

## General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Vernon College Police Department (VCPD) in a timely manner. This site focuses on procedures for the VCPD because it patrols the Vernon campus and the Century City/Skills Training Center campuses.

To report a crime or an emergency on the Century City/Skills Training Center campuses, call the officer on duty at extension 3700 or from outside the College phone system, call (940)696-8752. To report a non-emergency security or public safety related matter, call officer on duty at extension 3207 or, from outside the College phone system, (940)696-8752.

To report a crime or an emergency on the Vernon-campus, call VCPD at 2700 or, from outside the College phone system, (940) 552-6291. To report a non-emergency security or public safety related matter, call VCPD at extension 2272 or, from outside the College phone system, (940)552-6291. If crime or emergency occurs in the vicinity of VC housing the Director of Housing must be contacted at (940)552-6291 extension 2319.

Operators are available at these respective telephone numbers during scheduled hours to answer your call. In response to a call VCPD will take the required action, dispatching an officer or asking the victim to report to VCPD to file an incident report.

All VCPD incident reports are forwarded to the Dean of Students office for review. VCPD will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Student Services.

If assistance is required from the local law enforcement, VCPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including VCPD, will offer the victim a wide variety of prescribed services.

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

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

In case of a Criminal Incident or the Reporting of a Criminal Incident, follow the sequence shown below.

