessed is between 2 ounces and 4 ounces. See Tex. Health & Safety Code Ann. § 481.121(b). An individual adjudged guilty of a Class B misdemeanor will be punished by a fine not to exceed \$2,000, confinement in jail for a term not to exceed 180 days, or both. An individual adjudged guilty of a Class A misdemeanor will be punished by a fine not to exceed \$4,000, confinement in jail for a term not to exceed 1 year, or both. See Tex. Penal Code Ann. §§ 12.21 – 12.22. As the amount of marijuana increases, the crime classification becomes more severe and related penalties increase. Qualified medical professionals are authorized to prescribe low-THC cannabis (no more than .05%) to qualifying Texas residents with certain medical conditions. Tex. Occupations Code Ann. §§169.002-169.003.
Controlled Substances	Texas Health & Safety Code Ann. §§ 481.101 – 481.141 cover a wide range of offenses related to controlled substances. Penalties for the possession and delivery of illegal drugs include prison sentences and monetary fines and vary widely by the type of drug, amount confiscated, and whether the individual possessed or manufactured/delivered the controlled substance. Trafficking controlled substances will result in more severe penalties. As an example, a person who possesses less than 28 grams of a controlled substance listed in Penalty Group 3 (i.e., anabolic steroids) is guilty of a Class A misdemeanor punishable by a fine not to exceed \$4,000, confinement in jail for up to 1 year, or both. Tex. Health & Safety Code Ann. § 481.117; Tex. Penal Code Ann. § 12.21. A person who knowingly or intentionally possesses less than 1 gram of a controlled substance listed in Penalty Group 1 (i.e. opiates) or 1-B (i.e. fentanyl) is guilty of a state jail felony. A person found guilty will be subject to confinement in a state jail for any term of 180 days up to two years, and may be fined up to \$10,000. Tex. Health & Safety Code Ann. § 481.115 and Tex. Penal Code Ann. § 12.35. It is a defense to prosecution under certain, defined circumstances if the actor was the first person to request emergency medical assistance in response to the possible overdose of another person or was the victim of a possible overdose for which emergency medical assistance was requested during an ongoing medical emergency. Tex. Health & Safety Code Ann. § 481.117.
Alcohol and Minors	A minor who consumes alcohol outside the visible presence of the minor's adult parent/guardian or spouse is punishable by a fine of \$250 to \$2,000 and imprisonment for up to 180 days. The court may also impose penalties like community service, driver's license suspension, and education or treatment. See Tex. Alcoholic Beverage Code Ann. § 106.04. A minor may possess an alcoholic beverage while in the course and scope of the minor's employment. See Tex. Alcoholic Beverage Code § 106.05. An adult 21 years of age or older who is not a minor's parent/guardian or spouse is liable for damages proximately caused by the intoxication of a minor under the age of 18 if the adult served the minor or allowed the minor to be served alcoholic beverages that contributed to the minor's intoxication on the premises owned or leased by the adult. See Tex. Alcoholic Beverage Code Ann. § 2.02. A person may purchase an alcoholic beverage for or give an alcoholic beverage to a minor if the person is the minor's adult parent/guardian or spouse and is visibly present when the minor possesses or consumes the alcoholic beverage. See Tex. Alcoholic Beverage Code Ann. § 106.06(b). A minor commits an offense if the minor falsely states that he/she is 21 years of age or older or presents any document that indicates he/she is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. See Tex. Alcoholic Beverage Code Ann. § 106.07.
Driving While Intoxicated (DWI)	One is guilty of driving while intoxicated if he or she has a blood alcohol concentration of 0.08 percent or more. This is a Class B misdemeanor, with a minimum term of confinement of 72 hours. An offender can also be subject to fines, revocation/suspension of license, a vehicle interlock system, and educational programs. See Tex. Penal Code Ann. § 49 et seq. and Tex. Transp. Code Ann. § 524.022.

## Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act, the College has a drug and alcohol abuse and prevention program, which includes an annual notification to students and employees regarding certain drug/alcohol-related information (such as legal sanctions for violations of applicable laws, health risks, etc.) and a biennial review of this program to evaluate its effectiveness and assess whether sanctions are being consistently enforced. For more information, see below.

- Student alcohol/drug policy: Legal: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=FLBE#legalTabContent> and Local: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=FLBE#localTabContent>

- Employee alcohol/drug policy: Legal: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=DH#legalTabContent> and Local: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=DH#localTabContent>
- Alcohol/drug webpage: <https://www.lee.edu/about/maintaining-a-drug-free-campus/>
- Biennial review of the College's drug and alcohol abuse prevention program: <https://www.lee.edu/about/files/biennial-review-na.pdf>

# Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College’s policy used to address complaints of this nature, as well as the procedures for filing, investigating, and resolving complaints, may be found at:

- FFDA Local - (Student Policy) - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=FFDA>
- DIAA Local (Employee Policy) - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence: <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=579&code=DIAA>

The following sections of this report discuss the College’s educational programs to promote the awareness of dating vio-

lence, domestic violence, sexual assault, and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

## Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

## Crime Definitions

Crime Type (Texas Code Annotated)	Definitions
Dating Violence (Tex. Fam. Code Ann. § 71.0021)	<p>The institution had determined, based on good-faith research, that the criminal statutes of Texas do not define the term dating violence. However, Section 71.0021 of the Texas Family Code provides the following:</p> <p>a. “Dating violence” means an act, other than a defensive measure to protect oneself, by an actor that: (1) is committed against a victim or applicant for a protective order: (A) with whom the actor has or has had a dating relationship; or (B) because of the victim’s or applicant’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 or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.</p> <p>b. For purposes of this title, “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of: (1) the length of the relationship; (2) the nature of the relationship; and (3) the frequency and type of interaction between the persons involved in the relationship.</p> <p>c. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship” under Subsection (b).</p> <p>In addition, Sections 51.251 and 51.281 of the Texas Education Code provide that “dating violence” shall have the meaning assigned by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20.U.S.C. Section 1092(f)(6)(A)). This law defines dating violence to mean violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.</p>
Domestic Violence	<p>The institution has determined, based on good-faith research, that Texas law does not define the term domestic violence. However, Texas law does define the term “Family Violence” (Tex. Fam. Code Ann. § 71.004) as follows: (1) 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; (2) abuse [as defined under state law] by a member of a family or household toward a child of the family or household; or (3) dating violence, as that term is defined by Section 71.0021.</p>

Crime Type (Texas Code Annotated)	Definitions
Stalking (Tex. Penal Code Ann. § 42.072)	<p>Stalking (Tex. Penal Code Ann. § 42.072):</p> <ol style="list-style-type: none"> <li>a. 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 at a specific other person, knowingly engages in conduct that: <ol style="list-style-type: none"> <li>1. constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening: (A) bodily injury or death for the other person; or (B) that an offense will be committed against: (i) a member of the other person's family or household; or (ii) an individual with whom the other person has a dating relationship; or (iii) the other person's property;</li> <li>2. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship: (A) to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship, or the other person's property; or (B) to feel harassed, terrified, intimidated, annoyed, alarmed, abused, tormented, embarrassed, or offended; and</li> <li>3. would cause a reasonable person under circumstances similar to the circumstances of the other person to: (A) fear bodily injury or death for the person; (B) fear that an offense will be committed against a member of the person's family or household or an individual with whom the person has a dating relationship; (C) fear that an offense will be committed against the person's property; or (D) feel harassed, terrified, intimidated, annoyed, alarmed, abused, tormented, embarrassed, or offended.</li> </ol> </li> <li>b. An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section: <ol style="list-style-type: none"> <li>1. the laws of another state;</li> <li>2. the laws of a federally recognized Indian tribe;</li> <li>3. the laws of a territory of the United States; or</li> <li>4. federal law.</li> </ol> </li> <li>c. For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.</li> <li>d. In this section: <ol style="list-style-type: none"> <li>1. "Dating relationship," "family," "household," and "member of a household" have the meanings assigned by Chapter 71, Family Code;</li> <li>2. "Property" includes a pet, companion animal, or assistance animal, as defined by Section 121.002, Human Resources Code.</li> </ol> </li> </ol> <p>In addition, Sections 51.251 and 51.281 of the Texas Education Code provide that "stalking" shall have the meaning assigned by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20.U.S.C. Section 1092(f)(6)(A)). This law defines stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.</p>
Sexual Assault	<p>The Texas Penal Code provides the following definitions for sexual assault and aggravated sexual assault:</p> <ul style="list-style-type: none"> <li>• Sexual Assault (Tex. Penal Code Ann. § 22.011): A person commits an offense if: <ul style="list-style-type: none"> <li>o (1) the person intentionally or knowingly: (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or</li> <li>o (2) regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly: (A) causes the penetration of the anus or sexual organ of a child by any means; (B) causes the penetration of the mouth of a child by the sexual organ of the actor; (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.</li> </ul> </li> <li>• Aggravated sexual assault (Tex. Penal Code Ann. § 22.021): A person commits an offense: <ul style="list-style-type: none"> <li>o If the person: (A) intentionally or knowingly: (i) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; (ii) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or (iii) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (B) regardless of whether the person knows the age of the child at the time of the offense, intentionally or knowingly: (i) causes the penetration of the anus or sexual organ of a child by any means; (ii) causes the penetration of the mouth of a child by the sexual organ of the actor; (iii) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; (iv) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or (v) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor; and</li> <li>o If: (A) the person: (i) causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; (ii) by acts or words places the victim in fear that any person will become the victim of an offense under Section 20A.02(a)(3), (4), (7), or (8) or that death, serious bodily injury, or kidnapping will be imminently inflicted on any person; (iii) by acts or words occurring in the presence of the victim threatens to cause any person to become the victim of an offense under Section 20A.02(a)(3), (4), (7), or (8) or to cause the death, serious bodily injury, or kidnapping of any person; (iv) uses or exhibits a deadly weapon in the course of the same criminal episode; (v) acts in concert with another who engages in conduct described by Subdivision (1) directed toward the same victim and occurring during the course of the same criminal episode; or (vi) with the intent of facilitating the commission of the offense; administers or provides to the victim of the offense any substance capable of impairing victim's ability to appraise the nature of the act or to resist the act; (B) the victim is younger than 14 years of age, regardless of whether the person knows the age of the victim at the time of the offense; or (C) the victim is an elderly individual or a disabled individual.</li> </ul> </li> </ul> <p>In addition, Sections 51.251 and 51.281 of the Texas Education Code provide that "sexual assault" shall have the meaning assigned by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20.U.S.C. Section 1092(f)(6)(A)). This law defines sexual assault as any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.</p>

Crime Type (Texas Code Annotated)	Definitions
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. The institution has determined, based on good-faith research, that Texas law does not define these terms
Other "sexual assault" crimes	<p>Other crimes under Texas law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> <li>• Prohibited Sexual Conduct (Tex. Penal Code Ann. § 25.02): A person commits an offense if the person engages in sexual intercourse or deviate sexual intercourse with another person the actor knows to be, without regard to legitimacy: (1) the actor's ancestor or descendant by blood or adoption; (2) the actor's current or former stepchild or stepparent; (3) the actor's parent's brother or sister of the whole or half blood; (4) the actor's brother or sister of the whole or half blood or by adoption; (5) the children of the actor's brother or sister of the whole or half blood or by adoption; or (6) the son or daughter of the actor's aunt or uncle of the whole or half blood or by adoption.</li> <li>• Indecency With a Child (Tex. Penal Code Ann. § 21.11): A person commits an offense if, with a child younger than 17 years of age, whether the child is of the same or opposite sex and regardless of whether the person knows the age of the child at the time of the offense, the person (1) engages in sexual contact with the child or causes the child to engage in sexual contact; or (2) with the intent to arouse or gratify the sexual desire of any person: (A) exposes the person's anus or any part of the person's genitals, knowing the child is present; or (B) causes the child to expose the child's anus or any part of the child's genitals.</li> <li>• Improper Relationship Between Educator and Student (Tex. Penal Code Ann. § 21.12): (a) An employee of a public or private primary or secondary school commits an offense if the employee: (1) engages in sexual contact, sexual intercourse, or deviate sexual intercourse with a person who is enrolled in a public or private primary or secondary school at which the employee works; (2) holds a position described by Section 21.003(a) or (b), Education Code, regardless of whether the employee holds the appropriate certificate, permit, license, or credential for the position, and engages in sexual contact, sexual intercourse, or deviate sexual intercourse with a person the employee knows is: <ul style="list-style-type: none"> <li>o (A) enrolled in a public or private primary or secondary school, other than a school described by Subdivision (1); or</li> <li>o (B) a student participant in an educational activity that is sponsored by a school district or a public or private primary or secondary school, if students enrolled in a public or private primary or secondary school are the primary participants in the activity; or</li> </ul> </li> <li>• (3) engages in conduct described by Section 33.021, with a person described by Subdivision (1), or a person the employee knows is a person described by Subdivision (2)(A) or (B), regardless of the age of that person.</li> </ul>
Consent (as it relates to sexual activity) (Tex. Penal Code Ann. § 22.011)	A sexual assault is without the consent of the other person if: (1) the actor compels the other person to submit or participate by the use of physical force, violence, or coercion; (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat; (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; (8) the actor is a public servant who coerces the other person to submit or participate; (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor; (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code; or (12) the actor is a health care services provider who, in the course of performing an assisted reproduction procedure on the other person, uses human reproductive material from a donor knowing that the other person has not expressly consented to the use of material from that donor; (13) the actor is a coach or tutor who causes the other person to submit or participate by using the actor's power or influence to exploit the other person's dependency on the actor; or (14) the actor is a caregiver hired to assist the other person with activities of daily life and causes the other person to submit or participate by exploiting the other person's dependency on the actor.

## College Definition of Consent

The College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Silence or lack of resistance does not constitute consent. Obtaining consent is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based on a participant's sex, sexual orientation, gender identity, or gender expression. Consent may

be initially given but withdrawn at any time. Consent cannot be given when a person is mentally disabled or incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness, being asleep, or being involuntarily restrained. Consent does not exist when it is the result of any coercion, intimidation, force, or threat of harm. Consent does not exist when the respondent misrepresents their true identity to the victim.

Under the Texas Penal Code, victims under the age of 17 cannot give consent as a matter of law. However, it is an affirmative defense to criminal prosecution that the offender was not more than three years older than the victim at the time of

the offense; did not use duress, force, or a threat against the victim at the time of the offense; and was not a registered sex offender.

## Risk Reduction

Risk Reduction information is provided online and to those attending the New Student Orientation. The following information is provided:

If one is in an uncomfortable sexual situation, the following suggestions may help reduce the risk of sexual violence:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If an individual is found in the position of being the initiator of sexual behavior, these suggestions may help reduce the risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.

- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

## Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

## Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

## Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

## PPAP and OPAC Programming Methods:

Primary prevention and awareness programs (PPAP) and ongoing prevention and awareness campaigns (OPAC) are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the college. Methods include, but are not limited to: presentations, online training modules, distribution of written materials, periodic email blasts, and guest speakers. A summary of this programming is provided below.

- New students (both first time in college and first time transfer) receive education on the prevention of dating violence, domestic violence, sexual assault, stalking, as well as Title IX procedures through a presentation by the First Year Experience Department and Title IX Coordinator during orientation. All new employees are required to complete an online training module on these topics upon hire and are required to repeat the training annually.
- As part of its ongoing campaign, the College uses a variety of strategies, such as in person presentations by community partners, email blasts with pertinent information, and information at tabling events. While programming occurs throughout the year, the College also offers educational sessions and activities in coordination with nationally recognized observances such as Sexual Assault Awareness Month and Domestic Violence Awareness Month.

## Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

For victims of dating violence, domestic violence, sexual assault, or stalking, it is recommended to go to a safe place and call 911 or the Lee College Security Department at (281) 425-6888. You may also contact the College's Title IX Coordinator, Jose Martinez, at (281) 425-6546.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the

other resources listed in this report).

2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

## Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at:

Houston Methodist Baytown Hospital  
4401 Garth Rd, Baytown, TX 77521  
(281) 420-8600

Texas Forensic Nurse Examiners: Forensic Center of Excellence  
2990 Richmond #180 Houston TX 77098  
(866)-252-8415

The Bridge Over Troubled Waters  
3811 Allen Genoa Road Pasadena TX 77504  
(713) 472-0753 or (713) 473-2801

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

## Security/Law Enforcement & How to Make a Police Report

- Lee College Campus Security - (281) 425-6888
- Baytown Police Department (281) 422-8371 3200 N Main St Baytown, TX 77521

- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

### Information about Legal Protection Orders

A Protective Order is a court order that is designed to stop an abuser from continuing acts of violence, threatening, harassing, or stalking. The person who requests the order is known as the "applicant" or "petitioner". The person restricted by the order is known as the "respondent". Protective Orders are important in ending family violence. The purpose of a Protective Order is to:

- Prevent future violence.
- Identify appropriate and inappropriate behavior.
- Reinforce beliefs that family violence is wrong and needs to be stopped.

The first step in applying for a Protective Order is to complete an application. The application may be obtained through the office of the county or district attorney, a private attorney, or a legal aid program. In some communities, domestic violence advocacy groups also provide assistance in obtaining Protective Orders. Call 800-799-SAFE (7233) to find the nearest family violence shelter to you for possible assistance. The application for a Protective Order must be filed in either the county where the victim lives or the county where the offender lives. The applicant's address can be kept confidential. There are no minimum time limits to establish residency, so even if you have not lived in the same county for very long, you may still file an application for a Protective Order in that county. Protective Orders are available in every county in Texas.

For more information on the process of obtaining a protective order contact:

#### **Harris County District Attorney's Office – Domestic Violence Division**

<https://app.dao.hctx.net/victim-services/domestic-violence-division>  
Family Violence Services group is located at the Juvenile Justice Center  
1200 Congress, 2nd Floor, Houston, TX 77002  
Monday - Friday: 7:00am - 5:00pm  
For more information call (713) 274-0212  
email DVDfilePO@dao.hctx.net

#### **Victim Advocate Service : Baytown Police Department**

<https://baytown.org/550/Victims-Services>  
Located within Baytown Police Department  
3200 North Main St Baytown, TX 77521  
Monday - Friday: 7:00am - 4:00pm  
For more information call (281) 425-1051 or (281) 425-1050

A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, for up to 20 days, until a court hearing, and (2) Full Orders of Protection, which may be issued for up to one year. When a protection order is granted, it is enforceable state-wide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. For more information on no-contact orders or to file a request please contact the Title IX Coordinator, Jose Martinez via telephone at (281) 415-6546, or via email at [josmartinez@lee.edu](mailto:josmartinez@lee.edu). The institution may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged. Trespass warnings are issued by Lee College Security. For more information on trespass warnings or to file a request, please contact the chief of security via telephone at (281) 425-6888.

### Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

#### College Resources

- Access Center (Rundell Hall, Room 106) – For students with disabilities, including psychiatric diagnoses, the Access Center provides accommodations and counseling support to promote student success and integration into college. Information can be found online ([www.lee.edu/disabilities](http://www.lee.edu/disabilities)) or by calling their office at (281) 425-6217.
- Medical and Mental Health (Virtual) through TimelyCare
  - o SERVICES: Virtual 24/7 care for medical and



emotional support. Included in tuition for Lee College students. No Insurance needed. MedicalNow, TalkNow, Scheduled medical and counseling appointments, health coaching, psychiatry, and self-care content.

- Mental Health Counseling
  - o Linda Torres-Mann, LPC, LCDRC Rundell Hall, Room 112A  
Phone: (832) 556-4550  
Email: ltorrezmann@lee.edu  
SERVICES: Offers up to five sessions which may be conducted in-person, video, or phone. Eligible for students 18 or older at no cost. Referrals will be completed with the link below, contact will be made within 24 business hours. Faculty and staff may refer on behalf of students.  
<https://www.lee.edu/cares-team/mental-health-counselor/>
- Student Financial Aid – Sometimes a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be implications to their federal aid which may impact their return to classes. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The Lee College financial aid website can be found at: <https://www.lee.edu/financialaid/>

## State/Local Resources

- Houston Methodist Baytown Hospital: a full-service, acute care hospital serving communities in Harris, Chambers, Liberty and surrounding counties.  
Location: 4401 Garth Road, Baytown, TX 77521 | (281) 420-8600
- Legacy Community Health Center (Baytown, Texas): A federally qualified health center that provides adult primary care, pediatrics, dental care, vision services, behavioral health services, OB/GYN and maternity services, vaccinations and immunizations, health promotion and community outreach, wellness and nutrition, LGBT services, and comprehensive HIV/STD screening and treatment. Location: 4301 Garth Road, Suite 306 and 400, Baytown, TX 77521 | Hours: Monday-Friday 8:00 a.m.-5:00 p.m. | Phone: (281) 420-8400 | [www.legacycommunityhealth.org/](http://www.legacycommunityhealth.org/)
- The Harris Center for Mental Health and IDD  
Crisis Phone: (866) 970-4770  
Main Phone: (713) 970-7000  
Website: <http://www.mhmrharris.org>
- Chambers Health  
Main Phone: (281) 576-0670  
Website: <http://www.chambershealth.org/>  
Clinic location: 2750 S. 9825 Eagle Drive, Mont Belvieu, TX
- Spindletop Center  
Crisis Phone: (800) 937-8097  
Main Phone: (409) 839-1000  
Website: <http://www.stmhmr.org/>  
Clinic location: 2750 S. Eighth St, Building A, Beaumont, TX 77701
- Tri-County Services  
Crisis Phone: (800) 659-6994  
Main Phone: (936) 756-8331  
Website: [www.tricountyservices.org](http://www.tricountyservices.org)  
Clinic locations: Liberty and Cleveland, TX

In addition to the Local Mental Health Authorities (LMHAs), the Health and Human Services Office of Mental Health has developed a website with information, resources, and direction to Texas residents who may have mental health related needs or want to support someone who does. Its website is [www.mentalhealthtx.org](http://www.mentalhealthtx.org).

- The Bridge Over Troubled Waters (Baytown & Pasadena, Texas): Provides free and confidential services to all survivors of sexual violence, domestic violence, stalking and human trafficking. It provides shelter, individual counseling, support groups, legal advocacy, case management services and safety planning for all victims. | 24-Hour Emergency Hotline: (713) 473-2801 | Baytown Office: (281) 420-5600 | Pasadena Office (Main Office) (713) 472-0753 | <https://tbotw.org/>
- Legacy Community Health Center (Baytown, Texas): A Federally Qualified Health Center that provides adult primary care, pediatrics, dental care, vision services, behavioral health services, OB/GYN and maternity services, vaccinations and immunizations, health promotion and community outreach, wellness and nutrition, LGBT services, and comprehensive HIV/STD screening and treatment.  
Location: 4301 Garth Road, Suite 306 and 400, Baytown, TX 77521 | Hours: Monday-Friday 8 a.m.-5 p.m. | Phone: (281) 420-8400 | [www.legacycommunityhealth.org/](http://www.legacycommunityhealth.org/)
- Innovative Alternatives, Inc. (Webster, Texas): Provides 8 free individual sessions and 18 free group therapy sessions to any victim of crime, family member or eye witness. It also provides general counseling services, mediation services and training. | Location: 1335 Regents Park Drive, Suite 240, Houston, TX 77058 | Phone: (713) 222-2525 | [www.innovativealternatives.org/](http://www.innovativealternatives.org/)

- Bay Area Turning Point, Inc. (Webster, Texas): A non-profit organization that provides services to child and adult victims and families experiencing domestic and sexual violence. Services include shelter, counseling, support groups, legal advocacy and case management. 24-Hour Hotline: (281) 286-2525 | Crisis Intervention Center Location: 210 South Walnut Street, Webster, TX 77598 | Phone: (281) 338-7600 | [www.bayareaturningpoint.org/](http://www.bayareaturningpoint.org/)
- Houston Area Women's Center (Houston, Texas): Provides free and confidential services to individuals affected by domestic and sexual abuse. Services include shelter, counseling and advocacy to support survivors in building lives free from the effects of violence. | 24-Hour Rape/Sexual Assault Crisis Hotline: (800) 256-0661 or (713) 528-7273 | 24-Hour Domestic Violence Hotline: 800.256.0551 or (713) 528-2121 | Location: 1010 Waugh Drive, Houston, TX 77019 | Hours: Monday-Friday 8:00 a.m. - 9:00 p.m., Saturday 8:30 a.m.-5:30 p.m., closed Sundays and national holidays. Phone: (713) 528-6798 | [www.hawc.org/](http://www.hawc.org/)
- Lone Star Legal Aid: Provides advocacy, legal representation, and community education for low-income residents. | P.O. Box 398 Houston, TX 77001-0398 | Toll Free - (800) 733-8394 8 a.m. - 5 p.m.

## National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Coalition Against Domestic Violence: <http://www.ncadv.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

## Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is

obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator, Jose Martinez at (281) 425-6546 or [josmartinez@lee.edu](mailto:josmartinez@lee.edu). The Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations.
- Any continuing effects on the complainant.
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided to a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

## Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the College's Title IX Policy, Other Sexual Misconduct Policy, or other relevant policy as appropriate to the allegations and the related complaint resolution procedures. Once a sexual misconduct complaint is reported, the Title IX Coordinator evaluates the complaint to determine what policy, if any, has been violated based on the reported behavior. Based on this determination, the grievance procedures will differ and will follow either Process A (official Title IX grievance procedures) or Process B (Other Sexual Misconduct Complaints that do not meet the criteria of Title IX based on federal regulations).

- Title IX (Process A) — The behavior must meet the definition as outlined in federal regulations which includes behavior that is severe, pervasive, AND objectively offensive so that it effectively denies the student’s ability to participate in their educational program.
- Other Sexual Misconduct Complaints (Process B) — The complaint involves sexual misconduct defined in policy as “Other Complaints” and may include sex discrimination and other inappropriate conduct or retaliation that does not meet the criteria as defined by the Title IX regulations.

The complaint resolution procedures are invoked once a report is made to one of the Title IX Coordinator.

Jose Martinez, Title IX Coordinator  
 Phone: (281) 425-6546  
 Location: Rundell Hall 112  
 Email: josmartinez@lee.edu

Reports may be made in person, electronically, by phone or through mail. An electronic form available at: [https://cm.maxient.com/reportingform.php?LeeCollege&layout\\_id=1](https://cm.maxient.com/reportingform.php?LeeCollege&layout_id=1) can also be used to file a report.

Once a formal complaint is made, the Title IX Coordinator, or other College employee as appropriate, will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint. Upon completion of the investigation, both parties will be given a copy of an investigation report.

In Title IX cases (process A), a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party’s advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary

sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be promptly notified of this determination in writing.

The College’s grievance processes provide for the prompt and equitable resolution of complaints. A grievance ordinarily will be completed within 150 business days from the filing of the formal complaint, with the investigation phase taking approximately 60 to 90 business days. Most cases should be resolved in less than 150 business days, while some cases may take additional time due to extenuating circumstances such as a party’s illness, a concurrent law enforcement proceeding, witness unavailability, a public health emergency, or the need to arrange for language assistance or technology or disability-related accommodations.

Other Sexual Misconduct complaints (Process B), are those that do not fit the legal definition provided through Title IX. As with Title IX complaints, the complaint is reported and investigated. For these, the decision is made by the appropriate college administrator and no hearing panel is used.

For both Title IX and Other Sexual misconduct complaints, both parties have an equal opportunity to appeal the determination by filing a written appeal with the Title IX Coordinator. A panel of decision makers is used for Title IX violations while a college administrator is used for Other Sexual Misconduct complaints. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response. The President or appropriate College Administrator will resolve the appeal in a reasonable time period of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision.

If a formal complaint is filed, the College may offer to the parties a process for the informal resolution. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator determines within a reasonably prompt time frame if informal resolution may be appropriate for the complaint. If the Title IX coordinator determines that informal resolution may be appropriate, then the Title IX coordinator or designee may facilitate that resolution within a reasonably prompt timeframe. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This informal resolution process is not available in situations where an employee is alleged to have sexually harassed a student.

### **Rights of the Parties in an Institutional Proceeding:**

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

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

- o A prompt, fair and impartial process is one that is:
  - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
  - Conducted in a manner that:
    - Is consistent with the institution's policies and transparent to the accuser and the accused.
    - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
    - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
  - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Such training addresses topics such as the definition of sexual harassment; the scope of the College's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

For the past year, this includes the following training:

- Thompson and Horton - Title IX Sexual Harassment Training for Colleges and Universities
- Title IX Coordinator Foundations and Practicum
- Title IX Investigator Foundations and Practicum
- Title IX Decision-Maker Foundations and Practicum
- Title IX Informal Resolution Foundations and Practicum
- Title IX Advisor Training

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions for students include:

1. Reprimand — A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. Restitution — Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic Penalties — Range from a zero on an assignment to suspension. Academic dishonesty and corresponding penalties are defined and outlined in the online College District catalog.
4. Conditional Probation — Placing a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. Suspension — Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Suspensions may extend from the remainder of the term through one year, at which time, upon request of the student, his or her status will be reevaluated by the vice president of student affairs or designee in conjunction with other College District administrators, as appropriate.
6. Expulsion — Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.
7. No Trespass Notice — Issued in cooperation with campus security and local law enforcement. If a no trespass notice is violated, a student may receive a criminal trespass order.

Disciplinary actions for employees may include, but are not limited to:

1. Terminating or suspending an employee;
2. Not renewing a contract; or
3. Reprimanding, reassigning, or demoting an employee.

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit

for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or designee. Following a suspension, the individual will be required to meet with the Associate VP of Student Services (student) or the Executive Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. When the College District receives notice of an allegation of conduct that, if true, would meet the definition of sexual misconduct under this policy, the Title IX coordinator shall promptly contact the complainant to:

1. Discuss the availability of supportive measures and inform the complainant that such measures are available without the filing of a formal complaint;
2. Consider the complainant's wishes with respect to supportive measures; and
3. Explain to the complainant the option and process for filing a formal complaint.

Complainants and respondents are both entitled to request supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered when appropriate and reasonably available. Supportive measures are designed to restore or preserve access to the individual's education program or activity without unreasonably burdening the other party; protect the safety of all parties and the educational environment; and deter sexual harassment and other sexual misconduct. Supportive measures may include:

- Providing counseling;
- Extending deadlines or other course-related adjustments;
- Modifying work or class schedules;
- Providing campus escort services;
- Implementing mutual restrictions on contact between the parties;
- Changing work or housing locations;
- Allowing leaves of absence;
- Increasing security and monitoring of certain areas of the campus; and
- Implementing other similar measures.

The complainant and respondent are entitled to drop a course in which both parties are enrolled without an academic penalty.

## Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

## Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

## Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Chief of Security at Chief of Security. State registry of sex offender information may be accessed at the following link: <https://publicsite.dps.texas.gov/SexOffenderRegistry>

## Timely Warnings and Emergency Response

### Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Lee College Security Chief constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Lee College Security, [security@lee.edu](mailto:security@lee.edu) or (281) 425-6888
- Human Resources Office, [hr@lee.edu](mailto:hr@lee.edu) or (281) 425-6875

The College has communicated with local law enforcement

asking them to notify the College if it receives reports or information warranting a timely warning.

### Emergency Response

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Anyone with information warranting a timely warning should report the circumstances to the Security Office located at 317 S. Whiting on the Main Campus or by phone at (281) 425-6888 or by email at [security@lee.edu](mailto:security@lee.edu).

In addition, any individual can reach the Lee College Security office through the emergency red phones installed in all campus buildings on the main campus and one at the McNair Campus. In addition, blue light phones are located outdoors adjacent to parking lots on the main campus.

Students, staff, and visitors are encouraged to notify Lee College Security of any emergency or potentially dangerous situation.

The Security Chief in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

Once the emergency is confirmed and based on its nature, the Security Chief will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified.

The College President, in consultation with the Chief of Security, will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local

emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

The Safety Committee Chair will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of the Security Chief and the Safety Committee Chair, the Director of Marketing will notify local law enforcement of the emergency if they are not already aware of it and local media outlets in order that the larger community outside the campus will be aware of the emergency.

### Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
Alertus - Desktop computer alert system	Available on all desktops operating within the College's network(e.g., offices, classrooms, and labs)
Navigator Alerts (OmniAlerts- phone, email, and social media alerts)	Individuals must register through lee.edu/alert. Follow college social media
Campus-wide emails	Automatic upon employment (for employees) or with registration (for students)

### Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan.

The Chief Information Officer maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees, information to remind them of the College's emergency response and evacuation procedures.

### Missing Student Policy

On campus housing is available only for student athletes.

If a member of the Lee College community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the Athletic Director at [nwade@lee.edu](mailto:nwade@lee.edu) or (281) 425-6447 or the

Vice President of Finance and Administration at [aferguson@lee.edu](mailto:aferguson@lee.edu) or (281) 425-6887. Any College employee receiving a missing student report should immediately notify campus security so that an investigation can be initiated.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the student is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to law enforcement personnel in furtherance of a missing student investigation.

A student who wishes to designate a confidential contact may do so by contacting the Athletic Director.

After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the College will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

# Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2022	2021	2020	2022	2021	2020	2022	2021	2020	2022	2021	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2	1	0	0	0	0	0	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	1	1
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	1	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

## Hate crimes:

2022: No hate crimes reported.

2021: No hate crimes reported.

2020: No hate crimes reported.

## Crimes unfounded by the College:

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

2020: 0 unfounded crimes.

## Statistics for unfounded crimes provided by law enforcement agencies:

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

2020: 0 unfounded crimes.

## Data from law enforcement agencies:

- The College was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the College's Clery Geography.
- Certain law enforcement agencies did not comply with the College's request for crime statistics.



# Annual Fire Safety Report

## Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: Lee College - Main, 200 Lee Drive, Baytown, TX 77520

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Athletic Lofts, 700 West Texas Ave, Baytown, TX 77520	X	X			X	X	0

## Policies on Portable Appliances, Smoking, and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking are prohibited in campus housing. Only surge-protected extension cords are permitted. Only the following portable cooking appliances are permitted to be used in campus housing: microwave, air fryer, toaster. Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

## Fire Evacuation Procedures

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or staff are to relocate.

## Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them on procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

## Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Lee College Security at Lee College Security. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

## Plans for Future Improvements

The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

## Fire Statistics

Lee College - Main

2022

No fires were reported in 2022.

2021

No fires were reported in 2021.

2020

No fires were reported in 2020.





RUNDELL HALL

KADJAR-GRAY FOUNTAIN

