



CAMPUS SECURITY INFORMATION, POLICIES, AND PROCEDURES

Educational programs to promote awareness of rape, acquaintance and other sexual offenses may be provided through orientation, college skills course, guest speakers or community awareness programs.

Students should contact the Campus Director to learn of resources within the community for counseling for the victims of sexual assault. Several community resources available are the following:

Emergency:	911
SAPD Non Emergency	210-207-7273
Texas Emergency Crisis Hotline	210-733-8810
SAPD Family Violence & Sexual Assault Unit	210-207-2313

The college may assist the student in changing any academic situation due to alleged sexual assault.

Procedures for on-campus disciplinary action are provided in the college catalog. These procedures will apply to alleged sexual assault as well as those infractions already listed. In addition:

1. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
2. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding concerning an alleged sexual offense.

In the event an alleged sexual offense occurs on campus, it should be reported to any staff of faculty member the victim will be referred to the proper authorities. The director will assist the student in notifying the proper authorities should the student so desire.

CRIME AWARENESS

Students are to report to the Director or any staff or faculty member, any criminal activities taking place on the premises or in the parking lot of Lamson Institute. This includes any school-supported function regardless of location. **Any criminal activities will be reported to the proper authorities.**

CAMPUS CRIME REPORT

The information on the Campus Crime Reporting Form includes crimes on the campus and school-sponsored activities off campus. The information includes statistics occurring during the past three years that were reported to the school authorities and local police agencies. The statistics concerning the number of arrests for crime during this same period are also listed.



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ANNUAL CAMPUS SECURITY REPORT

The following statistics are provided as part of the requirement under the Student Right-to-Know and Campus Security Act, Public Law 101-542, with regard to the occurrence of the following criminal offenses reported to campus authorities for the calendar years 20011 through 20013.

POLICIES AND PROCEDURES

	2011			2012			2013		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
1. Required Institutional Crime Statistics									
a. criminal homicide, including (1) murder and non-negligent manslaughter, and (2) negligent manslaughter.	0	0	0	0	0	0	0	0	0
b. Sex offense, including (1) forcible sex offense, and (2) non forcible sex offenses	0	0	0	0	0	0	0	0	0
c. Robbery	0	0	0	0	0	0	0	0	0
d. Aggravated Assault	0	0	0	0	0	2	0	0	0
e. Burglary	0	0	0	0	0	1	0	0	0
f. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
g. Arson	0	0	0	0	0	0	0	0	0
h. Separated by category of prejudice, each crime listed above and any other crime involving bodily injury reported to local police agencies or to a campus security authority that shows evidence of prejudice based on race, gender, regarding, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0	0	0	0	0
i. Arrest for violations of liquor and drug law violations, and illegal weapon possession	0	0	5	0	0	1	0	0	0
j. Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.	0	0	0	0	0	5	0	0	2

OC=On Campus NC=Non Campus PP=Public Property

2. Lamson Institute makes every effort to provide a safe, crime free campus for students. However, in the event a crime does occur, we want you to be aware of the procedure you should follow.
 - a. The Campus Director will notify the Local Police upon notice of a reportable crime and will notify the staff, faculty, and student body if deemed necessary. He/she will periodically check with local law enforcement for information on crimes reported near school property.
 - b. The Campus Director is responsible for recording all reported crimes for the school and submitting the annual crime report. The annual crime report does not contain any confidential information about any crimes reported.



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3. If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available telephone as soon as possible. You should also immediately report the crime to the Campus Director or the most senior official available in his/her absence.
4. School policies concerning campus law enforcement:
 - a. The local police is the law enforcement agency for the College
 - b. Students and staff are encouraged to promptly report incidents and/or crimes to the Campus Director so that they may be promptly reported to the authorities as may be appropriate.
 - c. Pastors and/or professional counselors are encouraged to provide feedback to the school that does not breach the client confidentiality for inclusion in the annual disclosure of crime statistics.
5. Description of institutional crime program:
 - a. Students and employees are briefed during their orientation on the College's campus security (agenda and materials used are available) procedures and policies by the Campus Director.
 - b. Students and employees are encouraged to use a "buddy system" for their own safety as much as possible and be responsible for their own protection.
6. The College's institutional crime prevention program is based on the concept that "awareness" is the best tool we have for our own safety. For extra protection, evening students are encouraged to use the buddy system and look out for one another.
7. The school does not have off campus facilities, but does encourage students to be aware of their surroundings and recognize potential threats to their individual safety and security at all times,
8. The school has a "zero" tolerance for the possession, use and sale of alcoholic beverages, including the enforcement of state underage drinking laws.
9. The school has a "zero" tolerance for the possession, use and sale of illegal drugs, including enforcement of state and federal drug laws.
10. The school provides drug and alcohol abuse education on an ongoing basis through the distribution of school and student drug and alcohol abuse policy as well as brochures and posters dispersed throughout the school.
11. The school has a "zero" tolerance for sexual harassment. The following policies have been effective in prevention sex crimes on campus to date:
 - a. Students are encouraged to use awareness and good judgment to not place themselves in compromising situations that could lead to sexual assault, and other forcible and non-forcible sex offenses.
 - b. Should a student become a victim of a sex crime, he/she should immediately notify the Campus Director or the most senior official available in his/her absence.