



ON CAMPUS

Police Emergency

or

Criminal Investigations

Crime Prevention

NLC Police Fax #

NLC Police, West campus

NLC Police, South campus

NLC Police, North campus

Dial 9-1-1

972.860.4290

972.273.3304

972.273.3304

972.273.3299

972.860.7878

214.891.1311

972.860.4411

North Lake College Student Services

North Lake College information

972.273.3000

North Lake College Health Center

972.273.3170

Student Programs and Resources

972.273.3020

Disability Services

972.273.3165

North Lake College Counseling Services

972.273.3135

OFF CAMPUS

For Police/EMS/Fire services off-campus

Dial 9-1-1

Poison Control Center

800.222.1222

Domestic Violence Hotline

800.799.7233

Sexual Assault Services

Dallas County Rape Crisis Center

214.590.0430

National substance/alcohol abuse hotline

800.662.4357

TRANSPORTATION (DART)

214.979.1111

Airporter

214.334.0092

Dallas Area Rapid Transit (DART)



North Lake College



Police Department

*Campus Crime Statistics
and Safety Information*

2010 - 2011



Published by:

North Lake College Police Department

5001 N. MacArthur Blvd., Suite C 204

Irving, TX 75038

www.northlakecollege.edu/resources/police.html

Welcome to the North Lake College Police Department

The Police Department at North Lake College consists of several service areas. All NLC police officers are Texas peace officers, licensed and certified through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). The North Lake College Police Department consists of 25 sworn officers including the Chief. All officers possess general powers of arrest. Specialized training to enable a better understanding of the nature of policing at a public college is mandatory for all officers.

Our patrol section consists of automobile, bicycle, T3, and foot patrol units. Patrol units respond to all calls for police service and the units are available 24 hours a day, 365 days a year. The marked patrol cars ensure high visibility while covering all areas of the North Lake College campus. The Patrol division provides around-the-clock protection of campus community members and resources on property owned or controlled by North Lake College.

The investigations division is assigned to conduct follow up investigations and file criminal cases on all offenses reported to North Lake College Police Department.

The NLC Police Department has memoranda of understanding with extra-jurisdictional law enforcement agencies for additional police assistance when required.

The North Lake College Police Department has jurisdiction on all campuses and property owned or controlled by North Lake College. The North Lake College Police Department has interagency agreements with other police agencies in our service area, and other police agencies may respond to the North Lake College main campus or satellite locations upon request by North Lake College Police.

All offenses, safety hazards, and police related incidents occurring on North Lake College Campus or college controlled property should be reported to North Lake College Police.

The North Lake College Police Department is responsible for reporting, investigating, and disseminating information on all offenses, incidents, injuries and emergency situations to the appropriate college authorities and/or outside agency. All offenses or incidents reported to North Lake College Police will be investigated and handled in an appropriate and timely manner.

Other services provided by North Lake College Police to the campus community include personal escorts to vehicles, vehicle jump-starts, vehicle un-locks, assistance with flat tires, injury/accident response/investigation, and emergency medical assistance.

The North Lake College Police Department also maintains a "Lost and Found" service to help students locate lost property.

Crime Prevention

The NLC Police Department's Role

The goal of the North Lake College Police Department is to maintain a safe and secure teaching and learning environment for students, faculty, staff, and visitors. The North Lake College Police Department conducts annual crime prevention programs for all staff and faculty members, student orientation classes, and staff development programs. The department also provides faculty, staff and students with information about services offered by the North Lake College Police Department. The goal of all crime prevention programs and presentations is to encourage students and employees to be aware of their responsibility for their own safety. In addition to crime prevention seminars, information is disseminated to students and employees through crime prevention flyers, the NLC Police website (www.northlakecollege.edu/resources/police.html), and NLC Police information booths at student events throughout the year.

Personal Safety Tips

- Be aware of your surroundings at all times.
- Report suspicious persons or activities to North Lake College Police while on campus, or your local authorities while at home.
- Lock up wallets, purses, jewelry, and other valuables, while using the NLC athletic facilities.
- Report safety hazards, unsafe lighting, and defective equipment you observe at NLC to North Lake College Police.
- Know where you are, know where you are going, what to expect, and have your car keys ready as you approach your car.
- Remember that most crime is committed in response to opportunity, so the best prevention is to eliminate opportunities.
- Lock your vehicle, never leave the keys in the ignition, and never leave valuables in your vehicle in plain view.

Emergency Notification Procedures

- North Lake College has procedures in place to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. These procedures contain a “layered approach” to emergency notification, including emergency alert voice/text notifications, public address announcements, Novel “blasts” to all on-campus computer users, and phone speaker broadcast systems.
- Taking into account the safety of the community, NLC will, without delay, determine the content of the notifications and initiate the notification systems, unless the notification will, in the professional judgement of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.
- NLCPD will confirm the existence of any significant emergency, determine who to notify, determine the content of the notification, and initiate the notification systems.
- NLCPD, in collaboration with the NLC Crisis Communications group, is responsible for carrying out this process. Members of the Crisis Communication group include the College President, Chief of Police, the Director of Marketing and Public Information, the Director of Human Resources, and the department heads or chief contact in the affected area.
- The Crisis Communication group shall determine if emergency information, originating from within NLC, is deemed necessary for dissemination to the larger community.
- NLCPD shall test the College emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one drill per semester, including day, evening, and weekend classes. The PD will document a description of the exercise (drill) as well as the date and time of the exercise and whether it was announced or unannounced.

Building Access and Evacuation Procedures

Access

Hours of operation may vary. Generally the campus is open from 6:00 a.m. until 11:00 p.m., Monday through Friday. Saturday and Sunday, the campus is open from 6:00 a.m. until such time as classes in individual buildings have ended for the day.

During periods when the college is closed (at nighttime) only faculty and staff, and contractors are allowed to enter the college, after informing college police of the location where the person(s) can be located in case of an emergency. In the case of extended campus closings, the college police will only allow persons with prior written approval to enter the campus.

The campus facilities such as soccer fields, and baseball diamonds are for reserved use only. You may contact the Athletic Department at (972) 273-3518 for information. Tennis court and putting green access is limited to those classes having priority access.

Soliciting on campus or posting advertisements or fliers on vehicles is prohibited. Please report violations to college police as soon as possible.

Emergency Call Boxes

Emergency call boxes are located throughout the campus. In the parking lots and other exterior campus areas, the emergency call boxes are marked with a blue light above them. Inside the campus, call boxes can be found in hallways and inside all elevators.

Call Boxes (Cont'd)

The interior callboxes are white in color. Callboxes are activated by pressing a button to speak to a police dispatcher and releasing to listen. When the police dispatcher responds, state the nature of your emergency or need for police assistance. Call boxes are monitored and answered by central police dispatch 24 hours a day.

Emergency Evacuation Procedures

Do Not Use Elevators

**All Alarms should be considered
“Real”**

Fire Alarm Procedure (Exit all Buildings)

Fire evacuations are signaled by a **High Pitched Continuous Buzzer**, followed by automated verbal commands. **Leave the building immediately** and walk away from the building to a distance of at least 300 feet. Do not re-enter evacuated buildings until issued an “All Clear” by College Police or CERT member.

Tornado, or Hazardous Weather Alarm Procedures (Remain in Buildings)

Tornado or other exterior hazards are signaled by **A Series of Repetitive beeps**, followed by verbal instructions given by NLC Police over the NLC Intercom system. Go to a designated emergency shelter inside the campus immediately. **Do not leave the building.** Police will issue “All Clear” signal.

**North Lake College Crime Statistics
2010-2011**

**North Lake College Campus Crime Statistics
and Your Right to Know**

The North Lake College Police Department prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. In keeping with federal legislation, "The Crime Awareness and Security Act of 1990" "Clery legislation, (Title II, Public Law 101-542," as amended), the following information related to these incidents is published annually. This report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus, on off-campus buildings or property owned or controlled by the college, and public property within, or immediately adjacent to and easily accessible from the campus. Campus crime statistics include those offenses reported to other law enforcement agencies for the areas immediately adjacent to and accessible from the campus or non-campus locations. Each year, notifications are mailed to all enrolled students, faculty, and staff that provides the website URL to access this report on the Internet. Copies of the report may be obtained by current or prospective students, faculty and staff, at the North Lake College Police Department Office, which is located at 5001 N. MacArthur Blvd., Building C, Suite 204, Irving TX, 75038.

Legend:

OC - On Campus - Any Building or property owned or controlled by a school within the same reasonably contiguous geographic area and used by the school in direct support of or in a manner related to its educational purposes and, property within the same reasonably contiguous area that is owned by the school but controlled by another person, frequently used by students, and supports the school's purposes (such as a food or other retail vendor).

NCP - Non-campus building or property - Any building or property owned or controlled by the school, that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students.

PP - Public Property -All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the same campus or immediately adjacent to and easily accessible from the campus. This would not include, for example, highways that are adjacent to the campus, but that are separated from the campus by a fence or other man-made barrier. A school may use a map to visually illustrate the areas included in the definition of its campus.

North Lake College has no residential living facilities on campus

Hate Crimes

There were no reported hate crimes for the years 2008, 2009 or 2010.

2010 Offenses	OC	NCP	PP
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Liquor Law Violation/Arrests	0	0	0
Drug Law Violations/Arrests	0	0	0
Weapons Law Violations/Arrests	0	0	0
Liquor Law Violation/Judicial Referral	0	0	0
Drug Law Violation/Judicial Referral	1	0	0
Weapons Law Violations/Judicial Referral	0	0	0
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2009 Offenses	OC	NCP	PP
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violation/Arrests	0	0	0
Drug Law Violations/Arrests	0	0	0
Weapons Law Violations/Arrests	0	0	0
Liquor Law Violation/Judicial Referral	2	0	0
Drug Law Violation/Judicial Referral	0	0	0
Weapons Law Violations/Judicial Referral	0	0	0
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2008 Offenses	OC	NCP	PP
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	1	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Violation/Arrests	0	0	2
Drug Law Violations/Arrests	0	0	0
Weapons Law Violations/Arrests	0	0	0
Liquor Law Violation/Judicial Referral	1	0	0
Drug Law Violation/Judicial Referral	1	0	0
Weapons Law Violations/Judicial Referral	0	0	0

North Lake College Driving and Parking Regulation

Speed Limits

The speed limit on college roadways is 20 miles per hour. In parking lots, the speed limit is reduced to 10 miles per hour.

Accidents

If you are involved in an accident while at the North Lake College Campus, contact the North Lake College Police immediately. The police department response may include other emergency responders when necessary, such as the fire department or emergency medical services (EMS).

Parking Areas

Parking for students, staff, faculty, and visitors is located on the North, and South areas of the campus. Student parking in areas designated as reserved parking, the "Faculty/Staff Parking Lots," T-Drive, or N-Drive is prohibited. Vehicles must be parked in designated parking spaces. Designated parking spaces consist of a parking space "between two white lines". Parking for disabled individuals is available in designated areas. Vehicles parked in designated handicap parking must clearly display the appropriate placard, decals, or license plates.

Parking /Driving Violations

The North Lake College Police issue citations for violation of college parking policies including handicap parking, parking in loading zones, fire lanes, restricted areas, on the grass, in stripped zones, walkways or roadways, double parking, and parking in reserved areas without a decal. Reserved parking spaces for administrators, faculty, and staff are marked with signs. Campus police enforce all traffic laws of the State of Texas and City of Irving ordinances. Citations issued can be either campus citations or municipal citations.

Parking Decals

Parking decals are available at the police office, located in Building C, Suite 204 and in the Student Resource Center. Parking decals are required for all students, faculty, and staff.

College Policies

Firearms/Weapons Policy

Firearms and other weapons are strictly forbidden on North Lake College property, including all buildings and grounds, and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person, including a person who procures a license to carry a handgun under the Texas Concealed Handgun Law.

Sale or use of Dangerous Drugs on Campus

North Lake College complies with federal and state laws, which prohibit the use, possession, and sale of illegal drugs. This includes the federal "Drug Free Schools and Communities Act." The sale or use of dangerous drugs is not permitted on campus. Prosecution by law enforcement authorities may result from drug violations.

Sale or Use of Alcoholic Beverages on Campus

North Lake College complies with all federal and state laws as well as the rules and regulations promulgated by the Board of Trustees of the Dallas County Community College District. The possession and use of alcoholic beverages may result in prosecution of any individual found in violation of the Texas Alcoholic Beverage Code and/or policies of the DCCCD.

Drug and Alcohol Abuse Education Programs

North Lake College complies with the requirements of Section 1213 of the Higher Education Act of 1965, as amended, by annually distributing to students and employees written documentation regarding the availability of Drug and Alcohol Awareness Programs. In addition, the College Health Center provides related programs, health fairs, and special events during the course of each semester to promote further awareness on these issues.

Counselor Crime Reporting Procedures

Licensed counselors, including pastoral counselors, are not considered Campus Security Authorities and are exempt from reporting requirements, however they are encouraged to report crimes for inclusion in the annual campus security report.

Sexual Assault Policy

Reporting a Sexual Assault

If you have been a victim of sexual assault, you are strongly encouraged to report the incident to the college police department, Assessment and Advisement Center, the Health Center, or other college official with significant responsibility for student activities and welfare. When you contact any of these offices, you will be given specific information regarding how to bring formal charges. You have the option of pursuing your allegations through the Student Code of Conduct, the criminal justice system, or both. The procedures for an on-campus disciplinary action are the same as those for any alleged violation outlined in the Student Code of Conduct. In addition to criminal prosecution, the college may impose sanctions against the violator under the Student Code of Conduct.

If you are a victim of sexual assault, you are eligible for and encouraged to take advantage of the counseling services offered by the Assessment/Advisement Center, Human Resources Center, or the Health Center located on Campus. Referrals to other community support services may be made when appropriate.

If the assault occurs on campus, call the college police as soon as possible (9-1-1 from campus phone, 972.860.4290 from your cell). If the assault occurs off campus, call the local authorities (9-1-1). If an assault occurs, don't change clothes or bathe. All physical evidence, including, any objects with which the suspect comes into contact, i.e., surfaces that can be swabbed for DNA evidence, seminal fluids, hair, blood types, and scrapings of flesh from the victim's nails may be used in court.

Accessing the Registered Sex Offender Database

In accordance with the "Campus Sex Crimes Prevention Act" (CSCPA) of 2000, which amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act," the Jeanne Clery Act and the "Family Educational Rights and Privacy Act," North Lake College Police provides a link to the Texas Sexual Offender DataBase. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. You may obtain sex offender information provided by the State of Texas at the following website:

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

Dissemination of Crime Information and Timely Warnings

Reporting Criminal Activity or other Emergencies

To report an on-campus crime: Contact NLC police department, dial 9-1-1 (emergencies or non-emergencies) or by using the emergency callboxes in building hallways and on parking lots (blue light). Any suspicious activity or person seen in the parking lots, loitering around vehicles or in and/or around building should be reported to the police department. In addition, you may report a crime to the following areas:

Title	Phone	Central Campus Location
Vice-President for Student Services	972.273.3135	G-535
Director, Counseling Services	972.273.3333	A-430
Director, Health Services/SPAR	972.273.3170	C-200
Director, Athletics	972.273.3518	F-203

or any other college official with significant responsibility for student activities at any NLC location.

To report off-campus crime: Dial 9-1-1 for your local police agency. NLCPD and the Irving, D/FW, and Coppell police departments have various mutual aid and working agreements in place. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions.

North Lake College Police Department Responses

North Lake College Police will immediately dispatch an officer to investigate suspected criminal activity. Responses include but are not limited to:

- dispatch of one or more uniformed officers.
- investigation of all reports.
- arrest and filing of charges, depending upon circumstances of the offense.
- victim referral to assistance organizations, both on and off campus.

Notification of Ongoing or Continuing Threats to Public Safety

Every effort is made to keep the college community apprised of crime problems confronting the campus community. When, in the judgment of the College Chief of Police, a situation arises which constitutes an ongoing or continuing threat to public safety, an immediate warning will be issued through the college email system and/or the SkyTel emergency notification system, to students, faculty, and staff; the campus newspaper *The News Register*, and through electronic bulletin boards around the campus. In urgent situations, the college police will confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the emergency notification system. This system and its attendant emergency response will be tested at least once per calendar year. Timely warnings will be issued by the police department should an incident constitutes an ongoing threat to the campus.

* Licensed and pastoral counselors are exempt from reporting requirements.