

## Texas College Campus Community Contact Information

Texas College (903) 593-8311  
[www.TexasCollege.edu](http://www.TexasCollege.edu)

Tyler Texas Police Department  
(903) 531-1000

For emergencies dial 911

Texas Department of Criminal Justice  
Victim Services Hotline  
1-800-848-4284

Select Law Enforcement Agency Information  
[www.familywatchdog.us](http://www.familywatchdog.us)

[https://records.txdps.state.tx.us/DPS WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx)  
<http://www.cityoftyler.org/?TabI=98>

National Suicide Hotline  
1-800-273-TALK



TEXAS COLLEGE  
2404 N. GRAND AVENUE  
Tyler, Texas 75703  
(903) 593-8311

### STEP-BY-STEP PROCESS of REPORTING CRIMES and EMERGENCIES AT TEXAS COLLEGE

#### Step 1

- ◆ Texas College asks and encourages all persons in the event of an emergency, crime and or any incident that poses a potential threat to students, faculty, staff and other members of the college community to report to CAMPUS SECURITY. Designated contacts: Chief of Security. The Campus Security Office is located at the FRONT EAST END of the Texas College Campus and contact numbers are: 903-524-3245 or 903-593-8311 ext. 2249. Proper action by security will be taken.

#### Step 2

- ◆ Vice President of the Office of Business and Finance 903-593-8311 ext. 2217 will be contacted immediately by Security and is the First Vice President for contact in the event of an emergency or any incident that poses a potential threat to students, faculty, staff and other members of the college community. The Vice President will contact the:
  - \* President of Texas College
  - \* Vice President of Student Affairs
  - \* Vice President of Academic Affairs
  - \* Vice President of External & Weekend Programs

#### Step 3

- ◆ The Office of Student Affairs, ext. 2267 acts as the designated LIASON for RESIDENCE HALL LIFE. This dept. will take measures to contact students on campus and those living in residence halls. Contact: 903-593-8311 ext. 2262 or 903-316-2769. All other Vice Presidents will take appropriate measures to contact professors who may have students in classes to notify everyone of an emergency and provide directions.

#### Step 4

- ◆ Per directions of the College President and/or Vice Presidents, the PUBLIC RELATIONS DEPARTMENT, DIRECTOR 903-312-2956, or the PUBLIC RELATIONS COORDINATOR, 903-593-8311 ext. 2318, will disseminate information campus wide via various communications methods (see below) to ensure that everyone is notified. The Media will also be notified in the event of a potential threat to students, faculty, staff and other members of the college community. Subsequent updates will be provided as needed.

**CIRCULATION OF INFORMATION REGARDING CAMPUS SAFETY** Texas College is required by Law and Federal Mandate upon validation of an incident, a notice is shared by the OFFICES ( Security, Vice President, Student Affairs, Academic Affairs and Public Relations) of the Texas College Campus Community through: "CAMPUS NEWS BLAST" ELECTRONIC INFORMATION BOARDS, E-MAILS, TELEPHONE CALLS, PRESIDENT, VICE PRESIDENTS, FLYERS AND, EFFECTIVE 2009-2010, LAPTOP COMPUTER MESSAGES SENT TO ALL STUDENTS. This brochure along with other safety information will be distributed to students by handouts in Chapel Department from the Department of Student Affairs. They will also be distributing the information in regard to updates or new Federal mandates by placing the brochure and other items under each residence hall door and in the lobby's. This information will also be made available in every office and department on the Texas College Campus as well as on the College website.

## Texas College Safety Information



### Information on Campus Safety

YOU NEED TO KNOW!



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private institutions and is enforced by the U.S. Department of Education.

# The Clery Act

## TEXAS COLLEGE CLERY ACT COMPLIANCE

- ◆ Texas College's policy and practice of "timely warning notification" to the campus community is within ten to thirty minutes of confirmation of the incidents that pose a potential threat to students, faculty, staff and other members of the College community. Such incidents include, but are not limited to weather, arson, burglary, criminal homicide, robbery, or sex offenses. The Office of Security is notified of all crimes and emergency incidents; this too involves the follow-up with activities that are directly reported to the City of Tyler Police Department and/or Sheriff's Department. Upon validation of an incident, a notice is shared by the offices of the campus community through: electronic information boards, e-mails, telephone calls, vice presidents, flyers and effective 2009-2010 laptop computer messages sent to all students.
- ◆ Texas College employs a Campus Minister. The role of the Campus Minister is multifaceted, with the understanding that advisement services are free and available to any student or employee who chooses to seek assistance voluntarily, particularly to report crimes confidentially for inclusion into the annual disclosure of crime statistics. The College however does not refer individuals to the Minister for pastoral counseling, nor refer to professional counseling because of responsibilities to the Family Educational Right to Privacy Act (FERPA).
- ◆ Texas College offers the following program as a crime prevention strategy for students: *The Texas College Dormitory Patrol*: This a resident "community watch" effort involving students who report suspicious activity in and around resident halls. This initiative primarily consists of students who partner with the administration for the deterrence of crime around areas in which they live.

## TEXAS COLLEGE STATEMENT OF POLICY

Texas College is not accepting of behavior or practices that are in violation of the "Student Code of Conduct." As facilitation and monitoring of inappropriate behavior continues, Texas College works with and through local law enforcement agencies to remain informed about activities that may be illicit and harmful to the College and surrounding communities for both on- and off-campus locations.

- ◆ Texas College subscribes to nationally recognized programs that address drug and alcohol abuse education as a part of educational awareness. These programs include:
  - Red Ribbon Week: "Don't Monkey Around with Drugs"*
  - Get the Facts about Drugs*
  - A Call to Action: "Changing the Culture of Drinking"*
  - MADD Week*
- ◆ Educational brochures by the *Substance Abuse and Mental Health Services Administration* are circulated by the Texas College Community Based Abstinence Education Program. Categorical topics include:
  - Alcoholism: Getting the Facts (NIH Publication No. 96-4153)*
  - Tips for Teens: The Truth About Inhalants*
  - Tips for Teens: The Truth About Marijuana*
  - Tips for Teens: The Truth About Hallucinogens*
  - Tips for Teens: The Truth About HIV/AIDS*
  - Tips for Teens: The Truth About Steroids*
- ◆ The administration of Texas College endorses a safe environment. Through the Office of Security, the College also works to maintain a safe environment from all crimes; inclusive of rape, and other forcible and non-forcible sex offenses. To enforce the educational awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the College engages students in "Chat Sessions", resident hall discussions, abstinence education initiatives, and one-to-one discussions.

- ◆ Texas College endorses and supports the option of a student to notify appropriate law enforcement (including on-campus and local police). Although this has been a rare incident, the administration has directed students to off-campus legal and judicial officials and assisted students with notifying such. For such assistance, students will work with and through the Office of Student Affairs (with assistance from the Dean of Students and/or Vice President for Student Affairs).
- ◆ Texas College encourages all students to report sexual and abusive assaults to the appropriate authorities/officials. Victims are encouraged to contact the College Security (located on campus at ext. 2249), and/or the local Tyler Police Department by calling 911 or (903) 531-1000. Students may also contact the Office of Student Affairs for assistance. Upon the person's request, these officials or their designee will assist in notifying proper law enforcement officers.
- ◆ Texas College will assist students by providing information and directions for services and agencies that are available to students with regard to forcible and/or non-forcible rape. The referral contacts for the College include, but are not limited to:

East Texas Crisis Center  
PO Box 7060 Tyler, TX 75711  
(903) 509-2526  
800-333-0358  
(903)-509-2283

Family Violence and Sexual  
Assault Institute  
1121 East Southeast Loop 323  
Suite 130 Tyler, TX 75701  
(903)-534-5100

Tyler Police Department  
711 W. Ferguson  
Tyler, TX 75702  
911 or (903) 531-1000