



Annual Security Report 2017



ACCREDITATION

Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associates of Arts and Baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 for questions about the accreditation of Texas College.

NOTICE OF NON-DISCRIMINATION

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2243 office, (903)526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 1st floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903) 363-1828 fax.

DISSEMINATION OF INFORMATION

The Vice President of Student Affairs will provide the annual report. In addition, it will be published in appropriate handbooks, and disseminated to students and employees. Any questions should be directed to the Vice President of Student Affairs by calling (903) 593-3811 Ext. 2267.

CONTENTS

The Campus Security Act (The Clery Act)	4
Clery Act Summary	4
Campus Security	5
Campus Law Enforcement Authority	5
Orientation, Training, Crime Prevention	5
Crime Reporting Procedures	5
Pastoral / Professional Counseling	5
Timely Warning	6
Monitoring and Recording Criminal Activities at Off-Campus Organizations	6
Daily Crime Logs	6
Facility Access	6
Alcohol Policy	7
Illegal Drugs Policy	7
Sexual Assault Policy	8
Definitions of Reportable Crimes in the Campus Security Act	8 - 10
Offenses Definitions Relating to Hate/Bias-Related Crimes	10
Statistics	10 - 12

THE CAMPUS SECURITY ACT

(the Clery Act)

The campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.”)
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of Campus Security constitutes an ongoing or continuing threat to members of the College community.
- Make available for public inspection a daily public crime log of “any crime that occurred on campus ... or within the patrol jurisdiction of the campus police or security ... and is reported to the campus police or security.”

The Campus Security Coordinator is responsible for preparing and distributing the annual report. The Campus Security Coordinator works with other administrative departments and law enforcement agencies – such as the Office of Student Affairs, the Smith County Constable Office, Tyler Police Department, and the Tyler Sheriff’s Department – to compile the information incorporated into the report.

We encourage members of the College community to use this report as a guide for safe practices. The report is available on the Web at http://www.texascollegeonline.net/upload/newsletter/WC_100_2632009175726.pdf. Each member of the College community receives an e-mail that describes the report, includes the report, and provides its Web address.

CLERY ACT SUMMARY

- Institutions must publish an annual report disclosing campus security policies and three years worth of selected crime statistics.
- Institutions must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees.
- Each institution with a police or security department must have a public crime log.
- The U.S. Department of Education centrally collects and disseminates the crime statistics.
- Campus community sexual assault victims are assured of certain basic rights.
- Institutions that fail to comply may be fined or lose eligibility to participate in federal student aid programs.

CAMPUS SECURITY

Located at the front entrance of Texas College, 2404 North Grand Ave, Campus security is outsourced to Champion Security and reports to the Campus Security Coordinator.

Champion Security consists of sworn and non-sworn public safety officers dedicated to providing best-in-class service to the College community.

Officers patrol the campus on foot and in vehicles. Campus security officers are on-duty twenty-four hours a day, seven days a week. In the event of criminal or suspicious activity or persons, the police or security should be contacted at the following numbers:

- **If emergency police service is required, 911 should be called, prior to notifying campus security.**
- **Campus Security: 2249 or (903) 593-8311 Ext. 2249 (answered 24 hours per day) and after hours (903) 593-8311 ext. 0.**

CAMPUS LAW ENFORCEMENT AUTHORITY

Campus security, the Constable's Office, and/or the Tyler Police Department will respond, as appropriate, to any and all calls for assistance. Campus security will defer any criminal investigation or situation, which may involve an arrest to the Constable's Office, and/or Tyler Police Department. The Dean of Students administers student disciplinary matters.

ORIENTATION, TRAINING, CRIME PREVENTION

The Campus Security Department's success depends on the support and assistance of the campus community. Any suspicious persons, behavior or activity must be reported promptly. Students, faculty and staff must ensure their safety and the safety of their property by practicing fundamental crime prevention techniques. To that end, security will provide orientation sessions at the beginning of the fall semester for students. These sessions will typically be held in conjunction with residence hall orientations. In addition, safety and crime prevention information will be published, periodically, in available campus publications. Security will accommodate any request for training or additional information.

CRIME REPORTING PROCEDURES

All students, employees, and visitors of the College should promptly report criminal incidents, accidents, and other emergencies to the Campus Security Officers by dialing 2249 from any campus phone or 903-593-8311 ext. 2249 from a non-campus phone. Individuals also may report incidents in person at the Campus Security Booth located at the front entrance to the College at 2404 North Grand Ave, Tyler, Texas.

PASTORAL / PROFESSIONAL COUNSELING

The College makes available to every student enrolled and every staff member employed information about the campus minister. The campus minister as a part of his/her services also serves as a pastoral advisor to persons who request such need.

This is a voluntary process and the information that is shared is based on information that the individual prefers to release to the campus minister in the advisement process.

In keeping with the FERPA requirements the Office of Security nor the Office of Student Affairs or Office of Human Resources voluntarily submits information to the campus minister regarding any staff or student issue.

TIMELY WARNING

The administration of Texas College assumes responsibility for the notification of timely warning reporting. The notification process is enacted through a codified process that begins with the reporting of an incident by the College's Security Office. Upon verification of an incident, the Security Office will document and route the report to the various Cabinet Level Executives who will then disseminate the information to the units under their supervision.

This process is followed with a subsequent report by the Office of Student Affairs to the Texas College family. This is done by electronic submission and telephone where appropriate. The timely warning process is engaged within thirty (30) minutes of verification of the incident.

In summary, the timely warning is announced and transmitted through the Texas College Security Office and the Offices of the Executive Cabinet members to all staff and students through electronic submissions, electronic monitors, and emails via the College's laptop initiatives.

MONITORING AND RECORDING CRIMINAL ACTIVITIES AT OFF-CAMPUS ORGANIZATIONS

Texas College works with and through the local law enforcement agencies to remain informed about activities that may be illicit and harmful to the College community.

Texas College monitors and records all inappropriate and criminal activity that takes place at our off-campus facilities, e.g., campus housing. Students who are found in violation of the College's policies, procedures and Code of Conduct will be sanctioned according to the Student Code of Conduct.

The Student Code of Conduct may also be invoked against students whose off-campus behavior potentially harms the College's educational interests of the College or the well-being of its students and employees.

Texas College provides all proper assistance to law enforcement authorities and offers appropriate aid to help students conform to proper legal standards.

DAILY CRIME LOGS

Consistent with the Clery Act requirements, the Texas College Champion Security Team maintains a Daily Crime Log that records, listed by the date the incident was reported, all crimes and other serious incidents that occur: on campus; in a non-campus building or property owned or operated by the College or its students "in a reasonably contiguous geographic area"; on public property within, adjacent to, or immediately accessible from the campus; or within the security teams' patrol jurisdiction. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the security team, as well as its disposition if this information is known at the time.

The security team, posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.

The daily report contains incident that have occurred from 7 am on the day before the report is posted until 7 am the day of posting. The College maintains a Daily Crime Log for both the main campus and the Rose Hall location. The Crime Logs for both locations is available for viewing in an office location designated by the Vice President of Student Affairs.

FACILITY ACCESS

All campus residence halls are locked at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday. Resident Center Managers (RCM) and resident assistants are available to provide assistance. Visitors may gain access by signing in at the Resident Center Manager's desk in each building. You will need to leave your Student ID card or a valid ID at the RCM's desk. Visitation is limited to specific hours. Exterior doors are not to be propped open and left unattended, under any circumstances. Additional policies are contained in the *Student Handbook*, and are administered by the dean of students.

Academic buildings are secured each evening by campus security. The schedule of closings varies based on each building, normal hours of operation and scheduled activities. Students or visitors are not allowed in buildings after hours. Campus security will escort any unauthorized person from the building. Criminal trespass could result in arrest.

ALCOHOL POLICY

Alcohol or alcohol paraphernalia are not allowed on the campus of Texas College. Students found drinking or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to College Officials immediately and will face disciplinary action from the College. This is a penalty issue in accordance with the State of Texas Law. Any containers found in a resident's room will be discarded.

ILLEGAL DRUGS POLICY

The policies and regulations of the College governing the possession, use, distribution, and manufacturing of prescribed or illicit drugs, alcohol and drug paraphernalia by students of Texas College and their guests or visitors to the College premises are herein contained. It is the policy of Texas College that no illegal drugs may be used or possessed on Texas College property. Drug and alcohol abuse destroys families, careers, hopes, dreams, and lives. Texas College will strive to provide students with an environment free of alcohol and drugs. The College will comply with the Drug-Free Workplace Act of 1988 (4IUSC 701- 707). **Texas College has a zero tolerance policy for drug and alcohol consumption.**

Unlawful manufacture, sale, distribution, possession, or use of a controlled substance is prohibited. Drug abuse includes the misuse of prescription drugs.

Use of any controlled substances without a valid prescription is prohibited. Students are expected to abide by the policies and procedures of Texas College, as well as federal and state laws regarding the use, sale, and distribution of controlled substances. Illegal substance such as drugs

and paraphernalia are prohibited in the residence hall. There is a zero tolerance for drugs on campus and in the residence halls.

SEXUAL ASSAULT POLICY

The College believes that students and employees should be able to study and work in a safe environment. Reports of sexual assault on campus or assaults alleged to have been perpetrated by College students or employees shall be taken seriously and promptly investigated. Furthermore, the complainant shall be advised and encouraged to report the assault to the proper law enforcement agency.

The College, through the Office of Student Affairs and the residential hall programs, sponsor programs that encourage students to report sexual assaults as well as educate them about prevention. Programs are open to all students and employees.

If a student is the victim of a sexual assault, he or she is encouraged to immediately report the alleged assault to the Vice President of Student Affairs, Dean of Students, College nurse or campus security. The Student Affairs Office is located in Martin Hall. The nurse office is located in McKinney Hall Student Center. The Security office is located at the front gate. Every effort should be made to preserve the alleged crime scene and any associated evidence.

Once it is determined that a sexual assault has occurred and an investigation is completed, the College may impose sanctions up to and including expulsion against the parties involved. The accuser and the accused shall be entitled to the same rights or opportunities as offered through the normal disciplinary process. Both shall be informed of the outcome of any campus disciplinary proceeding.

The College will work with victims, whenever possible; to change academic and on-campus living situations due to alleged sexual assaults.

DEFINITIONS OF REPORTABLE CRIMES IN THE CAMPUS SECURITY ACT

(From the FBI's Uniform Crime Reporting Program)

Criminal Homicide

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter:** The killing of another person through gross negligence.

Forcible Sex Offenses

- **Forcible rape:** The carnal knowledge of a person, forcibly and /or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental or physical incapacity.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and /or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-Forcible Sex Offenses

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence, and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes:

- unlawful entry with intent to commit a felony;
- breaking and entering with intent to commit a larceny;
- housebreaking and safecracking;

and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

Other Offenses

- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (*Drunkenness and driving under the influence are not included in this definition.*)
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapons Laws Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

OFFENSES DEFINITIONS RELATING TO HATE/BIAS-RELATED CRIME

Statistics as per the UCR (Uniform Crime Reports) Hate Crime Reporting Guidelines

Hate crimes include those based on race, gender, religion, sexual orientation, ethnicity, and disability, such as:

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious, severe, or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

STATISTICS

As required, the following statistics are provided for the preceding three-year period. The following offenses are reported: murder, manslaughter, arson, sexual offenses, robbery, aggravated assault, burglary and theft of a motor vehicle. As required, offenses are separated by location: on campus, in or on a non-campus building or property in use or controlled by the College, on public property immediately adjacent to the College, or in College residential facilities. The College is also required to report on campus arrests for the following offenses: liquor law violations, drug abuse violations and weapons possession. In addition, the College reports any crimes classified as crimes of prejudice. Reportable offenses that may also be crimes of prejudice shall be footnoted. Those crimes must manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability.

Statistics are compiled using campus incident reports, and information received from the Tyler Police Department's representatives. Currently, the College has one off campus dormitory.

This report applies to both. The campus is defined as property either controlled or owned within the same reasonably contiguous area, and used by the institution in direct support of, or related to, its educational purpose.

TEXAS COLLEGE CAMPUS CRIME STATISTICS

<i>Type of Offense</i>	2014	2014	2014	2014	2015	2015	2015	2015	2016	2016	2016	2016
	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	1	0	0	1
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	0	0	0	0	0	0	0	0	0	0	0	0

<i>Hate Crimes</i>	2014	2014	2014	2014	2015	2015	2015	2015	2016	2016	2016	2016
	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

<i>Type of Arrest</i>	2014	2014	2014	2014	2015	2015	2015	2015	2016	2016	2016	2016
	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	1	0	0	1
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

<i>Type of Disciplinary Referrals</i>	2014	2014	2014	2014	2015	2015	2015	2015	2016	2016	2016	2016
	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total	<i>On</i>	<i>Public</i>	<i>Res</i>	Total
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	5	0	0	5
Illegal Weapons Violations	0	0	0	0	0	0	0	0	3	0	1	4

On denotes on campus. **Public** denotes public property immediately adjacent to the College, **Res** denotes College residential facilities.

Note: The Public Property figures reflect the crime statistics from the City of Tyler for areas surrounding the Texas College Campus. The reported area(s) surrounding the campus are outlined by the following border street(s):
2000 – 2700 Grand Street