

Wiley College Security

Introduction

Wiley College strives to provide every employee, student and visitor a safe and secure academic and work environment. This goal is the shared responsibility of the individual, College security and the College administration.

Information about safety measures and personal security shall be provided through briefings, announcements, printed documents and electronic media. Procedures for reporting emergency and non-emergency incidents and warnings regarding recent safety or security issues shall also be provided to the College Community. Policies on alcohol, drugs, sexual harassment, weapons and violence shall be included in the orientation of both students and employees.

Each member of the Wiley College community is urged to accept individual responsibility to report suspicious activity or incidents immediately to College security by calling (903) 927-3268 or (903) 930-1637 (the mobile number). The office is located at 711 Wiley Avenue and is located on the lower level of the Long Administration Building. Involvement by all members of the College community is essential to the success of the program. Campus Security strives to provide leadership and direction for this effort. The main goal is to improve the quality of life for the entire College community.

The mission of Security is to maintain a safe and secure physical environment for the campus community and protect its properties and assets from hazards and the opportunity for crime. This is accomplished by a qualified, well-trained and efficient security staff. College operations are conducted in compliance with accepted security standards in order to maintain a reasonably safe environment for Wiley College's students, faculty, staff and visitors.

Strategic goals for Security are to:

- Promote the feeling of a secure environment throughout the campus for students, faculty, staff and visitors.
- Develop a professional and qualified security staff.
- Decrease hazards and opportunities for crime on the campus.
- Employ technology to reduce the likelihood of threat to the security of the College community.
- Improve the emergency response system.

- Provide educational programs to the students, faculty and staff which cultivate awareness of and reduce criminal activity.

Background Information

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to the U.S Education Department. The act is intended to provide students and their families as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

As a result of this directive, Wiley College shall be in compliance with Clery Act regulations by meeting several obligations including (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

Education of Members of the College Community

Campus security procedures are discussed during new student orientation. The Chief of Security participates in forums and the monthly “Chat and Chew” sessions to address students and explain security measures and procedures. These sessions are held in residence halls to inform students of security matters. Students are told about crimes on campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime prevention programs and sexual assault prevention programs are offered on a continual basis.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the College through the phone system (global voice messaging to all digital phones on campus), the web and by net sending.

Security personnel conduct crime prevention presentations when requested by students and employees of the College. During these presentations, crime prevention tips; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security and the safety of others on campus; and the safe walk program (an escort service for students and employees during evening hours) are provided.

Responsibilities of the College Community to Wiley College Security

1. Report all suspicious activity to Campus Security.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night.
4. Carry only small amounts of cash.

5. Never leave valuables (wallets, purses, books, calculators, etc.).
6. Carry your keys at all times and do not lend them to anyone.
7. Lock up bicycles and motorcycles. Lock car doors and close windows before leaving your car.
8. Always lock the door to your residence hall room, whether or not anyone is there. Be certain that your door is locked when you go to sleep, and keep windows closed and doors locked when you are not at home.
9. Do not leave valuables in your car, especially if they can be easily seen.
10. Engrave serial numbers or owner's recognized numbers, such as license number, on items of value.
11. Inventory your personal property and insure it appropriately with insurance coverage.

Crime Reporting Procedures

The Office of Campus Security is the central reporting agency for all crimes occurring on campus. Investigations will be conducted by the Office of Campus Security in cooperation with College officials and local authorities. Any crime reported to the Office of Campus Security that is in violation of Criminal Law and Procedures in the State of Texas may also be reported to the Marshall Police Department for further investigation.

The Office of Campus Security employs a work force of five under the direction of the Director of Security and a Supervisor assisted by student officers who are available throughout the day and evening hours. These officers provide 24-hour patrol of the campus, and screen persons entering the campus at various entry points. The Security Department will keep a record of crimes reported on campus; including crime statistics from appropriate law enforcement agencies to include in the annual security report and the web-based report to the U.S. Department of Education; and maintain a daily crime log that is open to public inspection.

Campus Security personnel are dispatched through the Office of Security located in the Long Student Union Building. The dispatcher can be reached through the Campus Security direct phone line (903) 927-3268 or by the mobile number (903) 930-1637. A crime may also be reported to the following:

Associate Vice President, Student Affairs and Enrollment Services, Long Student Union Building at (903) 923-2477

Director of Counseling and Career Planning, Long Student Union Building at (903) 927-3760

Director of Resident Life, Dogan Hall at (903) 927-3288

College Nurse, Long Student Union Building at (903)927-3260

- Robbery
- Aggravated Assault
- Burglary
- Theft
- Motor Vehicle Theft
- Arson
- Hate Crimes*

*Hate Crimes are defined by federal law to include:

Any crime of murder, sex offense (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and any other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim which is reported to campus security authorities or local police agencies. Data shall be collected and reported according to category of prejudice.

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the Wiley College Security Department, the Marshall Police Department, the Department of Public Safety and Office of Student Affairs.

A written request for statistical information is made on an annual basis to all College vice presidents, directors, and department heads. All of the statistics are gathered, compiled and reported to the Department of Education and will be included in the security website for review. The website will include the procedure to follow if there are questions regarding the data.

Specific Information about Classifying Crime Statistics

The statistics contained on this website are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people the Office of Student Judicial Services referred for disciplinary action for violating those specific laws. Being found responsible includes a referral that resulted in the student being charged by Student Judicial Services and a record of the action being kept on file.

The statistics in the Hate Crime chart are separated by category of prejudice, but the numbers for each specific crime category are part of the overall statistics reported for each year. The only exception to this is the addition of Simple Assault to the Hate Crime chart. If a hate crime occurs where there is bodily injury, the law requires that the statistic be reported as a classification in any other area of the compliance document.

Sex Offender Registry

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Marshall, Texas, convicted sex offenders must register with the Marshall Police Department. You can obtain the most accurate link to this information, which appears on The Department of Public Safety web site:

https://records.state.tx.us/DPS_WEB/Sor/index.aspx

Access to Campus Facilities

During the hours of 7 a.m.-5 p.m. (the routine business day), the College (excluding residence halls) will be open to students, parents, employees, contractors, guests and invitees.

After normal business hours, including weekends and holidays, all campus buildings are closed and secured. Employees needing access to buildings may contact Wiley College Security at (903)-927-3268 or (903)-930-1637 (mobile) for admittance. Students will not be authorized access to office and classroom buildings without the presence of a faculty /staff member authorized for such admittance. Based on appropriate approvals, the Security Department may provide access to a classroom building.

Some facilities may have individual hours which may vary at different times for specific program functions. Examples are the Cole Library, Alumni Gymnasium and Wiley-Pemberton Complex. In these cases, the facilities will be secured according to schedules. Access will be gained only by an approved Use of Facilities Request Form.

Students gain access to residence halls by use of an assigned access card which is obtained during the registration process from the Office of Information Systems and Technology.

Confidential Reporting Procedures

Wiley College does not allow voluntary, confidential reporting. It's expected that any employee or student who is the victim of a crime will follow the outlined procedures of reporting and cooperate with the College and appropriate law enforcement officials to the fullest extent possible.

Security Department Authority and Jurisdiction

The Wiley College Security personnel have authority to ask questions for identification and to determine whether individuals have lawful business at Wiley College. They have the authority to issue parking tickets. Security officers do not possess arrest authority. They have the authority to detain and question anyone on College property. If minor offences involving College rules and regulations are committed by a College student, the Security Department may refer the individual to the Office of Student Affairs. Normally, an Incident Report will be written and forwarded to the Chief of Security with a copy to the Office of Student Affairs.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the Marshall Police Department. Joint investigative efforts by the College and Marshall Police Department are deployed to resolve these crimes. The prosecution of all criminal offences, both felony and misdemeanor, are conducted at either the local city jurisdiction or federal court.

Campus Security personnel work closely with the local, state, county and federal police agencies and experience a good working relationship.

Weapons

Wiley College does not permit the unauthorized possession of; or attempt to use or threaten to use fire arms, ammunition, fireworks or any other dangerous weapons on campus or at any College sponsored activity. Anyone found to be in violation of the Weapons Policy will be brought before the Disciplinary Hearing Committee for sanction up to and including suspension or expulsion.

Campus Sex Crime Prevention Act

The “Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyl of Arizona and supported by Security On Campus, Inc.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State Law, on each institution of higher education the that State at which the person is employed, carries on a vocation, or is a student. It is required that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for certain types of federal grant funding and must be implemented through state law.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002 and this notice will be a requirement beginning with the annual security report due October 1, 2003.

Lastly the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

Response to Sexual Assault

There are no professional staff members located on the campus trained to deal with sexual assault. Students are encouraged to participate in the sexual assault and date rape prevention programs offered on campus (Project Stop Now). STOP NOW are acronyms for Students Taking Opportunity for Prevention by Noticing On-Campus Violence Against Women. The mission of this project is to ensure that students, administrators, faculty and staff are educated, knowledgeable and armed with the information on how to respond to violent acts committed against women (and men) on college campuses. More information about these programs can be obtained from the Office of Student Affairs. Sexual assault offenses should be reported to the Security Department as soon as possible. In addition, the Office of Student Affairs, the Director of Residential Life, the College Nurse or Residence Managers are college officials to whom sexual assault offenses can be reported.

If the victim chooses, the victim may report the incident to the Marshall Police Department. In either case, a counselor or professional with the Crisis Center or Women's Center of East Texas shall be made available to the victim. Following the report given to officials, the victim is strongly advised to seek medical assistance from a local hospital. In order to preserve evidence, the victim should be advised of the following:

- Do not bathe, shower, douche, or change clothes.
- Do not brush teeth, drink anything or smoke a cigarette until after being examined.
- The crime scene should not be disturbed and all clothing and items involved should be saved.

The College will make provisions for transportation to the hospital. A victim of sexual assault is highly encouraged to participate in follow-up counseling. Failing to openly address the trauma of sexual assault can be devastating to the victim.

Other resources for reporting sexual assault are as follows:

1. Women's Center of East Texas-1-800-441-5555 (Hotline)
2. Domestic Violence Hotline-903-934-9661
3. Crisis Center in Marshall-903-927-1712 (or) 1-800-333-9148 (24 hrs.)
505 Travis, Suite 201, Marshall, Texas 75670

Wiley College takes immediate steps to investigate all reported allegations of sexual misconduct and ensures the safety of the victims. The College may change academic and living arrangements after an alleged sex offense if appropriate. Victims are advised to address the request for the change to the Director of Residential Life.

Hearings are scheduled when a student is charged for violations of College rules and regulations that require appearance before a College judiciary body. More details are delineated in the Wiley College Student Handbook. The purpose of the hearing is to examine relevant information and evidence in order to determine whether the accused

student is in violation or not in violation. The hearing is conducted according to the dictate of fairness and due process. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense and the final sanctions imposed by the disciplinary proceeding regarding rape, acquaintance rape or other forcible or non forcible sex offenses. The College may impose sanctions up to and including expulsion following a final determination by the committee.

Drug-Free Environment

The Federal Drug-Free Workplace Act of 1988 requires institutions that receive federally funded grants, including student aid, to undertake certain actions and adopt various procedures relating to the misuse of controlled substances in the workplace. As required by the statute, the College has adopted the policy printed below:

It is the policy of Wiley College that a drug-free educational and work environment be maintained. The College, therefore, prohibits the manufacture, sale, distribution, possession or use and misuse of any controlled substance, including alcoholic beverages, as defined in Schedule I through VI of Section 202 of the Controlled Substance Act.

The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances is a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

Policies

Drug and Alcohol Policies

The unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug, alcoholic beverage, or controlled substance while on campus or on property owned or controlled by the College is prohibited in addition to imposition of disciplinary sanctions such as suspension for a period of time and suspension of rights and privileges from the College. Students, employees and visitors may face prosecution and imprisonment under Federal and Texas laws which make such acts felony and misdemeanor crimes. Individuals, regardless of age or life stages, become vulnerable to developing addiction to alcohol and other drugs as a result of the stress and frustration they experience. It is important that each student at Wiley College be aware of the health risks and the counseling and rehabilitative programs available as well as standards of conduct and legal and disciplinary sanctions.

Health Risks of Alcohol and Drugs

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence

of accidents and accidental deaths for such persons than non-users of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to liver, often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependant on it will cause serious physical withdrawal symptoms.

Drugs. The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol, but, unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

Penalties Under Federal and State Law

Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (including Marijuana)	A term of imprisonment not more than 1 year, and a minimum fine of \$1,000.	A term of life imprisonment without release (no eligibility for parole and a fine not to exceed \$800,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including Marijuana)	Civil penalty in amount not to exceed \$10,000.	Imprisonment for not more than 20 years or no less than 5 years, a fine of not less than \$5,000, plus costs of investigation and prosecution.
Operation of a common carrier under the influence of alcohol or drugs.		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Criminal Justice (TDCJ) for a term not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000.	Confinement in TDCJ for life or a term not more than 99 years or less than 20 years, and a fine not to exceed \$500,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not exceed \$1,000.	Confinement in TDCJ for life or a term of not more than 99 years or less than 15 years, and a fine not to exceed \$00,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,500 or both.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Possession on Marijuana	Confinement in jail for a term of not more than 180 days, an a fine not to exceed \$1,500, or both.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Driving While Intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 72 hours, and a fine of not more than \$2, 000 or less than \$100.	Confinement in jail for a term of not more than 2 years or less than 30 days or confinement in TDCJ for a term of not more than 5 years or less than 60 days and a fine of not more than \$2,000 or less than \$500.
Public Intoxication		A fine not to exceed \$200.
Purchase of alcohol by a minor	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$500.
Consumption of alcohol by a minor	A fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000, or confinement in jail for not more than 1 year, or both.
Possession of alcohol by a minor	A fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine on not less than \$500 nor more than \$1,000, or confinement in jail for not more than 1 year, or both
Sale of alcohol to a minor	A fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000, or confinement in jail for not more than 1 year, or both.

Conclusion

It is hoped that the information included in the Wiley College Security Department website will assist students, faculty and staff in understanding the importance of a total team approach in addressing crime prevention. All of the information contained on the website is meant to provide students with policies and procedures to facilitate a safe environment to learn and keep students, parents and employees informed about campus security goals. It is also available such as students and families, as higher education consumers, can make informed decisions about the College.