

WTC

SECURITY GUIDE



Our Mission

WESTERN TEXAS COLLEGE MISSION

Western Texas College is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff, and faculty succeed
- Provide a safe learning environment that encourage and facilitate social, cultural, economic, and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation, and civic responsibility

SECURITY MISSION STATEMENT

The mission of The Western Texas College Security Department is to promote and maintain a safe and secure environment for our students, faculty, staff, and visitors.

CODE OF ETHICS FOR SECURITY OFFICERS

I AM PROUD to be a security officer, and I will accept the responsibilities of my office, dedicating myself before God to this, my chosen profession.

I AM NOT a policeman or peace officer. My primary role is one of prevention rather than apprehension; therefore I will never imply by word or action, in public or in private, that I am a peace officer.

I WILL NEVER act officiously in the performance of my duties. I will enforce the rules of my employer and the laws of the land without fear or favor, malice or ill will, never using unnecessary force and never accepting gratuities.

As a SECURITY OFFICER, it is my duty to prevent crime, safeguard lives and property, deter violations, and enforce the rules of the client who has engaged my services.

I WILL NOT allow my personal feelings or friendship to influence my decisions. That which I see and hear of a confidential nature, or that which is confided to me in my official capacity, I will hold as sacred trust, unless the revealing of it is necessary in the performance of my duties.

I recognize that the UNIFORM I WEAR is a symbol of the trust and faith of my employer, and is a public trust placed in me by the State of Texas. I will wear it with pride and dignity, never violating this trust by word or deed. I will strive to instill this pride in other security officers with whom I come in contact.

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WTC Security

VALUES

INTEGRITY: The community's trust and confidence in the security department will be earned by the integrity of its security officers. All WTC Security officers are expected to conduct themselves in a manner that is fair, ethical, and legal and which exhibits a sense of duty and honor for the position entrusted to them.

JUSTICE: The administration of law and order is based upon the ideal of justice for all and the preservation of constitutional rights. The fulfillment of that ideal requires a commitment by security officers to protect citizens and to strive to ensure that citizens will be treated with respect, dignity, and fairness.

SERVICE: WTC Security recognizes the significance of serving the public. As such, all WTC Security employees are duty bound in their commitment to providing excellent service.

TRUST: The College community has entrusted WTC Security to exercise its authority with discretion; good judgment; respect; and a commitment to honesty, justice, and diversity. Each member of WTC Security strives to build upon the trust and confidence of the students, staff, faculty, and general public.

VISION

The vision of The Western Texas College Security Department is to become a model and recognized leader in higher education law enforcement by providing the public with quality police service, protection, and information.

GOALS

In an effort to transform this vision into reality, The Western Texas College Security Department has set the following goals:

- The recruitment, selection, training, and fitness of competent and ethical officers.
- The efficient and effective management of personnel and department resources.
- The development, implementation, and deployment of specialized services and community based programs.

MOTTO

PROTECTING OUR FUTURE

Annual Report

WESTERN TEXAS COLLEGE CAMPUS SECURITY'S ANNUAL REPORT

In the 1980's, concern grew about crime and security at the nation's postsecondary institutions. Such institutions traditionally had been considered to be safe havens where students could focus on their studies. However, a number of high profile violent crimes on college campuses changed that perception. Such concerns led Congress to pass legislation regarding campus security and crime reporting at postsecondary institutions.

The Student Right-to-Know and Campus Security Act (Public Law 101-542) was signed into law in November 1990 and amended several times in subsequent years. Title II of this Act is known as the Crime Awareness and Campus Security Act of 1990. This Act requires an institution participating in the student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus.

The presence of campus housing also may be related to campus crime rates. For example, students who reside in campus housing are potential victims of on-campus crime 24 hours a day. These students have a different risk pattern than students who commute to campus for a few hours a week.

It is also important to remember that the crime statistics reported are for occurrences of crime on campus (whether the victims were students, staff, or campus visitors), and do not include crimes committed against students at off-campus locations. The final regulations define a campus as follows: a campus is (1) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose; (2) any building or property owned or controlled by a student organization recognized by the institution; or (3) any building or property controlled by the institution, but owned by a third party.

It should also be noted that the crime statistics only reflect crimes that were reported. The Campus Security Act requires institutions to report statistics for specified on-campus crimes that were reported to local police agencies or to any official of the institution with significant responsibility for student and campus activities. Other crimes may have occurred on campus, but gone unreported. For example, forcible sex offenses are widely considered to be vastly underreported crimes, both in the community and on campuses.

The Campus Security Act requires postsecondary institutions to publish and distribute an annual security report containing information about campus security policies and crime statistics. The report is to be distributed annually to all current students and employees and, upon request, to prospective students and employees.

Annual Report

CAMPUS CRIME STATISTICS

According to the Campus Security Act, postsecondary institutions are required to report “statistics concerning the occurrence on campus of the following criminal offenses reported to local police agencies or to any official of the institution who has significant responsibility for student and campus activities.” The crimes are as follows:

- Violent crimes: murder, forcible sex offenses (including forcible rape), robbery, aggravated assault.
- Non-forcible sex offenses.
- Property crimes: burglary, motor-vehicle theft

Campus security can be provided by many types of public safety employees. Security may be provided by sworn officers (i.e. officers with full arrest power) who are employees of the institution or who are employees of a state or local law enforcement agency (e.g. state police who are assigned to police duties on a public college campus). Security may also be provided by security officers or guards who are not sworn officers, by contract security (firms or individuals who are not employees of the institution who provide security under contract), or by other types of security personnel. Institutions may use just one type of public safety employee or different types to serve different security functions.

| TYPE OF OFFENSE | AUGUST 2015 TO DECEMBER 2015 | JANUARY 2016 TO MAY 2016 | AUGUST 2016 TO DECEMBER 2016 |
|-----------------------------------------|---------------------------------|-------------------------------|---------------------------------|
| Alcohol Violation | 15 Citations Issued | 14 Citations Issued | 14 Citations Issued |
| Assault on Campus | 1 Reported | 0 Reported | 0 Reported |
| Criminal Activity | 0 Reported | 0 Reported | 0 Reported |
| Curfew Violation | 13 Reported | 9 Reported | 6 Reported |
| Fight on Campus involving a student | 0 Reported | 0 Reported | 0 Reported |
| Fire in Campus Dorm | 0 Reported | 0 Reported | 1 Reported |
| Illegal Narcotics | 4 Incidents, Citations Issued | 6 Incidents, Citations Issued | 1 Incident, Citation Issued |
| Personal Property Theft | 6 Reported | 3 Reported | 2 Reported |
| Personal Vehicle Accident on Campus | 1 Reported | 3 Reported | 1 Reported |
| Possession of Weapon on Campus | 2 Incidents (BB Guns) | 1 Incident (BB Gun) | 1 Incident (BB Gun) |
| Property Damage | 1 Incident reported | 1 Incident reported | 3 Incidents reported |
| Student Concerns | 0 Reported | 0 Reported | 0 Reported |
| Student Injury | 1 Reported & Documented | 0 Reported | 2 Reported & Documented |
| Unauthorized Use of a Vehicle on Campus | 0 Reported | 0 Reported | 0 Reported |
| Vehicle Damage | 1 Reported & Investigated | 3 Reported and Investigated | 1 Reported and Investigated |
| Verbal Disturbance/Conflict on Campus | 2 Reported and Resolved | 4 Reported and Resolved | 5 Reported |

Annual Report

ABOUT CAMPUS SECURITY

The Western Texas College Security office is located in Building 15, Rooms 113 & 115. Security is provided 24 hours a day 7 days a week on campus. Students, faculty, and visitors should dial 911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at security@wtc.edu or bburleson@wtc.edu.

Western Texas College has one full time employee that serves as the Director of Safety and Security. As the Director of Safety and Security, the responsibilities are to ensure that all aspects of campus safety are evaluated to determine that the College has made every attempt to create a safe environment for students, faculty, staff, and visitors to our campus.

Western Texas College has one 12-month employee that primarily monitors and observes the housing areas on campus (Glover Hall, Clinton Hall, West Dorms and the Apartments). Some of the responsibilities of this employee include:

1. Monitoring Curfew Violations—Students staying on campus are required to adhere to curfew rules: 12 a.m. (midnight) during the weekdays and 2 a.m. during the weekends.
2. Enforcing the Zero Tolerance Drug and Alcohol Policy—Regulations of the college forbid gambling, the use of narcotics (morphine, opium and its derivatives), hallucinogens (L.S.D., marijuana, and others), and alcoholic beverages on the campus, and the appearance of any persons on the campus under the obvious influence of any of these, or when participating in, or attending activities sponsored by the college.
3. Assisting students, visitors or guests on campus with escorts, vehicle assists (unlock vehicle, boost vehicle) unlock rooms or classrooms, etc.

Conduct of students which may cast unfavorable reflection upon the college will result in the student receiving disciplinary action for misconduct. Notation of disciplinary actions imposed upon students shall be made a part of the student's permanent file. Noncompliance with adopted policies and standards of conduct is sufficient cause for disciplinary action, including suspension from college as a final action. Authority for disciplinary action, including suspension from college, is granted to the college administration.

Western Texas College employs 11 part-time employees to assist two full-time employees with the day to day operation of security and safety on campus. Every one of these employees has a background in security or law enforcement, fully understands the Mission of the College, and has agreed to adhere to the policies of this campus.

Western Texas College Campus Security has been in place since 2009 and has made a positive impact on the campus since its inception. WTC Campus Security have been involved in many situations on campus and have dealt with each one as professionally and courteously as possible.

Campus Safety

RAVE MOBILE SAFETY

Rave Mobile Safety provides mass notification for Western Texas College. Rave Alert is one of the most reliable methods for WTC to react and respond to both emergency and day-today communications in a systematic, cost effective manner.

Rave Alert is the simple, reliable way to send broadcast messages to as many students, faculty and staff as possible, in the fastest possible way. Rave Alert works with any cell phone and requires no installation of hardware or software.

To receive RAVE Alerts, sign up with your WTC username and password at <https://www.getrave.com/login/wtc>.

HOW TO REPORT A CRIME

Crime(s) in progress should be reported immediately to the appropriate Law Enforcement Agency.

ON - CAMPUS EMERGENCIES - Students, faculty, staff, and visitors should DIAL 911 from any campus phone to notify the Snyder Police Department. Non-emergency calls on-campus should be placed to the Western Texas Security Department 325-207-3709. Residence Hall students are also encouraged to report crimes to their RA.

OFF - CAMPUS EMERGENCIES - Students, faculty, and staff should DIAL 911 to notify the Snyder Police Department.

In the event that you are not near a campus phone, you may DIAL 911 from your cell phone. Your call will be answered by the Snyder Police Department. You will need to provide them with your name, cell phone number and location.

LOST AND FOUND

The Lost and Found Unit is custodian for all items found and turned in by various departments on campus. Unclaimed items are maintained for 60 days before disposition.

WTC Security Lost and Found does accept clothing, including coats and jackets. Food and drink containers are usually discarded. Data sensitive materials are destroyed if unclaimed.

If you've lost something, please report it by printing and completing the Lost and Found Report form. Please note that you may report lost items by telephone or in person.

Please be detailed in describing the item you have lost. Details that are helpful include: brand name, color, size, shape, model number, quantity, material (leather, plastic, fabric, metal, etc.), size, special features, tags or labels, etc. Items maintained in lost and found are:

| | | |
|----------------------------------|-------------------------------|---------------------------|
| Books, notebooks, and planners | Keys | Sports equipment |
| Sunglasses, prescription eyewear | Jewelry | Computer equipment |
| Cell phones | Backpacks | Other miscellaneous items |
| Books | Radios, Walkmans, MP3 players | |

WTC staff members who need to schedule a pick up should call WTC Security at 325-207-3709. Items turned in must be accompanied by a transport list providing your name; date; the name of your department or building; and a brief, general list of items turned over to the Lost and Found Unit.

BAT

BAT (Behavioral Assessment Team) is a network focused on prevention and early intervention for students experiencing serious distress or engaging in harmful/disruptive behaviors. BAT provides WTC with a tool to alert relevant campus authorities of their worry and concern for a student.

To report a concern, email bburleson@wtc.edu with your name, the name of the person of concern, the nature of concern, time, date and location of incident, others involved in the incident, and a short narrative of the concern.

Traffic & Parking

Each student, faculty member, and employee of Western Texas College who operates or parks a motor vehicle on the WTC campus must register the vehicle with the Reception & Administrative Offices and acquire an official WTC parking sticker or hanging parking permit with a permit number.

PARKING PERMITS

The hanging parking permit must be visible from the outside of the vehicle, and is designed to be displayed from the driver's rear view mirror. Although the permit may be used on different vehicles, the registered individual will remain responsible for parking violations.

The self-adhesive parking permit must be affixed to the lower right (passenger side) front windshield from the inside.

ALL STUDENTS AND STAFF MEMBERS MUST DISPLAY A PARKING PERMIT.

HANDICAPPED ZONE PARKING

To obtain a permit to park in a Handicapped Zone, the student must present their documentation enabling them to qualify for a state-handicapped license plate or a state-issued handicapped permit at the Registrar's Office. This is a one-time only requirement. An official handicapped permit must be prominently displayed while parked in a handicapped space on the campus.

TEMPORARY PARKING PERMITS

It is necessary for a temporary student (continuing education, correctional officers, etc.) to obtain a temporary permit from the Registrar's office. Sponsoring departments may obtain, control, and distribute such date-sensitive permits.

PARKING

Violations may result in loss of parking privileges or disciplinary action. Motor vehicles may only be parked in DESIGNATED AREAS. Please refer to the campus map on page 16.

UNAUTHORIZED PARKING AREAS

Certain areas on campus have been designated as "NO PARKING" with a sign indicating that "UNAUTHORIZED VEHICLES WILL BE TOWED AWAY." The vehicle can be reclaimed when the owner contacts the wrecker service and pays the tow fee.

LOADING ZONES

Parking is not permitted in loading zones. These areas are to be used for loading or unloading purposes only. These zones are designated by signs.

SERVICE ROADS

Only emergency and college maintenance vehicles are authorized to stop or park on service roads.

ENTRANCE & EXIT ZONES

No vehicles are permitted to stop or park at entrance or exit zones at parking lots. Parking is only authorized at DESIGNATED areas within a parking lot.

Traffic & Parking

VIOLATIONS

During the course of a shift, all security personnel are made aware of parking violations and registration permits issued to students.

During the beginning of each semester security extends a grace period to all students for parking violations. This is to allow the students to identify the areas where they are allowed to park and to identify the areas where they are not allowed to park. There are not fines issued during the grace period, only warnings. Once the grace period is over, citations are issued for parking in the wrong area/lot, along the curb on Campus Drive, blocking areas that are restricted (red curbing), parking in faculty lots, and parking on the grass areas.

The following violations may be cited by college officials or their representatives:

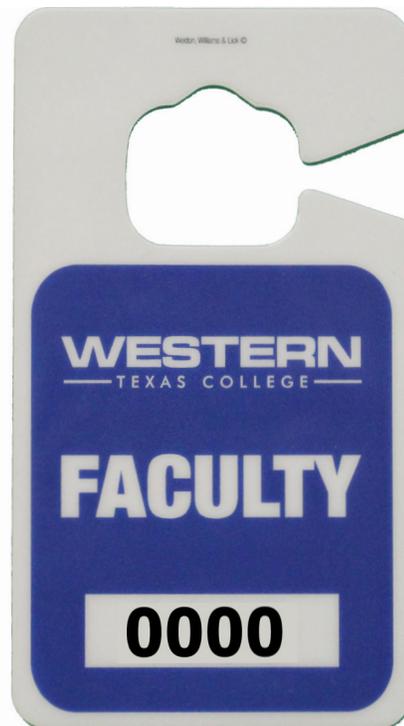
- Illegal parking in visitors' area
- Illegal parking in handicapped area
- Illegal parking in loading zones & service roads
- Parking incorrectly
- Other violations as defined on the citation.

Traffic violations may be recorded as warning or citation. Parking privileges may be reinstated after payment of fine according to the following schedule:

| | |
|---------------------|----------|
| FIRST OFFENSE..... | \$25.00 |
| SECOND OFFENSE..... | \$50.00 |
| THIRD OFFENSE..... | \$100.00 |

Appeals for parking or traffic offenses must be made in writing to the Student Welfare Committee, a subcommittee of the Student Senate of WTC at the Office of Student Activities.

Payments and fees are to be made to the Business Office at WTC before the end of the semester.



Crime Prevention

Below you will find some helpful information to keep you and your property safe while you are on the Western Texas College campus.

BICYCLE SECURITY

Purchase a high-tensile strength locking system with a U-Lock device or similar proven device. If you make it hard on the thief, the thief will simply move on to an easier target. Ensure that you secure your lock to the rack and the bicycle. Securing the bicycle to itself is not a good idea because the thief could simply walk off with the bicycle. Please register your bicycle with the Western Texas College Security Department. If you become a victim of bicycle theft, we will have the information on the bicycle to enter into the nationwide computer system. This gives you a better chance of recovering your stolen property. Become active in Operation ID. The Western Texas College Security Department will engrave your drivers license number on the bicycle. This is a free service. Make frequent checks on your bicycle to ensure it is still there. Further, make note of any suspicious persons loitering around bicycle racks and report these people to the Western Texas College Security Department immediately. If you witness someone taking a bicycle that does not belong to them, do not attempt to physically intercept these suspects. Make notes as to the appearance and direction of travel. Report this to the Western Texas College Security Department immediately.

THEFT PREVENTION OF TEXTBOOKS

Do not leave your textbooks unattended in classrooms, cafeteria, or hallways. Secure the textbooks in a locked compartment such as a locker, desk drawer or vehicle trunk. Lock your residence hall room door or classroom door when you leave; textbooks are often stolen from these places. Mark your textbook with your drivers license number on a specific page of the textbook and keep a record of it. Mark your name on your book in a prominent place: cover, outer edge of pages, inside the cover, etc. Report all textbook thefts immediately to the Western Texas College Security Department and the WTC bookstore. By doing so, you can enhance your chances of recovering your textbook.

THEFT PREVENTION OF LAPTOP COMPUTERS

Mark or engrave your laptop computer with your driver license number. The Western Texas College Security Department provides this free service. Place a lock on your computer. The lock prevents the removal of your laptop from your workstation. There are many types of locking devices on the market today that you can purchase. Keep your laptop computer secured in a locked desk or filing cabinet when not in use or unattended. Report any suspicious activity in your work area to the Western Texas College Security Department at 325-207-3709.

PREVENTION OF IDENTITY THEFT OR FRAUD

Limit the amount of confidential or personal information you carry in your wallet or purse. Do not carry bank account number, personal identification numbers (PINs), passports, birth certificates, or Social Security cards. Avoid carrying more blank checks than you actually need. A criminal can fraudulently use the sensitive information often pre-printed on your checks (address, bank account number, and telephone number). Do not have your Social Security number pre-printed on your checks. Keep good backup information about your accounts, in case your wallet or purse is lost or stolen. Never provide personal information (Social Security number, credit card number, address, etc.) over the telephone unless you initiate the call and are familiar or acquainted with the business. Destroy (preferably shred) credit card applications you receive in the mail and don't use. Review your credit card bills and your checking account statements as soon as they are received, to ensure that no fraudulent activity has taken place. Obtain a copy of your credit report at least once a year to check for errors. Be careful at ATM's and using phone cards, "Shoulder Surfers" can obtain your "PIN Number" and get access to your accounts

Crime Prevention

ROBBERY

Stay in well-lit areas as much as possible. Avoid alleys, vacant lots, wooded areas, and other short cuts or secluded areas. They are usually not well lit or heavily traveled. Walk on the sidewalk whenever possible. Walk close to the curb. Try to avoid doorways, bushes, and other potential hiding places. Walk with a friend, there is safety in numbers. Try to avoid carrying a large amount of cash or other valuables. Wherever you are on the street (in an office building or shopping mall, driving, waiting for a bus), stay alert and tuned in to your surroundings. Send the message that you're calm, confident, and know where you're going. Trust your instincts. If something or someone makes you uneasy, avoid the person or leave. Report any suspicious activity to the police department.

If you are confronted by someone attempting to commit a crime against you but you can't escape safely:

- Remain calm.
- Do not try to be a hero. Take no action that would jeopardize your own safety.
- Follow the criminal's instructions, but do not volunteer more than what is asked of you.
- Advise the criminal of any unusual moves you must make. Assure the criminal that you will cooperate.

BURGLARY OF VEHICLE

Park in well-lighted areas at night. Do not leave valuables in plain sight in your vehicle. Take them with you or lock them in the trunk. Make sure your vehicle windows are rolled up and the doors are locked during the times when your vehicle is left unattended. Mark or engrave your stereo equipment with your driver's license. In some instances, after the criminal broke into the vehicle, access was gained to the trunk by using the trunk release button. You can prevent this from happening by asking a professional mechanic to make sure that the trunk release button only works when the key is turned on.

CARJACKING PREVENTION

Common carjacking schemes:

- Pretending to be a stranded motorist.
- Faking a fender-bender accident or deliberately getting involved in an accident with the victim.
- Approaching the victim while the victim is stopped at a traffic light.
- Approaching a victim in shopping malls, private driveways, apartment complex parking lots.

To minimize the danger of being carjacked:

- Think of saving your life first. Only then, think of your car and what's in it.
- If another car bumps your car and you feel that there is something suspicious about it, stay inside with the windows shut and the doors locked. Drive to the nearest police station or safe place.
- Don't stop at isolated pay phones, cash machines, or newspaper machines where you could become a carjacking victim. Stay alert to people lurking near or moving toward your parked car. Always keep the windows of your car shut and doors locked, whether you're in or out of your car. Park only in well-lighted areas.
- Report any suspicious activity to the WTC Security Department by calling 325-207-3709.

To prevent your car from being stolen:

- Keep your registration card at home instead of your glove compartment.
- Use paint or an indelible marker to put the vehicle identification number (VIN) under the engine hood and trunk lid and on the battery. This number is usually found on the dashboard on the driver's side of the car.
- If you have to leave personal property in your car, place it in the trunk or somewhere that is out of sight.
- Keep your car in a garage and lock the garage door.
- Use a security device like a steering wheel lock or a gearshift column lock.

If your car is stolen, have the following information to give to the police:

- Year, make, model, license plate number, VIN and color of the car.
- Approximate time the car was stolen.
- Description of anyone you may have seen loitering around your car before it was stolen.

Crime Prevention

DRIVING TIPS

Consider a membership in an automobile association that provides, in addition to other services, roadside emergency service, towing, etc. Try to drive during daylight hours if possible, and keep your car gas levels above the halfway mark. Do not attempt to stretch your gas mileage when running low on fuel. Plan your stops/breaks, etc. so that you reach safe areas in the well-lighted locations. Avoid short cuts that take you off the main road into deserted remote areas. If possible, consult your map ahead of time and know your route of travel. Try to keep from referring to roadmaps while you are in public places. This may call attention to the fact that you are traveling. If you are waiting in traffic, try to maintain enough space between you and other cars just in case you have to move quickly. Stay alert and aware of what is happening around you. Be ready to move if a problem arises. Keep alert and aware while driving at all times. Pay attention to your instincts. If you are followed by another car, drive to a safe place (the police station or a business that is well-lighted), get help, and call the police at the first opportunity. Note the description of the vehicle following you, tag numbers, occupants, etc.

In the event of trouble, drive defensively, remain alert, and be prepared to take evasive action. Always look for a way to get out of the situation and escape. Pay attention to your side and rear view mirrors. If your car breaks down, stop only when and where you think it is safe to stop. Pull the car to the side of the roadway and stay out of traffic lanes. Put flashers on, and wait inside. You might consider placing a white handkerchief on the front left window, or side facing traffic. If someone stops to help, other than the police, do not get out of your car. Keep doors locked, and windows rolled up, leaving only enough window space to communicate. Make sure that the police officer shows proper identification. Be on guard at all times.

PEDESTRIAN SAFETY WHILE DRIVING

Pedestrians in crosswalks will be given the right of way at all times. Drive the posted speed limit.

- A. Campus streets: Twenty miles per hour, unless otherwise posted.
- B. Parking Lots: Ten miles per hour, unless otherwise posted.

Drive slow when passing a bus in a bus stop. You never know when a person might walk out in front of you.

PEDESTRIAN SAFETY WHILE WALKING

Use the crosswalk when crossing the street.

CROSSING AT POINT OTHER THAN CROSSWALK (Texas Transportation Code § 552.005)

A pedestrian shall yield the right-of-way to a vehicle on the highway if crossing a roadway at a place:

- Other than in a marked crosswalk or in an unmarked crosswalk at an intersection
- Where a pedestrian tunnel or overhead pedestrian crossing has been provided
- Between adjacent intersections at which traffic control signals are in operation.

A pedestrian may cross only in a marked crosswalk. A pedestrian may cross a roadway intersection diagonally only if and in the manner authorized by a traffic control device. While walking, look both ways before you cross the street. Do not take it for granted that vehicles will stop while you are crossing the street.

Crime Prevention

SIGHTSEEING/SHOPPING

As a basic rule, travel light when you go sightseeing or shopping. Carry only those valuables that you may need. Dress in a comfortable manner so that you can move or maneuver quickly if necessary. Blend with the surroundings. Do not call attention to yourself by overdressing, wearing expensive jewelry, clothes or similar items. Do not lay your purse/wallet down on a display counter. Keep it with you at all times. Keep in mind that criminals keep an eye on restrooms, dressing rooms, etc. Keep valuables with you at all times. Be certain that credit cards, when used in stores, are returned to you. Put credit card immediately back in a safe place after use. Avoid making too many purchases that load you down with packages. Keep arms and hands free and close to your body whenever possible, so that it is difficult for someone to grab you, and place you off balance. If using a car, place valuables in the trunk. Always check the back seat before entering. When walking, avoid alleys, deserted parking lots, streets, sidewalks, and places that are not public or otherwise unavailable to surveillance by other persons or the police. Keep alert to persons asking you for directions, a cigarette, or the time, etc. Watch their hands, keep walking, and take appropriate action if someone tries to touch you. If you think that you are being followed, move toward more public and populated areas, and get attention from the police, etc. When walking on the sidewalk, try to walk closer to the curb, and avoid doorways, alleys, and building walls. If you are approached and you feel suspicious or uncomfortable about the situation, walk into the street and try to place another item between you and the other person (such as a car, etc.)

RESIDENCE HALL SAFETY

When moving in or out of your residence hall, always keep your car locked and know who is helping you. Don't keep a large amount of cash. Use traveler's checks and open a bank account as soon as possible. Always keep your checkbook with you. Also, be sure to secure or hide the box of unused checks. If checks and/or credit cards are stolen, report the theft to the campus police and your credit card companies immediately. Lock your door whenever you leave your room, regardless of the length of time you plan to be gone. A surprising number of thefts occur while the resident is on the same floor. It only takes a few seconds for someone to enter your room and steal your valuables. Lock your room when you are asleep. Do not keep money, purses, wallets or jewelry lying out. Keep them out of sight. Be mindful of visitors to your room. Do not take in overnight guests you do not know. Get acquainted with the other student residents on your floor or in your complex as soon as possible. This will make it possible for you to know who belongs there and who doesn't. Do not allow entry into your building or complex to people you do not know. Refer strangers to the hall staff. Mark all clothing in a place other than the label with a laundry pencil or needle and thread. When using laundry facilities in your building, if at all possible, do not leave your clothing unattended. Report suspicious persons in your hall or building to housing staff or the Western Texas College Security immediately.

Do not loan your keys to anyone or have keys duplicated. Report lost or stolen keys immediately. A lost or stolen key makes your property and that of your roommates vulnerable to theft. Place your car keys on a separate ring from your room key. Do not put your name or address on your key rings. Do not leave notes on your door announcing no one is at home.

When leaving for a holiday or vacation, do not pack your car the night before. It only becomes a more attractive target for the thief.

Do not place decals on your door that have your name on them. Never prop locked or latched doors. If you find a door propped open, close it. Report all doors, locks or windows in need of repair to residence hall staff or maintenance personnel. Require identification and authorization from repairmen or maintenance men wanting to enter your room. Do not allow door-to-door salespersons to enter your room. Report any soliciting to housing staff immediately.

Crime Prevention

PHONE/EMAIL HARASSMENT

If you receive annoying or obscene phone calls, hang up the phone immediately. Record the time, what was said, and any special sounds or characteristics. If you receive an unwanted email, do not delete the unwanted email. This is evidence. Notify the housing staff and the Western Texas College Security. Call the Police and make a report, the call or email can be traced.

SEXUAL ASSAULT PREVENTION

Report any suspicious person to the Western Texas College Security Department. While inside your dorm room, keep your door closed and locked. Be aware of who is around you. A large number of sexual assaults are committed by someone the victim knows. Avoid going places alone. There is safety in numbers. If you go out with friends, leave and return home with those friends. Don't accept rides from people you don't know well. Avoid inviting anyone to go to your home or residence hall that you meet. Tell your boyfriend/girlfriend your dating expectations and limits. Avoid places where people are abusing alcohol or drugs. Alcohol and drugs lower your inhibitions and are often used by sexual predators.

Procedures that victims should follow if a sexual offense occurs:

- Do not bathe, douche, urinate, defecate, change clothes, or clean house. You will help police investigators preserve evidence about the offense. Call 911 immediately to report the offense to the Snyder Police Department and to receive medical treatment.
- Reporting the offense immediately to the police can increase the chance of apprehension/prosecution. Contact the Counseling and Advising Office at 325-574-7621 to obtain support services or other assistance.

Other agencies/offices offering assistance can be reached at:

Snyder Police Department 325-573-2611
Scurry County Sheriff's office 325-573-3551
District Attorney's Office 325-573-2462

For more information on sexual assault prevention, contact Gateway Family Services 325-573-1822.

STALKING PREVENTION TIPS

Increase your awareness:

- Do not overlook the signs of unwanted attention.
- Heed internal "red flags" (i.e., intuition) alerting you to danger.
- Be attentive to early warning signs prior to the escalation of the stalking.
- Be attentive to early warning signs prior to the escalation of the stalking. Harassment/ stalking often begin as minor annoying encounters.

Responding:

- Although "letting someone down easy" may seem conscientious, it can inadvertently provide a "mixed message."
- Give a firm and definite "no" to communicate that you are not interested in a relationship of any kind.
- When receiving unwanted attention, you shouldn't respond at all.
- If it is too late or unavoidable, don't use statements that can be misconstrued.

MAKING REPORTS:

Any suspicious activities should be reported to the police. You can contact the Western Texas College Security Department by calling 325-574-7905 or Snyder Police Department at 325-573-2611. Threats (from minor or vague to severe or specific) should be treated seriously and immediately reported to the law enforcement.

Protect your privacy:

Identifying or personal information should not be entered into online profiles/directories. Encourage others to keep your personal information confidential. Never give out your Social Security number over the phone or enter it online. Use a private post office box.

Target hardening / Personal protection:

Lock all your doors and windows. Avoid walking/exercising alone. Having a cell phone can be a great investment.

Contact Us

WESTERN TEXAS COLLEGE EMERGENCY NUMBERS

Call 911 in the event of a major emergency. The caller should specify the nature of the emergency as well as the specific location on campus and any other pertinent information. The caller should then notify campus security.

Director of Security 325-574-7905 (Day)
Campus Security Officers 325-207-3709 (Day/Night)

The College President or one of the Deans should be notified of the emergency as time permits.

| | |
|------------------------------------------------|--------------|
| President | 325-574-6501 |
| Vice President and Dean of Student Services | 325-574-7625 |
| Dean of Instructional Affairs | 325-574-7952 |
| Dean of Institutional Research & Effectiveness | 325-574-7671 |

or e-mail bburleson@wtc.edu

(This e-mail address should not be used to report emergencies or crimes in progress as it is not monitored 24 hours a day.)

SNYDER LAW ENFORCEMENT AGENCIES

Snyder Police Department
400 East 37th Street
Snyder, Texas 79549
325-573-2611

Scurry County Sheriff's Office
400 East 37th Street
Snyder, Texas 79549
325-573-3551

Department of Public Safety - Snyder
501 East 37th Street
Snyder, Texas 79549
325-573-5631

Texas Alcoholic Beverage Commission (TABC)
512-206-3333

Texas Parks and Wildlife - Snyder
806-559-0223

Western Texas College Campus Map



Building Key

Administration - 20
 Admissions - 20
 Agriculture - 6
 Art Lab - 19
 Athletic Director - 7
 Athletic Training - 29
 Baptist Student Center - 21
 Bookstore - 3
 Business Office/Cashier - 20
 Cafeteria - 3
 Chief Financial Officer - 20
 Chief Technology Officer - 2

Coaches - 7
 College Advancement - 22
 Computer Labs - 2, 3
 Commons - 28
 Counseling - 2
 Dean of Institutional Research - 6
 Dean of Instructional Affairs - 20
 Dean of Students - 20
 Developmental Education - 5
 Dual Credit/VCT - 2
 Faculty Offices - 5
 Financial Aid - 20

Grounds - 9
 Gym/HPE - 7
 Health Services - 29
 Horticulture - 13
 Housing - 1, 14, 27
 Human Resources - 15
 International Student Services - 2
 ITBM - 16
 KGWB Radio - 3
 Library - 2
 Maintenance - 10
 Marketing - 2

Payroll - 20
 President - 20
 Pro Shop - 8
 Purchasing - 20
 Recruiting - 22
 Registrar - 20
 Science - 4
 Scurry County Museum - 23
 Security - 15
 Service Center/Mailroom - 2
 Student Activities - 3
 Student Commons - 28

Technology - 2
 Theatre - 19
 Trio Grants - 3
 Tutoring - 18
 Visitor Center - 22
 Welding - 11
 Workforce/CTE - 15

* = Storm Shelter Location

Please note that the Covered Pavilion is Paid Private Parking. *Unauthorized Vehicles will be Towed.*

[Click HERE for Google Map](#)

Western Texas College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.