TEXAS Chiropractic College

TCC Campus Security Report

This information is being provided to you as part of the Texas Chiropractic College's commitment to Safety and Security on campus and in compliance with the Crime Awareness and Campus Security Act of 1990.

To report a crime or emergency contact, Arthur Goudeau, Director of Financial Aid at 281-998-6022 or the Pasadena Police Department at 713-477-1221.

Statistical Information

The College believes that an informed public is a safety conscious public. The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your **information and awareness.**

The following data represents the number of criminal offenses on or adjacent to campus reported to TCC for a 12-month period coinciding with our fiscal year ending August 31:

	2019-2020	2018-2019	2017-2018
Murder & Non-Negligent Manslaughter	0	0	0
Rape, Forcible/Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

The following are arrest statistics for three offense categories for the 12-month period of our fiscal year as identified:

	2019-2020	2018-2019	2017-2018
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

If you have any questions about this report, contact:

Monique Lewis
Associate VP of
Enrollment Services
Phone: 281-998-5766

CAMPUS SECURITY, ACCESS TO CAMPUS FACILITIES AND PROCEDURES FOR REPORTING EMERGENCIES

Although the Texas Chiropractic College campus is open to the public, its facilities are limited to college academic and administrative activities and programs sponsored by college groups.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and unsafe conditions should be reported immediately to the maintenance department at 281-998-6047.

TCC employs a security firm to provide campus security during the evening hours. During the day, we are under the watchful care of the local police department. 1n case of an emergency or to report a crime, contact the Director of Financial Aid at 281-998-6022. After 5:00 p.m.., contact the Pasadena Police Department at 713-477-1221.

Preventing Sexual Assaults

TCC is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threat of sexual assault. Every member of the college community should be aware that the college considers personal physical safety of the students and employees to be a minimal prerequisite for the establishment of a learning environment.

TCC views any form of sexual assault (defined below) as a serious offense, and such behavior is prohibited by state law and by institutional policy. It is the intent of the college to take whatever action is needed to **prevent, correct, and if necessary, discipline any behavior that violates these laws and policies. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of and in** addition to the charges or disciplinary proceedings instituted by the college.

What Constitutes Sexual Assaults

TCC defines sexual assault (including but not limited to rape) as any kind of sexual physical contact that **involves force, any form of coercion, or intimidation. Also prohibited is contact with a person who is** unable to consent.

Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body or touching any part of another person's body with a private part on one's own body. An unwarranted touch may be considered sexual physical contact no matter how slight **it is.**

A person who is unable to consent includes but is not limited to any unmarried person under age 17, anyone who is mentally incapacitated, or anyone who is physically helpless. A physically helpless person **is considered to be one who is unconscious, or for any other reason unable to communicate unwillingness** to engage in any act. A mentally incapacitated may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

Reporting Sexual Assaults and Receiving Assistance

A Sexual Assault Response Team has been designed by the Office of Enrollment Services to handle sexual assault cases. The team includes a coordinator and designated individuals from the institution. For information **or to report a sexual assault case, anyone, including students and any member of the institutional community, may contact the Sexual Assault Team Coordinator, Monique Lewis. Any member** of the team may be contacted by calling the appropriate department and asking for the person designated to the Sexual Assault Response Team. A list of telephone numbers and departments is included in this publication.

The Sexual Assault Response Team Coordinator and other team members are available to help anyone who reports a violation of the sexual assault policy. The Sexual Assault Response Team can provide crisis intervention, assessment, direct support, and referral for the victim and the accused. The Sexual Assault **Response Team also is responsible for coordinating prevention education efforts on campus.**

Any institutional employee receiving a report of sexual assault should refer the matter to the Coordinator of the Sexual Response Team. In the absence of the coordinator, referral to any team member is appropriate. The Coordinator will discuss options and resources with the person reporting the sexual assault. **A student may choose to use the institutional judicial process in cases involving another student.**

Judicial Process, Complaints

In responding to reports of sexual assault, TCC seeks to provide redress for the victim, to provide due **Process for the accused, and to protect the campus community from the threat of such incidences.**

The Office of Enrollment Services will handle a charge of sexual assault against a TCC student under the normal TCC judicial process. The Associate VP of Enrollment Services has the discretion to suspend a student **accused of sexual assault, pending a hearing. Upon completion of any necessary investigation, Associate VP of Enrollment Services** will formally notify the accused student of the charge and set a hearing date within five class days.

Both the person filing a complaint and the person accused of violating the policy on sexual assault has certain rights in the institutional judicial process.

The person filing a complaint has the right to be present whenever the accused student is present in the judicial process; has the right to be accompanied by the Sexual Assault Response Team Coordinator: has the right to be present when a finding of guilt or innocence is announced to the accused; has the right to make a formal statement, orally or in writing, prior to consideration of any penalty to be imposed on the offender; has the right to be notified, at the same time as the offender, and to respond to any new evidence presented as the basis for an appeal; and has the right to be notified, at the same time as the accused, of the results of any appeals.

The person accused of sexual assault, within the TCC policy, has all rights of due process accorded by the institutional judicial process. These rights are specifically listed in the *Student Handbook.*

Penalties

The Penalties for students found guilty of sexual assault under this policy ranges from a minimum of suspension to a maximum of permanent expulsion. Any student suspended under this policy must, as a condition of re-entering the college, submit to the Chief Academic Officer proof of successful completion of counseling by a licensed mental health professional and the result of a psychological **evaluation.**

Security Tips for Office Personnel

1. Lock your office whenever you leave, even if you will only be gone for a minute.
2. Keep your purse, wallet, and other valuables in a secure location a locked desk or file cabinet.
3. Immediately report any suspicious person loitering in your area to the Director of Financial Aid.
4. **Report all crimes, no matter how minor they seem, to the Director of Financial Aid.**
5. If you receive any annoying or obscene phone calls, hang up. Write down the time of the call, what the caller said, and note any background noises you may have heard. Call the Director of Financial Aid.
6. If you must work at night, avoid working alone. Keep all outside doors locked. Walk with other employees to and from your car or ask the night security personnel for an escort.
7. If you are entrusted with a key to a specific area, never loan it to anyone. Keys can be easily lost, stolen or duplicated.
8. Protect your property by marking your valuables with identifying numbers. To borrow an engraver, contact the Director of Financial Aid.

- For more information call the Office of Financial Aid at 281-998-6022
- For Emergencies, call 911.
- For a list of registered sex offenders in the area, go to https://publicsite.dps.texas.gov/SexOffenderRegistry/Search
- For information or to report a sexual assault, contact one of the following people.

Sexual Assault Response Team:

- *Coordinator -Monique Lewis, Associate VP of Enrollment Services, 281-998-5766*
- *Team Member -Sue Arnold, Director of Human Resources, 281-998-6003*
- *Team Member -Dr. Kent Gray, Clinic Chief of Staff, 281-998-5702*

Procedures for Reporting Campus Crime

Campus crime is a reality and preventing it is a responsibility shared by all members of the campus community. **If you see or suspect criminal activity, you cannot assume that someone else has reported it.** Whether you are a victim or an observer, you should report any crime, suspicious activity, or emergency on campus to the Director of Financial Aid. In case of an emergency, simply dial 911.

Students, faculty, and staff should report all crimes to the Director of Financial Aid. Persons reporting medical or fire emergencies should call 911 first, and then call the Director of Financial Aid. When a report is received, the Director of Financial Aid will go to the caller's location and investigate. When necessary, a follow-up investigation will be conducted by the Financial Aid office and coordinated with the local police agencies.

When you call the Director of Financial Aid, please provide the following information:

- **Your name**
- **The location of the incident you are reporting**
- **A description of the scene and suspects**
- **A description of any vehicles involved in the accident, especially a license plate number**
- **The nature of the incident**

If You Are Assaulted

If you are assaulted, call the Director of Facilities as soon as possible. Try to remember as much about the assailants as possible. Characteristics important in locating and identifying suspects include: sex; race; hair color, length, and texture; body size; clothing; scars and other noticeable markings; mode of travel; vehicle color, type, and license plate number. In some instances, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects and neighboring police will be notified.

If You See a Suspicious Person

If you see anyone acting suspiciously, call the Director of Financial Aid at once. Do not approach the person yourself Report the type of activity you observed and describe the person or persons involved. Provide as much infom1ation as you can such as the person's sex, race, location, type of clothing, and type of vehicle. The Director of Financial Aid will investigate your report immediately.

If You Receive a Bomb Threat

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (I) the location of the bomb (2) the expected time of explosion (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist identifying the caller. Call the Director of Financial Aid immediately. The area will be searched, and trained bomb squad personnel will be notified if a device is found. The Director of Financial Aid and other Administrators will determine whether evacuation is required.

The most important thing to remember in preventing crime is that you should call the Director of Financial Aid immediately whenever you suspect that a crime has been or may be committed. You do not need proof in order to call.

Monitoring and Recording Crime at Off-Campus Activities

TCC will respond to occurrences of crime at off-campus activities through preventative measures, educational efforts, and disciplinary action under existing college policies and procedures.

Policies Regarding the Use, Possession, and Sale of Alcoholic Beverages and Illegal Drugs

TCC prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of a college activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures. For students the sanctions may include suspension or expulsion. For employees, sanctions may include termination of employment. In addition to TCC sanctions any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution (see the TCC Administrative Policy Manual, Personnel Manual, and Student Handbook).

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace at TCC. Any TCC employee determined to have violated this policy will be subject to disciplinary action, up to and including dismissal.

An employee who reports to work while under the influence of illegal drugs is in violation of this policy.

Informational Programs for Campus Community, Alcohol and Drug Abuse Education, Crime Prevention, Campus Security Policies

A drug free awareness program is available through the college's Human Resource Director. The program is designed to inform each employee about the dangers of drug use and abuse, the policies regarding the maintenance of a drug free work place, the availability of the drug counseling and referral program, and the penalties that may be imposed upon employees for work place violations.

Information on crime prevention and campus security policies are presented to students during new student Orientation and updated annually for students and employees.

Important Numbers to Remember

Arthur Goudeau Director of Financial Aid	281-998-6022 On-Campus Phone
Dr. Stephen Foster President	281-998-6076 On-Campus Phone
Dr. Sandra Hughes VP of Administrative Services	281-998-6009 On-Campus Phone
Ms. Monique Lewis Associate VP of Enrollment Services	281-998-5766 On-Campus Phone
Emily Pyron Student Success Program Coordinator	281-998-5729 On-Campus Phone
Mrs. Sue Arnold Director of Human Resources	281-998-6003 On-Campus Phone
Dr. Kent Gray Clinic Chief of Staff	281-998-5702 On-Campus Phone
Mr. David Maskell Controller	281-998-6001 On-Campus Phone