

## WHO TO CONTACT FOR HELP

### **Emergencies.....911**

(No coins needed for coin operated phones)  
When on campus dial 9 before 911

### **Howard College, Big Spring**

Dean of Student Life..... (432) 264-5028  
Big Spring Police..... (432) 264-2550  
HC Security Cell..... (432)816-9456

### **SWCID**

SWCID Dean of Student Services  
(432)264-3700/TDD ext 233  
Student Services Coordinator...  
(432) 264-3700 ext 229/V/TDD

### **HCJCD District Safety Officer**

(432) 264-5167

### **Howard College, San Angelo**

Campus Dean of Student Services  
(325)481-8300  
Local Police..... (325) 657-4498

### **Howard College Lamesa**

Campus Director..... (806) 872-2223  
Local Police.....872-2121

### **Registered Sex Offenders Web Site**

<http://records.bxdps.state.tx.us/soSearch/default.cfm>

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. However, the Howard County Junior College District reserves the right to change the provisions of this handbook at any time. Every attempt has been made to address all matters requiring policy. However, ever-changing federal and state laws are foundational in the operation of the college district and will take priority.

# Howard College SWCID

## Crime Awareness

And

## Campus Security



Working together,  
we can create a  
safe environment  
for the entire  
campus.

Howard College, Big Spring enrolled approximately 1,500+ students in the Fall of 2012 with 200+ of them living in our on campus residence halls. Like any other community, we experience a certain amount of criminal activity. Our purpose in bringing this to your attention is not to alarm you but to inform you.

Howard College, Big Spring is concerned about the protection of persons and property. We assure you that we place a high priority on striving to maintain a safe environment for students and employees. We cannot, however, guarantee the absolute safety of any one student. Personal safety must begin with the individual. We have prepared this bulletin to assist you in protecting yourself, and in doing so, to contribute to a safer campus environment. Working together, we can create a safe environment for the entire campus community.

### **STUDENT AND EMPLOYEE RESPONSIBILITIES**

You must take responsibility for your own safety. The college provides a number of safety services, programs, and policies. However, when you fail to take precautions, you are putting yourself and others at risk. We ask that you become familiar with the campus and take advantage of the security services and information available. We will continue to develop and implement security measures, but these measures will not be successful without your personal support and awareness.

Howard College, Big Spring strongly encourages employees, students, and others to report criminal activities and emergencies which occur on Campus.

### **CRIME STATISTICS COMPARISON**

There is little benefit in making comparisons between institutions or in ranking colleges

by crime statistics. Crime statistics are affected by a variety of factors, including, but not limited to: demographic characteristics of the surrounding population; ratio of male/female students; number of campus residents; accessibility to outside visitors; and size of enrollments.

### **HOWARD COLLEGE, BIG SPRING CRIME STATISTICS**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act of 1990 requires colleges and universities to distribute to all current students and employees and to applicants for enrollment or employment, description of policies related to campus security and statistics concerning specific types of crimes that occur on school property. The attached form contains the crime statistics which have been reported to the U.S. Department of Education.

### **COMMON CRIMES ON CAMPUS**

The most common crimes on campus include theft of unattended and/or unsecured books, backpacks, purses, wallets, and bicycles. The burglary of open and/or unlocked and/or unattended residence hall rooms, offices, and motor vehicles is also common. Jewelry, stereo equipment, and other portable valuables are likely targets of burglars.

### **WHERE TO REPORT CRIME**

Crime in progress should be reported immediately to appropriate police department. In case of an emergency on campus, individuals should dial 911 to notify the local police department. Non-emergency calls should be placed to the Dean of Student Life. Residence hall students are also encouraged to report crime to the Residence Hall Directors. In an emergency off campus, individuals should dial 911 to contact the local police department.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act of 1990 permits higher education to disclose to alleged victims of any crime of violence the results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of a crime with respect to such crime. If you are a violent crime victim and are interested in the disposition of the offence, please contact the Dean of Student Life.

## SECURITY SERVICES

The following services are available to all Howard College, Big Spring students and employees:

- Emergency telephone service is available on campus to provide immediate access to emergency personnel. Dial 911
- Safety lighting has been placed in strategic locations on campuses. When individuals notice that exterior lights are not working, they should report the location to the Dean of Student Life at 264-5028.
- Security personnel monitor Howard College Big Spring and SWCID campuses 365 days a year and the Howard College San Angelo campus has security Monday – Friday only. The security personnel are both commissioned peace officers, as well as, non-commissioned security officers licensed through the State of Texas. The security department has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported by police radio to law enforcement authorities.
- Residence Hall staff coverage is maintained 24 hours a day with Residence Hall Directors, Office Assistance, and security personnel when halls are in operation. Motion activated security cameras are in place to insure safety.
- Security of academic buildings is coordinated between the Campus Deans Security programs and materials are available to students and employees

regarding safety and security issues. Programs are presented by a number of college and community resources.

- Policies and regulations concerning student conduct are in existence to address crimes against persons and property.
- A campus judicial system is in place to adjudicated violation of the **Code of Student Conduct and Discipline**.
- The Dean of Student Life Office has a binder that includes HCJCD students and/or employees that are registered sex offenders. This binder is accessible to the HCJCD community.

## GENERAL SAFETY

- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings.
- Walk with confidence and determination, holding your head up. Look behind and around you frequently.
- Avoid shortcuts. The shortest route is not always the safest route.
- Dress for mobility, particularly after dark.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- Never pick up hitchhikers.
- Do not get close to the vehicle if you are walking and a vehicle stops you.
- Never allow someone to predict your route to travel. Whether you are driving, biking, walking, or jogging, frequently alter your route between campus and your residence.
- Register, engrave, mark and /or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.

## RESIDENCE HALL SECURITY

- Never prop your door open, even if you will be gone for only a few minutes. Always lock doors, screens, and windows to prevent uninvited access to your room. Do not give anyone a key to your room. Do not leave valuables in plain sight.
- Never let strangers into your hall. This puts you and others at risk. The security personnel monitor entrance to the hall, and telephones are available in the lobby for visitors to contact residents.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify the residence hall staff.
- Report obscene or irritating telephone calls to the Dean of Student Life Office and a residence hall staff member.

## SECURITY IN CAMPUS BUILDINGS

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Always tell someone where you are going and what time you expect to return.

## SECURITY OFF CAMPUS

- Keep doors and window locked at all times. All exterior doors should be equipped with deadbolt locks.
- Know who to call in an emergency. See the last page of this bulletin for important telephone numbers.
- Do not open your door for anyone you do not know. If a person in uniform knocks, and you did not call for assistance, contact the person's place of employment to verify the reason for the visit.
- Use outside lighting and keep shrubbery trimmed around windows and doors.

## SAFETY ON DATES

- Know your sexual limits and communicate them clearly and firmly.
- **Do not allow your body actions to send a different message than what you are verbally communicating.**
- Avoid use of mind-altering chemicals.
- Listen to and respond to your instincts. They are usually correct.
- Never accept a ride from someone you do not know well.

## REDUCING OPPORTUNITY OF SEXUAL ASSAULT

- Avoid deserted areas.
- Be aware of your surroundings and think about how you would defend yourself. Develop a “game plan” for prevention.
- Make an inspection of the interior before you enter your vehicle. Once inside lock all doors and windows.
- Do not go inside your residence if you return and find that the door is ajar. Immediately notify the police.
- Park vehicle in a well-lighted area and do not park where suspicious persons are loitering. Again, trust and follow your instincts.