



**Annual Security Report
2013**

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.

Emergency Notification Procedures for Reporting Crimes & Other Emergencies

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. 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.

Emergency Response and Evacuation Procedures

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/Human_Resources/Emergency/emergency_procedures.htm

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, 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.

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.

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.

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.

Enforcement authority of the Vernon College police respects all the powers, privileges, and immunities of peace officers which include but are not limited to: arrest without warrant of any person who violates a law of the state in his presence or plain view and enforcing all traffic laws. 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.

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.

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 campus 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.

Sexual Assault

In instances where sexual assault is alleged, the victim is strongly encouraged to report the incident. The campus offices authorized to deal with sex-crime referrals are Dean of Student Services, the VC Campus Police/Security and Counseling. By contacting one of these offices, the victim will be informed 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. If, after conferring with the student, it is decided that a given incident is to be referred to law enforcement authorities, this action would then be pursued by the appropriate law enforcement authorities. It should be stressed 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.

Possible Sanctions:

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed 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 and Employee Handbooks. In addition, if a given incident is referred to the Civil authorities, and if the accused is found guilty, the typical range of sanctions available to a criminal court may also be imposed.

Support for Victims:

Every effort will be made to provide victims of sexual assault with all the 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 any VC counselor. Referrals to other community support services will be made when appropriate. Various programming to address sexual assault; rape, acquaintance rape, and other forcible and nonforcible sex offenses, is available throughout the academic year. In addition to annual information booths provided by First Step, 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.

Registered Sex Offenders: Information on registered sex offenders can be obtained through the Texas Department of Public Safety Crimes Record Service at http://records.txdps.state.tx.us/DPS_WEB/Portal/Index.aspx

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, rape or forcible or nonforcible sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, hate/prejudice crimes and fire safety. Also to be reported: statistics on arrests or persons referred for campus disciplinary actions for any of the following: liquor law violations, drug-related violations, and weapons carrying and/or possession. 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 of this document.

<http://www.vernoncollege.edu/governmentmandatedinfo/>

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.

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.

Emergency Response Notification Policies and Procedures

EMERGENCY PHONES – EMERGENCY PHONES STRATEGICALLY PLACED ON CAMPUS ARE TO BE USED IN EMERGENCY SITUATIONS **ONLY**. THE EMERGENCY PHONES ARE FOR DIALING "911" OR THE CAMPUS OPERATORS TO REPORT EMERGENCIES. PLEASE FOLLOW ALL INSTRUCTIONS TRANSMITTED VIA THE EMERGENCY PHONE INTERCOM SYSTEM.

EMERGENCY PREPAREDNESS POLICIES PURPOSE The purpose of these regulations is to acquaint all students with the College's policies associated with emergencies. The college provides a quick-link for emergency procedures on the Human Resources page at www.vernoncollege.edu. The Director of Housing and the housing staff provide emergency disaster training each semester for student residents. In all Emergency Preparedness procedures, students should take necessary steps to protect self and to feasibly warn others without putting one's self into harm's way.

Tornado General information: The tornado is a violent storm with whirling winds of tremendous speed. It appears as a rotating funnel shaped cloud which extends toward the ground from the base of a thundercloud. Peak time for tornados is from March through June, but they could

occur any time of the year. The National Weather Service issues weather warnings to the public over radio and television stations. The cities of Vernon and Wichita Falls will sound warning sirens. Tornado Watch: Means that weather conditions are favorable for tornadoes to develop. Tornado Warning: Means a tornado has actually been sighted or indicated on radar. Procedures to be followed at Vernon College if a tornado warning is sounded: 1. Under no circumstances should students attempt to leave campus while the warning is in effect. 2. Classes will not be dismissed. Students will be directed to an interior hallway. Persons should lie on the floor as close to the wall as possible. Auditoriums, gymnasiums, or other free-span rooms should be avoided. 3. If the building in which a student is located is not steel-framed or reinforced concrete construction, and time permits the student should move as quickly as possible to the nearest reinforced structure. Otherwise, move to a small room in the interior part of the building, seek shelter under heavy furniture and stay away from windows.

Fire General information: In case of fire: 1. Sound the nearest alarm for building to begin evacuation. 2. Notify the campus switchboard operator who will then notify the fire department by calling 911 and then the Vernon campus police or the city police department.

Bomb/Terroristic Threat General information: 1. The fire alarm will sound to start evacuation procedures if a bomb/terroristic threat is received by college personnel. 2. Exit the building at the nearest marked exit and assemble where Campus Police, local law enforcement, and appropriate College personnel direct you. Do not reenter a building until an all-clear is given by the Campus Police. 3. If you as a student receive a bomb/terroristic threat (verbal, phone, email) report it immediately to Campus Police, your instructor, or any College personnel.

Active Shooter or Other Assailant General information: All college campuses must consider a possibility of an "active shooter"; that is, an armed person who may use deadly physical force on other persons in a continued attack. Planning for such an incident will be the best chance for surviving an active shooter or assailant incident. Be prepared by knowing your escape routes and how you will respond. Call 911 as quickly as possible and warn others as soon as it is safe to do so.

Fire Safety Report

The Office of Student Relations publishes an Annual Fire Safety Report. Beginning October 2011, this report will include all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms.

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



Vernon Campus Residence Halls			
Crime	2010	2011	2012
1. Homicide (Murder and non-negligent manslaughter)	0	0	0
2. Homicide (Negligent manslaughter)	0	0	0
3. Sex Offenses (Forcible)	0	0	0
4 Sex Offenses (Non-forcible)	0	0	0
5. Aggravated Assault	0	0	0
6. Robbery	0	0	0
7. Burglary	0	1	0
8. Motor Vehicle Theft	0	0	0
9. Arson	0	0	0

Century City Center			
Crime	2010	2011	2012
1. Homicide (Murder and non-negligent manslaughter)	0	0	0
2. Homicide (Negligent manslaughter)	0	0	0
3. Sex Offenses (Forcible)	0	0	0
4 Sex Offenses (Non-forcible)	0	0	0
5. Aggravated Assault	0	0	0
6. Robbery	0	0	0
7. Burglary	0	4	2
8. Motor Vehicle Theft	1	0	0
9. Arson	0	0	0

Statistics concerning number of arrests/disciplinary reports for the following crimes are:

Century City Center			
Crime	2010	2011	2012
1. Liquor Law Violations	0	0	0
2. Drug Abuse Violations	0	0	0
3. Weapon Possession	0	0	0

Skills Training Center			
Crime	2010	2011	2012
1. Homicide (Murder and non-negligent manslaughter)	0	0	0
2. Homicide (Negligent manslaughter)	0	0	0
3. Sex Offenses (Forcible)	0	0	0
4 Sex Offenses (Non-forcible)	0	0	0
5. Aggravated Assault	0	0	0
6. Robbery	0	0	0
7. Burglary	0	0	0
8. Motor Vehicle Theft	0	0	0
9. Arson	0	0	0

Statistics concerning number of arrests/disciplinary reports for the following crimes are:

Skills Training Center			
Crime	2010	2011	2012
1. Liquor Law Violations	0	0	0
2. Drug Abuse Violations	0	0	0
3. Weapon Possession	0	0	0

Sheppard Learning Center			
Crime	2010	2011	2012
1. Homicide (Murder and non-negligent manslaughter)	0	0	0
2. Homicide (Negligent manslaughter)	0	0	0
3. Sex Offenses (Forcible)	0	0	0
4 Sex Offenses (Non-forcible)	0	0	0
5. Aggravated Assault	0	0	0
6. Robbery	0	0	0
7. Burglary	0	0	0
8. Motor Vehicle Theft	0	0	0
9. Arson	0	0	0

Statistics concerning number of arrests/disciplinary reports for the following crimes are:

Sheppard Learning Center

Crime	2010	2011	2012
1. Liquor Law Violations	0	0	0
2. Drug Abuse Violations	0	0	0
3. Weapon Possession	0	0	0

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 (**2010, 2011, 2012**), the college has received no reports of crimes committed on the basis of prejudice.

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](#)