



## **Annual Security Report and Crime Awareness Statistics 2016**

### **Institutional Security Policies and Crime Statistics**

Vernon College shares the commitment of providing students and employees with a safe environment in which to learn and work. In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, Vernon College publishes an Annual Security Report regarding campus security and personal safety topics. The report includes statistics for the previous three years concerning reported crimes which occurred on-campus and in appropriate off campus and/or public owned facilities. The report also includes institutional policies concerning campus security, such as policies concerning the reporting of offenses or incidents, sexual assault, and drugs and alcohol. The Annual Security report is designed as a resource for sharing information that students and employees may need in order to make informed decisions.

### **Procedures for Reporting Crimes & Other Emergencies**

For the convenience of students and employees, guidelines for reporting offenses and incidents, as well as designated campus security authorities are listed in the Emergency Procedures on the Vernon College web site at: <http://www.vernoncollege.edu/emergency-procedures>. This site includes emergency phone numbers for campus security authorities who include, but are not limited to Campus Police, Dean of Student Services, Dean of Instructional Services, Director of Human Resources and Director of Physical Plant. Emergency Notifications will be confirmed, determined and initiated by Vernon College Police Department.

### **Reporting an offense or incident**

Persons who need assistance or need to report an offense or incident should contact campus security authorities, as listed above, to inform of the following information:

1. Name of person making report and victim, if different
2. Address of person making the report and victim
3. Telephone number of person making the report and victim
4. Location of incident
5. Brief description of incident (burglary, rape, theft, indecent exposure, obscene phone calls, suspicious persons, vandalism, bomb threat, shooting, disturbance, sexual assault, etc.)
6. If desired to be contacted by officer, location and contact information
7. Suspect information, if known, such as name, race, age, weight, height, tattoos, rings, etc.
8. Vehicle information, if known, such as color, year, make and model, body type, license plate number
9. Advise last known direction of travel of suspects or persons involved in reported incidents.

### **Access to facilities**

Vernon College strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public so that they are not unreasonably concerned for their personal safety. The College, as with any other public or private entity, cannot guarantee a crime

free living or working environment. Access to Vernon College instructional locations during business hours (excluding certain housing facilities) is open to students, employees, contractors, guests, and invitees. During non-business hours, access to all Vernon College facilities is by key, if issued, or by admittance via the Campus Police/Security or Student Residence Center staff. Residence halls are secured 24 hours a day. Students are instructed to keep their room doors locked at all times. Over extended breaks the doors of all halls will be secured around the clock.

**Campus law enforcement on all instructional locations** is administered by the Vernon College police department. Safety and security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement authorities who have jurisdiction at the appropriate Vernon College instructional location. Vernon College Campus Police/Security maintain a highly professional working relationship with Vernon and Wichita Falls law enforcement agencies which includes but is not limited to monitoring student-related off campus criminal activity as appropriate. All victims and witnesses are strongly encouraged to immediately report incidents in order to assure timely warning notices can be made available to the campus community.

**Security Awareness and Crime Prevention programs** are sponsored by various Vernon College entities through the support of the Vernon College Police throughout the year. Staff Development in August includes a presentation by the Human Resources Department/Vernon College Police to discuss emergency procedures. Mandatory orientation, under the leadership of the Director of Housing, is conducted in August for all students residing in Vernon College Housing. Orientation agendas include detailed information from the Vernon Campus Police in the areas of personal safety and theft protection. Emergency Procedures, developed by the Security, Safety, and Health Committee, are listed by link on the Vernon College home page. The Vernon College Student Update is another tool used to provide security awareness and crime prevention information to students. Accordingly, it is the responsibility of members of the college community to act in a security – conscious manner, and to avoid actions that jeopardize their security as well as the security of others.

### **Crime Statistics**

Vernon College will use the Federal Bureau of Investigation's Uniform Crime Reporting typology for campus crime reporting as mandated by the Campus Security Act (1990, 1994). Crime statistics and policies to be reported for each campus include: murder, forcible or nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests or disciplinary actions for liquor law, drug-related and weapons possession violations, hate/prejudice crimes, domestic violence, dating violence and stalking incidents. Definitions are extracted from three sources, the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, the National Incident-based Reporting System edition of the Uniform Crime Reporting Handbook, and the Higher Education Amendment of 1998. For reference, please use the link below or see Crime Awareness Statistics on the last two pages of this document.

<http://www.vernoncollege.edu/Government-Mandated-Information-home>

### **Drug and Alcohol Policies**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Vernon College prohibits the possession, use or distribution of illegal drugs and alcohol on College premises or as part of any College sponsored event. The college has developed this policy, not only in response to the federal drug-free legislation, but also in an attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the College

community. Information on the effects of specific drugs and alcohol, and drug counseling resources in Vernon, Wichita Falls, and surrounding areas is available through the Vernon Campus Health Care Clinic or by contacting a counselor in the Student Services office at the appropriate instructional location. The College's counselors are trained to assist students through counseling and referral to specialized substance abuse programs. The Vernon College counseling provides information on drug and alcohol awareness to students as a reminder of the dangers and consequences of manufacturing and usage: [Drug & Alcohol Abuse Prevention](#).

**Registered sex offenders disclosure** can be obtained through the Texas Department of Public Safety Crimes Record Service at: <https://records.txdps.state.tx.us/DpsWebsite/Index.aspx>.

### **Emergency Response and Evacuation Notification Policies and Procedures**

Immediate emergency response and evacuation procedures are published through RUNsync which is a new communication tool Vernon College has implemented to enhance the security of our instructional locations. RUNsync ensures timely emergency communication and aides in giving peace of mind to students, parents, and community members. RUNsync publishes emergency information to the Vernon College website, mobile app, Facebook, and Twitter. RUNsync also generates text-to-speech phone calls and SMS messages for subscribers. The types of notifications RUNsync submits will follow the Standard Response Protocol (SRP) which has been formally adopted by Vernon College. The SRP commands are Lockout, Lockdown, Shelter and Evacuate. The SRP is displayed in each classroom and throughout Vernon College instructional locations. In addition, emergency phones are strategically located throughout each instructional location to be used in emergency situations only. The emergency phone are for dialing "911" or the campus operators to report emergencies. All students, faculty and staff are to follow all instructions (SRP) transmitted via the emergency phone intercom system. The Emergency Procedures are listed on the Vernon College web site at: <http://www.vernoncollege.edu/emergency-procedures>. The Emergency Procedures are tested, publicized and reviewed on an annual basis.

**Timely warning reports**, to aid in the prevention of similar crimes, will be made to members of the campus community regarding the occurrence of crimes through use of memorandums and/or email when deemed necessary by the Dean of Student Services and Campus Police/Security. As considered best practice, Vernon College maintains proper communication with area law enforcement authorities to ensure related timely warnings are publicized. Confidential reporting procedures are honored, as deemed appropriate through state law and practicality, when it is the wish of the victim or witness to keep the matter confidential while striving to ensure the future safety of her/his self and others.

### **Crime Logs**

Vernon College will make, keep and maintain daily logs of crimes reported to police or security departments. Daily crime logs must include but not be limited to nature, date, time, as well as, general location and disposition of the complaint, if known. VC will update logs with new information when available but not later than two business days. Campus crime statistic logs will be made available to the public except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim. VC reserves the right to withhold information when the release would jeopardize the investigation or the safety of an individual until the damage would no longer occur as a result of the release of information. VC will make the crime log for

the most recent 60 day period open to public inspection during normal business hours. The crime log older than 60 days will be available within two business days of a request for public inspection.

### **Sexual Assault, Dating Violence, Domestic Violence and Stalking**

In accordance with the Violence Against Women Act of 1994, the terms sexual assault, domestic violence, dating violence and stalking are defined as follows:

- Sexual Assault-an offence classified as a forcible or nonforcible sex offence under the uniform crime reporting system of the Federal Bureau of Investigation.
- Domestic Violence-a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction.
- Dating violence-violence committed by a person 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: length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- Stalking-engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- Vernon College strictly adheres to State of Texas definitions of consent as outlined in its criminal code.

In instances where sexual assault, dating violence, domestic violence or stalking is alleged, the victim is strongly encouraged to report the incident. The campus offices authorized to deal with sexual assault allegations are the Dean of Student Services, the VC Campus Police/Security and/or Counseling. By contacting one of these offices, the victim will be informed in writing of his/her voluntary/confidential reporting rights and given specific information as how to go about bringing formal charges against the accused. The procedures for on-campus disciplinary action will be the same as those outlined in the Student Handbook and the Employee Handbook for any other alleged violation of the Student or Employee Code of Conduct. After conferring with the student, an incident is to be referred to law enforcement authorities, and this action would then be pursued by the appropriate law enforcement authorities. Vernon College recognizes that the preservation of evidence is critical for criminal prosecution. Students and employees are hereby advised that they have the option of pursuing their allegations either through the Office of the Dean of Student Services, under the Student Code of Conduct, or through the appropriate law enforcement authorities under certain criminal and/or civil laws and requirements, or both. Pursuing allegations through both authorities does not constitute double jeopardy. Institutional personnel will assist the student in notifying these authorities if requested by the student. Ultimately, it is the student's option as to whether or not they want to pursue allegations through both authorities.

Procedures for disciplinary action:

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the victim and the accused have the option to appoint an advisor from campus faculty/staff of their choice. Both the accuser and the accused must be informed

simultaneously in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Depending upon the severity of the incident, those persons found guilty of sex crime would be subject to a range of penalties; e.g. mandatory counseling, suspension, or dismissal from VC, as well as other sanctions outlined in the Student Handbook and Employee Handbook. The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceedings are outlined in the Student Handbook and Employee Handbook.

#### Rights/Support for Victims:

Every effort will be made to provide victims of sexual assault written notification of their rights including medical and psychological referrals for treatment as soon as possible.

- **Changing Academic and/or Living Arrangements:** When appropriate, and in respect for the rights of victims and accusers, academic and/or on-campus living arrangements may be modified as the direct result of an alleged sexual assault. This action may be taken when requested by the victim or accuser and if such modifications are reasonable and available. These arrangements would be coordinated through the Dean of Student Services office.
- **Counseling Services:** Those students who have become victims of a sex crime are eligible for and encouraged to take advantage of the counseling services offered by a VC counselor. Referrals to other community support services will be made when appropriate. Various programming to address sexual assault, including rape and acquaintance rape, dating violence, domestic violence and stalking is available throughout the academic year. In addition to annual information booths provided by the local domestic violence shelter, programs are conducted primarily by the VC counselors. Additional information as well as literature is available through the VC counselors, the Dean of Student Services office, and the Health Care Clinic.

**Ongoing educational programming** to promote awareness and prevent sexual assault, including rape and acquaintance rape, dating violence, domestic violence and stalking is available throughout the academic year. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks is available throughout the academic year. In addition to annual information booths provided by the local domestic violence shelter, programs are conducted primarily by the VC counselors. Additional information as well as posters and literature are available through the VC counselors, the Dean of Student Services office, and the Health Care Clinic. In compliance with the Higher Education Act of 1965, Vernon College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Vernon College does not encourage bystander or witness intervention in assaults of any kind, but provides safe and positive options such as highly encouraging witnesses or bystanders to immediately contact law enforcement or institutional personnel in the event of an incident or suspected incident. More information can be found on our website at: <http://www.vernoncollege.edu/campus-save-act>.

#### **Missing Persons Procedures for Student Residence Halls**

A person residing on the Vernon Campus student residence halls is required to list a confidential name to be notified in the event they are reported missing on emergency contact information form. When a missing person report is made regarding a student residing in Vernon College Housing, the following protocol will be enacted. If the notification is made to the Office of Housing, the Director of Housing and Police Chief should be immediately notified to assess the

situation. If the notification is made to the Police Department they should immediately notify the Director of Housing. The Chief of Police and the Director of Housing will assess the situation and include local and state authorities if necessary.

Assessing the Situation: (Director of Housing)

- a. Search room and building for individual. If not located, proceed to step B.
- b. What are the circumstances that lead one to report a person is missing?
- c. What was the emotional state of the missing individual?
- d. What are the missing person's normal habits?
- e. How long has the individual been missing?
  1. Last time the person was seen?
  2. Who were they with at the time?
  3. Last known destination?
  4. What type of transportation did he/she have?
- f. Description of missing individual.
  1. Age and build.
  2. Clothes they were wearing when last seen.
  3. Facial hair, glasses, color and length of hair, etc.
  4. Other unusual or identifying characteristics, e.g., braces, scars, etc.

Actions to be taken:

- a. Director of Housing
  1. Notify the Dean of Student Services.
  2. Notify the emergency contact person listed on the housing application. The institution shall notify the contact person within 24 hours of the determination the student is missing.

**Fire Safety Report**

The Office of Student Services publishes an Annual Fire Safety Report for our facilities including on campus student housing. Beginning October 2011, this report will include all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms.

**All of the above policies, procedures and protocol have been adopted as best practices by Vernon College in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Higher Education Act of 1965 and amendments made by the Violence Against Women Reauthorization Act of 2013.**

**Request a copy of this Annual Security Report** by contacting Vernon College at 940.552.6291, or write Annual Security Report, Office of Student Services, 4400 College Drive, Vernon, Texas 76384.



### Crime Awareness Statistics 2016

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following is a full disclosure of reported criminal activities for the past three years.

Offense:	Year	Vernon Campus:		Century City Center	Skills Training Center	Sheppard Learning Center
		On Campus Property	Student Housing			
Homicide: Murder/Non-Negligent Manslaughter Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses: Forcible Rape Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Sex Offenses: Non-forcible Statutory Rape Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	1	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	1	1	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Weapons-Carrying/Possession: Disciplinary Actions or Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Drug Abuse Violations: Disciplinary Actions or Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Liquor Law Violations: Disciplinary Actions or Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	1	1	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Domestic Violence	2015	0	0	0	0	0



	2014	0	0	1	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	1	0	0
	2013	0	0	0	0	0
Missing Student	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

Any incidence of criminal activity reported above took place on campus property unless otherwise indicated.

**\* Hate Crime N (if yes, include narrative report)**

**\*\*Non Campus Property**

**\*\*\*Public Property**

Hate Crimes:

Vernon College is required to report hate crimes by category of prejudice, geographic location, year the incident was reported, and category of crime (including any crime perpetrated on the basis of prejudice that results in bodily injury). However, for the years covered by this report (**2012, 2013, 2014**), the college has received no reports of crimes committed on the basis of prejudice.

Definitions:

Campus-any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Noncampus building or property-any building or property owned or controlled by a student organization recognized by the institution; any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institutions educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property-all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

For more information concerning Crime Awareness Statistics in the areas of non-campus, public property, and/or local area, as well as to obtain a complete copy of Institutional Security Policies, contact Vernon College Student Services at (940) 552-6291, or write Institutional Security Policies and Crime Statistics, Office of Student Services, 4400 College Drive, Vernon, Texas 76384.

-OR-

For a complete copy of Vernon College Crime Statistics and/or to compare with other Secondary Education Institutions, visit the [Department of Education Office of Postsecondary Education Campus Security Statistics Website](#).