



Student Handbook Addendum I 2014-2015

Campus Crime and Security Plan – Revision of Page 31

Campus Crime and Security Plan

Parker University has a campus Security Department responsible for providing a safe educational environment to our students, staff, and faculty. Security strives to accomplish this through various methods and resources; by using around the clock uniformed security officers, aided by interior and exterior cameras, with a six-foot-high perimeter fence to promote a physical and mental barrier.

Security also manages the property by enforcing parking regulations, making frequent patrols, assisting students with reports of any emergencies or criminal acts, and support local law enforcement with major events.

Crime Reporting

When security personnel are notified of an emergency or criminal act, the Security Officer or Director will determine whether local law enforcement will be needed to assist or if the Security Department will provide the full service.

For the safety of all, we strongly encourage our students, staff, and faculty to immediately report all suspicious activity and/or criminal acts. As an alternative you may also report criminal activity to deans, directors, student organizations, and local law enforcement but please ensure that Security is notified.

For accurate and prompt reporting of all crimes:

- Report criminal incident in an accurate and timely manner.
- Security will prepare and complete a written crime report of the incident.
- In the event an individual cannot get in touch with security call 7911.
- Assist in notifying the appropriate law enforcement agency.
- Reports will be forwarded to the appropriate offices, for review and potential action.

Security Department
2619 Electronic Ln Suite 102

O) 214.902.2405
C) 214.902.3440
E) Campus Security - 7911
E) Dallas Police - 911

In compliance with the Jeanne Clery Disclosure and Annual Security Report, the Security Department will compile and maintain the incident reports for public view; that report is maintained at the Security Department for review. In addition, the Report is distributed by e-mail and can be accessed on MyParker under the Student Life tab.

Access to Campus Facilities

Parker University facilities are open to students, employees, visitors and contractors. There are four gated entrances to the main campus. The accessibility to the property will vary due to safety and security measures with individual buildings open for study, activities, seminars, and scheduled classes.

https://myparker.parkercc.edu/ics/Campus_Life/Security/Parking_Maps/

Many of our staff and faculty are assigned keys to enter their area of need with limited access during non-business hours, this requires prior notification, or by admittance of the Security Department. Security Officers use the traditional lock and key to secure buildings and gates. The majority of our campus entrances are equipped with CCTV, in addition to intrusion and fire protection systems. There are additional properties adjacent to the main campus. These properties are also gated, protected, and patrolled by campus security.

Gate Location & Hours

Main Gates

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gate	7:00 am – 6:00 pm	Walnut Hill Ln
Northwest Gate	7:00 am – 6:00 pm	Ables Ln.
Southwest Gate	6:00 am – 5:30 pm	Ables Ln.
South Gate	4:30 am – Midnight	Electronic Ln

<u>Weekends</u>	<u>Times</u>	<u>Locations</u>
South Gate	6:00 am – 8:00 pm	Electronic Ln
All other gates closed.		

Bridge Gates

<u>Monday – Thursday</u>	<u>Times</u>	<u>Locations</u>
North Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot
South Bridge	5:00 am – 6:00 pm	Main Campus/Creek lot

<u>Friday</u>	<u>Times</u>	<u>Locations</u>
Bridge Gates	5:00 am – 3:00 pm	Main Campus/Creek lot
Closed on weekends		

Clinic Gates

<u>Monday – Friday</u>	<u>Times</u>	<u>Locations</u>
North Gates (2)	7:00 am – 8:00 pm	Electronic Ln
West Gates (2)	7:00 am – 8:00 pm	Electronic Ln

<u>Saturday</u>	<u>Times</u>	<u>Locations</u>
North Gate	9:00 am – 1:00 pm	Electronic Ln
West Gate	9:00 am – 1:00 pm	Electronic Ln
Closed on Sunday		

Building Schedules

North Building	6:00 am – 10:00 pm	Monday, Tuesday, Thursday
	6:00 am – 9:00 pm	Wednesday
	6:00 am – 6:00 pm	Fridays
	9:00 am – 4:30 am	Saturday
	12:00 pm – 6:00 pm	Sunday

South Building	4:30 am – 12:00 am	Monday - Friday
	6:00 am – 8:00 pm	Saturday - Sunday

East Building	6:00 am – 7:00 pm	Monday - Friday
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Activity Center	5:00 am – 9:00 pm	Monday – Friday
	10:00 am – 5:00 pm	Saturday
	10:00 am – 5:00 pm	Sunday

Campus Safety Inspections

- All outside lights are checked by security each evening, and bulbs replaced as needed;
- All fire exit lights are checked by security once a week and replaced as needed;
- Sprinkler systems are checked by Facilities Maintenance once a year and repaired as needed;
- All fire extinguishers are checked by the Maintenance Department once a year and replaced if needed;

- All smoke detectors are checked by the Life Protection Company once a year and replaced as needed;
- All classrooms, their doors and all rooms are checked after closing each night by security;
- Motion detectors are installed in most hallways.

Safety Awareness

The following programs will be utilized to inform students about campus security procedures and practices, to encourage students to be responsible for their own security and the security of others and to inform students about the prevention of crimes as well as safety awareness.

1. Student orientation program
2. Student Handbook
3. Safety awareness information is broadcast on PIN (Parker Information Network-TV Monitors) on a periodic basis.
4. Programs may be given during an Assembly, which all students may attend.

Timely Warning / Emergency Notifications

Parker University has a number of ways to communicate an immediate threat to the health and safety of our students and employees. In the event of an actual emergency, the Security Department will initiate the emergency response. The Incident Commander, Security Director, and IT Department will all have access to the BlackBoard Connect Notification System. The notification options will allow for alerts to be sent through phone messages, emails, and phone texts.

The decision for the method of notification depends on the type of threat it presents to the campus. Additional methods used for dissemination of information are the public address system and assemblies. The notifications are conducted without delay upon receiving confirmation from security or another appropriate entity; unless it is determined that such information will adversely impact the outcome of the event, victim, or compromise law enforcement efforts.

A notification of a significant emergency will be sent to the entire campus due to the close proximity of the buildings and the regular interaction of all members of the campus community.

Emergency Response

The moment of an "Emergency Notification" or "Timely Warning" will activate the Response Team Members to the designated command center. The Security Director, Incident Commander, and Provost will determine an appropriate response.

The Parker Executive Team will coordinate with the Incident Commander, Marketing Team, Human Resource, and IT Department in order to formulate and disseminate current information to the local news media, radio, and MyParker.

If either of the emergency alerts is deemed necessary and local law enforcement is called to the campus, they will take over the command and determine the course of action as deemed necessary.

It is also important to know the difference between an "Emergency Notification" and "Timely Warnings". A Timely warning can be used for crimes described in the Clery Act such as criminal homicide, aggravated assaults, sexual assaults, robbery, etc. The Emergency Notification is much broader and applies to an ongoing emergency that may have a prolonged and dangerous consequence to health and safety of others. Some examples used for the notification would be severe weather, gas leaks, hazardous chemical spills, active shooter, etc.

Anyone with information warranting a "Timely Warning" or "Emergency Notification" can contact one of the following numbers.

Name	Department	Location	Suite	Phone Number
Security	Security Office	Electronic Ln	102	214.902.2405
Provost	Provost Office	South Building	211	214.902.3486
Vice President College of Chiropractic	Academic Office	South Building	215	214.902.3447
Human Resources	Human Resources	South Building	102	214.902.2450
Dean of Student Affairs	Student Affairs	South Building	201	214.902.2422
Clinic Director	Academics	Irving Clinic	Office	214.902.3410

The decision to issue a campus wide evacuation is delegated to one of the following: Security Department, President, Provost, and Vice President of Business Affairs.

Inclement Weather

Each student will be notified of the cancellation of classes due to inclement weather through the campus alerting system. The BlackBoard Connect notification system will send an e-mail, voice mail, call, and text message with details regarding class cancellation. The Parker University main phone line will also have a pre-recorded message to inform students with school opening, class cancellations, and delays.

If the University closes for inclement weather, it will be broadcasted on radio stations KVIL (FM 103.7), Channel 8 (WFAA) or Channel 4 (KDFW) before 7:00 am. Students may also visit www.parker.edu where additional information will be posted.

Parking Regulations

All students, spouses, dependents, faculty, and staff parking on any property owned, rented leased or otherwise controlled by Parker University are subject to parking regulations.

All students, faculty, and staff, who park a motor vehicle on University property or other designated parking areas, must register their vehicle, and display a parking permit on the vehicle.

Students must register their vehicles at registration or within twenty-four hours of parking on campus. Students are required to furnish vehicle information at each Registration. If the information is unattainable, the Security Director will verify the vehicle information to issue a parking permit. Parking permits could be denied due to lack of information provided by a student.

The permit must be affixed to the passenger lower inside corner of the front windshield. Registration of motorcycles is required but no parking permit is required.

- Trimester I – II will receive a blue parking permit for the East Annex parking lot.
- Trimester III and above will receive a yellow parking permit for the Main Campus.

Replacement of a Parking Permit

If a parking permit is damaged/or a change in vehicle occurs; a replacement permit may be obtained in the Cashier's Office. The replacement permit is required on the first day the vehicle is on campus. Failure to do so will result in issuance of a parking ticket.

Temporary Parking Permit

Temporary parking permits are available in the Cashier's Office. This parking permit allows a person who has borrowed or rented a vehicle to park on campus. The permit will indicate the number of days a vehicle may park with the temporary parking permit. The temporary permit is required on the first day the vehicle is on campus.

Handicapped Permit

Handicapped parking permits are available in the Cashier's Office. This permit may be assigned to a person with an injury or medical condition. The handicap permit is required on the first day the vehicle is on campus.

Spouse of Dependent Parking

When parking at the Chiropractic Wellness Clinics, a spouse/dependent must obtain a permit at the front desk of the respective clinic. The student of the spouse/dependent may obtain a permit up to one week in advance in the Cashier's Office. The student is responsible for violations of parking regulations by their spouse or dependent.

Parking Guidelines

Tri I-II Students (East Annex Parking Lot; AKA: "Creek Lot")

Monday – Thursday

- 5:00 am to 6:00 pm / park in East Annex Parking Lot
- 3:00 pm to 6:00 pm / students may move their vehicle to the main campus.

Friday

- 5:00 am to 3:00 pm / park in East Annex Parking Lot
- 12:00 pm to 3:00 pm / students may move their vehicle to the main campus.

Saturday – Sunday

East Parking Lot Annex is closed on the weekends. All parking spaces are available on the main campus.

Tri III and Above Students

Monday – Friday

- 4:30 am – 6:00 pm / park on main campus in yellow unnumbered spaces or on the East Annex Parking Lot
- 6 pm – Midnight students may park in any numbered or unnumbered spaces

Saturday and Sunday

All parking spaces are available on the main campus.

Clinic Parking: Parking is available to student spouses, immediate family members, and dependents with a clinic parking permit. The parking permit can be picked up at the clinic front desk.

Parking Costs

The parking fee for students is \$25 per trimester (bicycles excluded). All students must register their vehicle with the University.

Parking Violations

Students, faculty and staff parking in other than designated parking locations without a permit will result in a parking violation.

All members of the University will adhere to the rules outlined in the Parking Guidelines "unless" otherwise directed by the Security Director.

Vehicles may not park overnight or for the entire weekend without prior approval from the Security Director. An overnight form can be picked up in the Security Department.

Vehicles parked in the fire lanes are subject to being booted and/or towed at the owner's expense.

Vehicles parked in handicapped or maintenance spaces without a permit are subject to being booted and/or towed at the owner's expense.

It will also be a violation of parking regulations to not properly display a parking permit, temporary permit or clinic permit.

Providing false or misleading information concerning motor vehicles will result in a parking ticket with a fine of \$50.

Moving Violations

It will be a moving violation for any student, faculty, staff member or their spouses or dependents to:

1. Exceed speeds of 10 mph on University property.
2. Operate a vehicle or bicycle in an unsafe manner.
3. Fail to report a collision with another vehicle on University property to Security or the Student Affairs office within one working day of the incident.
4. Fail to stop at a stop sign.

Fines for Vehicle Violations

1. Vehicle which must be identified through the Department of Motor Vehicles - \$15
2. Ticket fines (number of tickets accumulate):
 - First Ticket - \$5
 - Second Ticket - \$10
 - Third Ticket - \$20
 - Fourth Ticket - \$30
 - Fifth Ticket - \$50
 - Sixth Ticket - \$100
 - Each Additional Ticket - \$100

NOTE: Vehicle may be booted upon receiving three tickets for not having a valid parking permit. The fine is the cost of the car boot \$50 and the accumulative cost of the three previous parking tickets.

3. Students must clear all tickets before they may register for the next trimester, obtain transcripts, grades, or graduate.
4. Employees will clear all tickets within 30 days or a written report will be placed in their Personnel file.

Weapons on Campus

While on Parker University property, no student is permitted to possess a firearm or weapon, instrument, or any material or device which could be used to inflict bodily harm or death against any person. This policy includes any individuals possessing a valid permit to carry a firearm or weapon.

Concealed Carry of a firearm is not permitted by any student while on Parker University property.