

Procedure III.3004.C.b, Facilities Usage and Privacy Compliance

Associated Policy

Policy III.3004.C, Facilities Services

Procedures

Restroom and Private Facilities Oversight

1. Facilities Services shall ensure that restrooms, locker rooms, changing areas, and similar private spaces are properly designated, signed, and maintained in accordance with applicable codes, regulations, and laws.
2. The department will coordinate with appropriate College units to maintain signage, respond to reported concerns, and document inspections and updates as necessary to support occupant privacy, accessibility, safety, and compliance with state and federal laws that regulate intimate facilities.

Concern Review and Response Process

1. Upon receipt of a concern submitted through the College's facilities usage reporting process, the responsible campus administrator, or their designee, will begin a review as promptly as possible.
2. The review will include collecting relevant evidence, consulting applicable College policies, and/or meeting with individuals directly involved. The investigator will then determine the following:
 - a. Is there sufficient information available to conduct an investigation.
 - b. Is the information sufficient to determine whether or not a violation of college policy occurred,
 - c. Is corrective action or discipline warranted
 - d. If all previous questions result in a "yes" determination, then coordinate with the appropriate department(s) as needed to resolve the issue.
 - e. If the answer to any question above is "no," the registered concern will be closed and recorded as such.
3. All steps taken, findings, and resolutions will be documented and communicated in accordance with College procedures to ensure accountability and closure.

Periodic Review and Reporting

1. Facilities Services shall conduct periodic audits of all reported concerns, resolutions, signage updates, and compliance actions related to SB8 requirements and other law as may be applicable.

2. These audits shall occur monthly for the first three months following implementation of this procedure, semi-annually for the subsequent year, and then annually thereafter.
3. Each audit shall document compliance trends, identify areas requiring improvement, and evaluate alignment with applicable laws and College policy.
4. A summary report of the audit findings shall be delivered to the Vice Chancellor of Fiscal Affairs within 30 days following the conclusion of each audit period.

Definitions

SB8 (Texas Senate Bill 8): A Texas state law requiring certain public facilities - including restrooms, locker rooms, and changing areas - to be designated and used in a manner consistent with the biological sex assigned at birth, as indicated on a person's official birth certificate. This law applies to public institutions, including Texas colleges and universities.

Facilities Usage Reporting Process: The College's internal method for submitting and reviewing concerns, complaints, or requests related to facilities usage, privacy, signage, and compliance with applicable laws and policies. Reports may be submitted through designated web forms, hotlines, or direct communication with Facilities Services.

Biological Sex: In Texas Senate Bill 8 (2025), "sex" is defined as an individual's biological sex, either male or female, with "female" meaning a person who naturally has or would have a reproductive system designed to produce and transport eggs, and "male" meaning a person who naturally has or would have a reproductive system designed to produce and transport sperm; these definitions are used throughout the bill to determine access to multi-user restrooms, locker rooms, and changing facilities. An official birth certificate issued at or near the time of birth is a permissible method of identifying biological sex.

Gender-Specific Facility: A restroom, locker room, changing area, or similar space designated for use exclusively by individuals based on biological sex (e.g., "Men's or Women's" restroom.) 'Multiple-occupancy private space' means a facility designed or designated for simultaneous use by more than one individual and in which an individual may be in a state of undress in the presence of another individual, regardless of whether the facility provides curtains or partial walls for privacy. The term includes a restroom, locker room, changing room, or shower room.

Single-Occupancy or Unisex Facility: A facility that is designated to be used by only one person at a time, has a locking door and is not gender specific. These facilities may be available to any individual regardless of biological sex and may be used to provide alternate accommodations as needed. Some of these facilities may be large enough to be used by families or individuals accompanied by an assistant.

Facility Concern: Any report or observation indicating a potential non-compliance issue with SB8 requirements, including but not limited to signage discrepancies, unauthorized facility access, insufficient privacy features, or unaddressed maintenance issues impacting

privacy or safety. This term may also refer to a concern regarding compliance with Americans with Disabilities Act standards for accessible restrooms.

Audit: A scheduled review of documentation, concerns, signage, inspection records, and resolution steps undertaken as part of the College’s compliance requirements. Audits are performed at defined intervals and are used to assess consistency, identify trends, and ensure the College’s ongoing compliance with SB8 requirements.

Vice Chancellor of Fiscal Affairs (VCFA): The Senior Leadership Team (SLT) official responsible for receiving and reviewing audit summaries and verifying that division-level and College-wide SB8 compliance processes are effectively implemented and supported through proper resource allocation.

Facilities Services: The San Jacinto College department responsible for the management, maintenance, oversight, and regulatory compliance of College buildings and spaces, including signage, inspections, reporting, and coordinated responses to SB8 facilities-related concerns.

Administrative Dean: An administrator responsible for overseeing operational compliance within their campus or division. In the context of SB8 compliance, this person or their designee is responsible for reviewing and investigating reported concerns in coordination with Facilities Services and other applicable departments.

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Associated Policy	Policy III.3004.C, Facilities Services
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services