

Laredo College Police Department



2022 Annual Security and Fire Safety Report

To: LAREDO COLLEGE Community and Visitors

From: Jaime J. Castro, Interim Chief of Police

The Laredo College Police Department wants everyone who attends our prestigious and historic College Campuses to feel safe and secure while continuing to expand and enhance their educational goals. While the job of maintaining that high level of safety falls on the responsibility of our Laredo College Police Officers, it is the solemn duty of every Laredo College Employee, Laredo College Student, and the countless visitors that attend our institution on a daily basis to assist in reporting any and all suspicious activity or persons to our Police Department. Cooperation is the key to success and this can be achieved to the highest level of perfection if we all work together.

We encourage you to read our Annual Security and Fire Safety Report detailing information on our institution's commitment to maintaining a safe and secure environment for its students, faculty, staff and visitors.

Thank you and welcome to Laredo College!

Sincerely,

Jaime J. Castro,

Interim Chief of Police

jaime.castro@laredo.edu

Office: 956-721-5303

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LAREDO COLLEGE POLICE DEPARTMENT

MISSION STATEMENT

The mission of the Laredo College Police Department is to provide a safe and secure environment to everyone person who attends this prestigious institution.

This mission is successfully carried out through the fundamentals of education, service to others, and professionalism. The continued support of all Laredo College Community members along with members of the Law Enforcement Community is vital to this mission.

It is the department's vision that all those who enroll at Laredo College receive the highest level of safety and security, while attending our college campuses. Our Police Officers are committed to providing the highest level of Integrity, Professionalism, Respect, Ethics and Dedication to service. Each Police Officer will follow the simple platform of SERVICE.

Safety

Ethics

Respect

Values

Integrity

Courtesy

Excellence

THE CLERY ACT REQUIREMENTS

Laredo College shall collect information each year on campus crime statistics and prepare, publish and distribute an Annual Security and Fire Report through appropriate publications, mailings, or electronically to all current students and employees, and to any applicant for enrollment or employment. Upon request, a paper copy of the Annual Security and Fire Report will be provided as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Laredo College shall make available to the Department of Education the information required to be reported. A paper copy is available at the Human Resources Office at the Ft. McIntosh Campus and Library, Student College Center and Campus Police at both campuses. The Ft. McIntosh campus is located at West End Washington St. Laredo, Texas 78040. The South Campus is located at 5500 South Zapata Hwy. Laredo, Texas 78046. The Campus Crime statistics are also available on the internet at <http://ope.ed.gov/security>, an electronic copy of the Annual Security and Fire Report is available at www.laredo.edu/campuspolice.

POLICE AUTHORITY

Laredo College Police Officers are certified Texas Peace Officers as defined in Article 2.12 of the Texas Code of Criminal Procedure and Laredo College Board Policy CHA (Local) **FFDA (LOCAL)** **FFDA (LEGAL)**. As certified peace officers, Laredo College Police Officers have full authority to make criminal and traffic arrests.

We provide crime prevention and control, criminal investigations, traffic and parking supervision, physical plant security, emergency first-aid treatment, disaster coordination, maintenance of public order and other related services.

The officers of the department are responsible for the enforcement of all state and local laws. The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while maintaining the autonomy of the College. The Laredo College Police Department is vested with all the powers, privileges, and immunities of peace officers under Texas Education Code 51.203.

The College will employ and commission peace officers to maintain law and order. Campus Police Officers will carry a weapon while on duty.

The primary jurisdiction of peace officers so commissioned includes all counties in which property is owned, leased, rented, or otherwise under the control of the College. Any person commissioned under this provision must be a certified police officer under the requirements of the Texas Commission on Law Enforcement and the Texas Education Code Chapter 51.203.

OUR OFFICERS AND THEIR TRAINING

All of our sworn officers meet the Texas Commission on Law Enforcement requirements. This training includes:

- Alcohol and Beverages Code
- Arrest, Search and Seizure
- Basic First-Aid and CPR
- Civil Disturbance and Dealing with Emotionally Disturbed Persons
- Crime Scene Investigations

- Firearms
- Interviewing, Fingerprinting and Police Photography Skills
- Patrol Techniques & Defensive Driving Tactics
- Physical Training
- Police Report Writing
- Police Role in Society
- Texas Criminal Law
- Texas Family Code
- Texas Traffic Law
- Use of Force
- U.S. Constitution

INTERAGENCY RELATIONSHIPS

- We have a staff of part time police aides.
- We have a dual computerized reporting system between Laredo College and the Texas Department of Public Safety (Texas Crime Information Center).
- We have a multi-frequency communications system that enables our dispatcher to be in communication with the Webb County Sheriff's Department and the Laredo Police Department that will assist our department when requested.
- When on foot patrol, officers provide a consistent and visible presence on campus. Through foot patrol, officers are easily accessible and are often able to deal with community concerns before they ever receive a call from a police dispatcher.
- We have fully marked automobiles and four wheel vehicles that allow flexibility and mobility in patrolling the campus area.
- We have a Dispatch Center that monitors a variety of alarm systems including fire, intrusion, hold-up and trouble to assist our officers in patrolling the campus.
- Our department has a Memorandum of Understanding (MOU) with the Laredo Police Department and the Webb County Sheriff Department. In addition we have a close working relationship with Texas A&M International University Police Department, University of Texas Health Science Center Police Department, Laredo Independent School District Police Department, United Independent School District Police Department, Texas Department of Public Safety and the United States Border Patrol. We exchange crime-related information with these and other agencies. We assist them when needed and call on them for assistance in return. We also have direct access to the National Crime Information System through the FBI in Washington D.C.

REPORTING CRIMES AND EMERGENCIES

Definitions of Geography:

On-Campus: 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 purposes, including residence halls; and any building or property that is owned by the institutions but controlled by another person, is frequently used by students, and supports institutional purposes.

**Statistics for College residential facilities for students are recorded and included in both the all on-campus category and the on-campus residential only category.*

Non-Campus Building or Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the College.

On-Campus

- The Laredo College Police Department is staffed 24 hours a day 7 days a week, individuals are encouraged to report a crime in person at the Ft. McIntosh Campus Police Building (P64) or by calling ext.5303 or (956) 721-5303, or South Campus Police Building (Academic Advanced Technology Center C126) at ext.4303 or (956) 794-4303.
- Every incident is investigated by a professional full-time police officer.
- Our follow-up activities strive to identify and prosecute criminals, recover stolen property, and obtain restitution.
- In case of an emergency on campus dial 111 from any campus landline phone. Calls will go directly to Campus Police.
- Officials at Laredo College who oversee or have responsibility for student housing, student activities, student discipline or judicial proceedings to include, but not be limited to, deans, athletic directors, coaches and faculty advisors, are considered official **Campus Security Authorities (CSA)** and must report crimes of which they become aware of. Examples of a **(CSA)** are the following:

| | |
|---|----------------|
| • Office of the President | (956) 721-5101 |
| Associate Dean of Students/Title IX Coordinator | (956) 794-4988 |
| Student Success Center (Ft. McIntosh) Student | (956) 721-5135 |
| Success Center (South Campus) Student Life (Ft. | (956) 794-4135 |
| McIntosh) | (956) 721-5174 |
| Student Life (South Campus) | (956) 794-4178 |
| Community and Media Relations | (956) 721-5140 |
| Campus Police (Ft. McIntosh) | (956) 721-5303 |
| Campus Police (South Campus) | (956) 794-4303 |
| E-Athletics Department | (956) 721-5179 |
| Counseling Department | (956) 721-5135 |

- All crimes reported to Campus Police or reported to local law enforcement agencies reflecting crimes that are reported to have occurred on campus property or public property are also reported, if available, in the Annual Security and Fire Safety Report.
- Campus Police maintains a **Crime Log** that lists Clery reportable crimes. All crimes reported to Campus Police or the local police (if notified by the police department), which occurred on or adjacent to campus, by nature of crime, date, time and general location, and disposition of complaint (if known). (Certain information must be withheld to protect a victim or the integrity of a criminal investigation in progress). The **Crime Log** is available to the public during normal Campus Police Office business hours. Visitors can view a copy of the **Crime Log** upon request. All Campus Crimes are report to Laredo College Campus Police.

Confidential Reporting

Members of the College community may file a report confidentially on incidents, in which they are victims or witnesses to any **Campus Security Authority** or **Campus Police**. Their identity will not become part of the official police records system but it will be included in the Annual Security and Fire Safety Report if the description represents a crime subject to reporting. In most cases, it will not be possible for police to investigate confidential reports.

Professional counselors are not required to report crimes brought to their attention as part of the counseling process. However, these counselors do encourage the reporting of crimes brought to their attention as long as it does not compromise their counseling responsibilities.

Limitations on Reporting

Each postsecondary educational institution shall designate one or more employees as persons to whom students enrolled at the institution may speak confidentially concerning sexual harassment, sexual assault, dating violence, and stalking and inform each student enrolled at the institution of the designated confidential employees.

Designated Confidential Employees

A confidential employee designated under this section may not disclose any communication made by a student to the employee unless the student consents to the disclosure or the employee is required to make the disclosure under 19 Administrative Code 3.5(c), state law, or federal law.

Absent consent from the reporting student, an employee designated by the institution as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking shall only state the type of incident reported and may not include any information that would violate a student's expectation of privacy.

Education Code 51.252(c), .290(a), (c); 19 TAC 3.5(c), .14

Confidential Employees Under Other Law

Absent consent from the reporting individual, an employee who receives information regarding an incident of sexual harassment, sexual assault, dating violence, or stalking under circumstances that render the employee's communications confidential or privileged under other law shall only state the type of incident reported and may not include any information that would violate an expectation of privacy.

Education Code 51.252(c); 19 TAC 3.5(c)

Off Campus

- A crime or emergency that occur off-campus should be reported to the police department having legal jurisdiction for that area by dialing 911.

OUR ASSISTANCE PROGRAMS

The following is a list of things we do for staff members, students and visitors to our campus. We are available 24 hours a day 7 days a week to provide these and other services.

- Maintain a vigorous college-wide safety program.
- Render emergency first-aid; our officers are Red Cross trained.
- Make emergency notifications on campus.
- Investigate traffic accidents.
- Give safety and law enforcement lectures.
 - Employee Orientations, ETAC Center
 - Student Orientations, Office of Student Life - Kazen Student Center
 - Classroom Lectures – Upon Request from Faculty
- Escort to vehicle or from building to building when safety requirements dictate.
- Manage campus parking.
- Open office doors in emergency situations after hours.
- Provide battery jumper cables and open locked cars.

ACCESS AND MAINTENANCE OF CAMPUS FACILITIES

Access

The Dean, Director, or Department Head is responsible for determining access to facilities under their control. Many campus buildings and facilities are accessible to members of the campus community, guests and visitors Monday through Friday during normal business hours. Buildings are locked on weekends, holidays and after hours to protect persons and property.

MAINTENANCE

The Physical Plant Department at Laredo College maintains the buildings, grounds, utility systems, and custodial services for Laredo College. They provide electricity, running water, waste disposal, landscape maintenance, building/office renovation, custodial services, and emergency repairs. Faculty and staff are encouraged to report maintenance problems to their respective supervisor or Physical Plant Department (956) 721-5148. Student athletes are encouraged to report housing facilities maintenance problems to their respective Coach. For after-hours emergency repairs, please contact Campus Police at (956) 721-5303.

Campus Police personnel closely monitor any security-related maintenance problems after hours, and report their findings to the appropriate college official. If necessary, they will stand-by until the problem is corrected.

Campus Police survey campus lighting nightly and monitor those areas having defective fixtures and report the deficiencies to the appropriate personnel for corrective action. The operation of the emergency telephones and the CCTV cameras is checked on a periodic basis.

AFTER HOURS BUILDING ENTRY

For their own safety, all employees having authorization to enter a campus building after hours, weekends, or holidays, must contact the Ft. McIntosh Police Dispatcher at ext. 5303 or (956) 721-5303 or in person or at South Campus Police dispatcher at ext. 4303 or (956) 794-4303 or in person. Persons not having a key requesting access to a building after hours will be required to show identification and approval from an authorized administrator through memo or email.

THE PUBLIC SAFETY CONCEPT

One of our basic concepts is that of providing the safest possible environment at and around the College. It is through the constant patrol by our police officers and police aides that we strive for this safe and tranquil college community.

The various services we offer to students, faculty, staff, and visitors help reduce unpleasant experiences and provide an environment conducive to learning and enjoyment of our beautiful campuses.

CRIME PREVENTION PROGRAM

The Laredo College Police Department conducts crime prevention and information sessions at each scheduled new student and staff orientation. Participants are encouraged to ask questions of a safety and security nature and are informed of means to receive or view the Annual Security and Fire Safety Report. Upon invitation, the campus police department provides crime prevention programming. Officers are encouraged to make unscheduled crime prevention contacts during daily patrols. Programs and services are designed to promote safety on campus through prevention, intervention, mitigation and response. The college provides programs and services, including:

- Counseling Center-assists in determining referral sources and provides confidential counseling services free of charge to students and they may be contacted at (956) 721-5135.
- New Student Orientation Programs-officers present information pertaining to safety and asset protection at new student orientation sessions.
- New Staff and Faculty Orientation Programs- officers present information pertaining to safety and asset protection at new staff and faculty orientation sessions.
- Crime Prevention and Personal Safety- officers present information pertaining to topics like personal safety, sexual assault education and prevention, automobile theft, identity theft and campus safety whenever requested by calling Campus Police (956) 721-5303.
- Lost and Found-lost and found property is turned into the police department office at each campus. Recovered property is securely stored for 30 days and you may claim lost property in the event it is turned in. Every possible attempt is made to return property to its legal owner if the owner can be identified.

An alarm system is located at the Laredo College Police Dispatch Office and is monitored by the dispatcher in the dispatch center. The alarm system provides a network of fire, intrusion detection and duress alarms for various campus buildings. Campus cameras and emergency phones are also monitored from the dispatch center.

Campus Police Officers constantly patrol the campus to assure a high level of personal safety and physical security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps or hand rails and any other condition which might detract from one's personal well-being. All such conditions are reported to the Physical Plant Department.

Campus Police Officers inform students and employees about the prevention and awareness of crime and parking regulations with brochures and presentations upon request.

- Rape
- Drugs
- Campus Safety
- Parking and Safety Regulations

Information is available on Campus at the following locations:

- LCPD Office (F.M. P-64)
- South Campus Police Office
- Special Service Office Counseling/Advisors Office
- As well as on line

YOU ARE THE MAIN INGREDIENT IN CRIME PREVENTION. Your efforts will greatly add to or detract from our efforts to keep criminal activity at the lowest possible level around campus. To that end, always keep in mind the following:

- Report all crimes and/or suspicious activities to the Laredo College Police Department;
- DO NOT leave books, jewelry, purses, wallets, backpacks or other valuables unattended
- DO NOT leave purses in desks or file cabinets unattended unless the cabinet or desk is locked
- Keep doors of unoccupied facilities locked at all times
- Take responsibility for your personal safety and property protection
- Always walk in groups

Remember, by always protecting your property, you reduce the opportunity for a criminal to commit a crime.

CRIME STOPPERS PROGRAM

The Laredo College Police Department benefits from the Laredo Crime Stoppers program. Anyone who has witnessed or has information about a crime can call Crime Stoppers (956) 727-8477. The call is confidential and the caller remains anonymous and could be paid up to \$1,000 that leads to an arrest.

Required training programs for students and employees on Title IX, Clery Act, VAWA and Save Act is provide through [EVERFI](#).

Title IX Safe Campus

To comply with legislative requirements for institutions receiving federal funds, Laredo College has established specific policies and procedures to address compliance with Title IX of the Higher Education Amendments of 1972 (20 U.S.C., Section 1681 Et. Seq. (Title IX)) which prohibits discrimination on the basis of sex in education programs or activities. Furthermore, sexual assault, dating violence, domestic violence, stalking and sexual harassment, are a form of sex discrimination which is prohibited by Title IX.

Laredo College complies with the legislative requirements with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), The Violence Against Women Act 2013 (VAWA) and the Campus Sexual Violence Elimination Act of 2013 (Campus SaVe). Any individual who has a complaint regarding Title IX prohibited behaviors needs to contact the Title IX Officer to address this complaint.

These policies and procedures apply to all students and employees at Laredo College.

Title IX General Information

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

The following General Information addresses Title IX definitions regarding Sexual Assault and other condition prohibited by the Title IX Law.

Sexual Harassment

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, nonverbal conduct when the conduct is so severe, persistent or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program and activities.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Sexual Assault

Sexual assault as defined in §106.30

Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

- **Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible—Nonforcible sexual intercourse.

- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Texas law.
- Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent of 17 years.

Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

(Citation: 34 CFR 668.46)

Domestic Violence

“Domestic violence” means violence committed by:

A current or former spouse or intimate partner of the victim;

- A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - Any other member of the victim’s family as defined by state law;
 - Any other current or former member of the victim’s household as defined by state law;
 - A person in a dating relationship with the victim as defined by state law; or
 - Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.
-

Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
3. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(Citation: 34 CFR 668.46)

Accused Party

A person who has been accused of committing an act of sexual harassment, sexual assault, dating violence, and/or stalking by a victim/alleged victim. **Cross reference with similar words: respondent, perpetrator.**

Complainant

A person who experienced, self-reported, or made a complaint of sexual harassment, sexual assault, dating violence, and/or stalking. **Cross reference with similar words: victim, alleged victim, survivor** - an individual who is a victim of sexual harassment, sexual assault, dating violence, stalking, and/or other sex offense, regardless of whether a report or conviction is made in the incident

Reporter

A person who reports incidents of sexual harassment, sexual assault, dating violence, and stalking to a postsecondary institution of higher education.

Responsible Employee

Pursuant to Title IX, a Responsible Employee is an employee of a postsecondary institution of higher education who has the authority to take action against an alleged violation of the sexual misconduct policy, who has been given the duty of reporting said allegations to the Title IX Coordinator, or whom an individual could reasonably believe has this authority or duty.

Responsible Employees may include:

All supervisors, university officials, and administrators

- All coaches and other athletic staff that interact directly with students
 - All employees who work in offices that interact directly with students
 - Professors, adjuncts, lecturers, and all other faculty members who instruct students
 - Academic advisors
 - Graduate research assistants
 - Residential staff, including resident assistants
-

Student

Any enrolled student as defined by the postsecondary institution of higher education's student handbook or equivalent.

Gender –Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Incapacitation

An individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired, asleep, unconscious, and/or unaware that sexual activity is occurring. Incapacitation may also result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include confusion, slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

Consent

Consent is defined as a clear "yes" either verbally or through action by both parties. Consent cannot be given by someone who is incapacitated through sleep, drugs, alcohol or certain physical or mental impairments. Consent cannot arise from the use of coercion, force, intimidation or threat.

For additional information about resources, options and about filing a complaint, see the Laredo College 2020-2021 [Resource Title IXGuide](#)

Title IX Institutional Policies

For information related to Title IX institutional Policies please access Laredo Colleges Website (www.laredo.edu) – select tab – “[About LC](#)” – select [Manual of Policy](#) – Select [Policy Online](#).

The following LC Institutional Policies address Title IX information:

Board Policy can be downloaded at the following link [Policy](#) or at the links below.

| Students | Employees |
|------------------------------|------------------------------|
| FFDA (LEGAL) | DAA (LEGAL) |
| FFDA (LOCAL) | DGBA (LEGAL) |
| FFDB (LEGAL) | DIAA (LEGAL) |
| FFDB (LOCAL) | |
| FA (LEGAL) | |
| FLD (LOCAL) | |
| FLB (LOCAL) | |

For additional information about resources, options and about filing a complaint, see the Laredo College 2020-2021 Resource Title IX Guide

Process for Filing a Complaint with the U.S. Department of Education - Office of Civil Rights

Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigating complaints of discrimination. A victim of discrimination or harassment is encouraged to use the college's internal complaint process. Persons believe they have been discriminated against or harassed may seek assistance from government agencies including the U.S. Department of Education, Office of Civil Rights.

Click here to [U.S. Department of Education, Office of Civil Rights](#) website

The OCR office for Texas is located at:

Office for Civil Rights

The OCR National Headquarters is located at:

**U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100**

Process for completing a Title IX Campus Incident Report

Any student or LC employee who believes they are the victim of sexual assault, dating violence, domestic violence, stalking and/or sexual harassment can report this information to the appropriate Title IX Coordinator, any faculty, administrative/professional or classified staff member. Title IX Campus Incident Report will adhere to Title IX policies and procedures.



We have adopted STOPit, a technology platform that will help mitigate, deter, and control harmful and inappropriate behavior as well as help create a positive and safe learning environment for our campus community. STOPit will be an integral part of our effort to deter and mitigate risks associated with sexual harassment and assault, Title IX, the Clery Act, hazing, violence, and other threats to student safety.

Use this access code to activate the STOPit app:

Students: PALOMINOS

Employees: LAREDO

You can download STOPit for free from iTunes or Google Play

| | |
|------------------------------|-------------------------------|
| Download on the App Store | ANDROID APP ON Google Play |
|------------------------------|-------------------------------|

A Title IX Campus Incident Report can be directly submitted to the following individual:

| Student | Employee |
|--|--|
| Laredo College | Laredo College |
| Associate Dean of Students | Senior Director of Human Resources & Safety |
| Title IX Coordinator | Title IX Coordinator |
| Raquel A. Pena | Veronica G. Cardenas |
| West End Washington Street | West End Washington Street |
| Laredo, TX 78040 | Laredo, TX 78040 |
| (956) 794-4988 | (956) 721 -5138 |
| rapena@laredo.edu | veronica.cardenas@laredo.edu |

Laredo College Safe Campus Title IX Committee Members

Co-Coordiators

Raquel Pena - Associate Dean of Students/Title IX Coordinator - Students
Veronica Cardenas - Senior Director of Human Resources & Safety - Employees

Deputy Coordinators

Priscilla Medina, Deputy Title IX Coordinator for Students - (for complaints involving students)
Araceli Lozano, Deputy Title IX Coordinator - (for complaints involving faculty and staff)
Maria I. Royster, Deputy Title IX Coordinator - (for complaints involving vendors)
Beatriz Gutierrez, Deputy Title IX Coordinator - (for complaints involving south campus)
Cindy Elizalde, Deputy Title IX Coordinator - (for complaints involving community education)

Course materials used to train individuals involved in the investigation and resolution of Title IX allegations at Laredo College

[Title IX Regulations](#)

[Department of Education, Office for Civil Rights Webinar: Title IX Regulations Addressing Sexual Harassment](#)

[OCR Webinar on New Title IX Protections Against Sexual Assault](#)

[Conducting and Adjudicating Title IX Hearings: An OCR Training Webinar](#)

[Department of Education, Office for Civil Rights Summary of Major Provisions](#)

[Department of Education, Title IX Policy Resources](#)

[July-December 2020 Coordinator One Materials](#)

[July-December 2020 Hearing Officer & Decision-Maker Materials](#)

[July-December 2020 Investigator One Materials](#)

[July-December 2020 Hearing Chairs Materials](#)

Procedures for Notifying Students, Faculty, Administrative Professionals, and Classified staff regarding Laredo College's Safe Campus Title IX Initiatives

For Title IX information related for notifying Laredo College students, faculty, administrative professional and classified staff, please contact the Associate Dean of Student of Students or Director of Human Resources.

SEXUAL ASSAULT

Victims of sexual assault or persons who have information regarding a sexual assault are strongly urged to report the incident to the Laredo College Police Department immediately.

It is the policy of the Laredo College Police Department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with the Texas Penal Code, Code of Criminal Procedure and the Webb County District Attorney's Office guidelines.

All information and reports of sexual assault are kept strictly confidential. Victims may use a fictitious name or initials to be used in all public files and records concerning the sexual assault to protect their identity.

Information and assistance is available through the Laredo College Office of the Associate Dean of Students (956) 794-4988, Laredo College Student Success Center (956) 721-5135 South (956) 794-4135 and Sexual Assault Services (956) 724-3177. If requested, these departments will assist the victim in contacting the Laredo College Police Department. The Laredo College Office of Student Affairs can assist the victim with issues such as class schedule changes, withdrawal procedures, or campus housing relocation.

FACTS

- If someone forces you to have sex against your will, or has sex with you while you are unconscious or unable to consent, this is sexual assault and a criminal offense.
- If someone touches you for sexual purposes, without your consent, this is sexual assault and a criminal offense.
- You have a legal and moral right to press criminal charges or internal charges (through the Laredo College judicial system) or both.
- You may pursue internal Laredo College charges confidentially through Campus Police or the Office of the Dean of Student Affairs. Your name and the details of the incident will be kept confidential.
- Remember, you are not responsible for the unwelcome acts of others. It is never OK to force or coerce others into sex.
- Over 80 percent of all rapes and sexual assaults on campuses involve victims and perpetrators who are intoxicated and who know each other. The victim often trusts the perpetrator.
- The recurring characteristics (warning signs) associated with sexual assault are:
 - They occur at parties.
 - The victim is an underclass student, unfamiliar with alcohol and the surroundings.
 - The victim has not made arrangements with friends to travel together or "look out" for each other at parties.
 - The victim often goes to the perpetrator's room or another room, alone, not suspecting that this isolation can put her at risk.
 - Some forms of sexual contact such as kissing, hugging, and touching may be mutually welcome, but sometimes the offender interprets this behavior as consent to go further.

Suggestions to prevent sexual assault:

- Do not accept a ride from someone you have just met.
- Use alcohol responsibly. Many rape cases involve the use of alcohol on the part of the victim, the rapist, or both. If you are in a situation where people are abusing alcohol or drugs, you may be in extreme danger.
- Acquaintance rape can result from ineffective communication.
- Make sure if you mean “no” you say “no” in unmistakable ways including body language, clothing, tone of voice, and gestures. Ignoring unwanted contact rather than confronting it may be falsely perceived as a “yes”.
- Passivity, submissiveness, and reluctance are dangerous and can create an atmosphere conducive to sexual aggression.
- Know your limits and communicate them clearly and firmly.
- Be aware of your surroundings and avoid secluded places, especially with someone you don’t know well.
- Have a safety plan and avoid those who display controlling behavior and don’t respect your limits. Although victims are seldom responsible for being assaulted, there are precautions you can take to lower your risk.

IF YOU ARE A VICTIM:

- Call the police immediately and report the assault.
- Call a close friend or family member to be with you. You will need someone to help calm you and get proper assistance.
- Seek medical attention. Sexual assaults often result in the transmission of venereal diseases and pregnancy. Other injuries sustained during the attack need to be evaluated and treated.
- Do not take a shower or bath. The police department will arrange for a medical examination by a licensed physician so that evidence can be collected. Bathing will destroy the evidence.
- Do not change your clothes. Valuable evidence can be collected from your clothing. A change of clothing can be provided for you after the examination.
- Do not move any items. The rapist may have left fingerprints or other evidence which can be collected
- DO NOT BLAME YOURSELF. It is not your fault.

DISCIPLINARY ACTION

A student committing a sexual assault, dating violence, domestic violence or stalking is subject to internal disciplinary proceedings with sanctions up to and including expulsion from the college. An employee committing any of the acts is subject to internal disciplinary proceedings with sanctions up to and including discharge from the college. Such persons may also face external criminal charges. Both the accuser and the accused are entitled to have an advisor or support person during the hearing and both will be informed of the outcome of any campus disciplinary proceeding alleging these acts.

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS

The United States Congress enacted the "Campus Sexual Assault Victim's Bill of Rights" in 1972, as part of the Higher Education Amendments of 1992. This law requires that all colleges afford sexual assault victims certain basic rights, such as;

- Accuser and accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic living situation

CRIMINAL INVESTIGATION AND CHARGES

If a student wants to press criminal charges, Campus Police will conduct an investigation and if the assailant is apprehended, will file the appropriate charge(s).

VICTIM ASSISTANCE PROGRAM

The college offers access to victim assistance programs provided by the Office of the Attorney General of the State of Texas, the Webb County District Attorney's Office and the Laredo Police Department. A variety of programs and services are offered so differing needs may be met. Laredo College Police Officers will explain court and police procedures including protective orders and will assure the victim receives the best support services available. Referrals can be made for emotional support services, to victims' compensation programs and other assistance programs designed to address the needs of individuals.

CAMPUS SEX CRIMES 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, working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act to require sex offenders to register to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

It also requires 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 the Act, advising the campus community where law enforcement agency information provided by the 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 Education 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.

Even though this information will be posted at different locations on campuses, instructors should make it available to their students.

NOTIFICATION BY SEX OFFENDER OF ENROLLMENT OR EMPLOYMENT

Any registered sex offender who is enrolled as a student of any university, college, community college, or other institution of higher education, or is, with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher education, or is carrying on a vocation at the university, college, community college, or other institution of higher education, shall report within 7 days their status as an employee, student, or carrying on a vocation to the Laredo Police Department and the Laredo College Campus Police Department.

Upon receipt of this information, the Laredo Police Department shall forward this information to the Texas Department of Public Safety and provide notice to the Laredo College Campus Police of the fact that this person is a registered sex offender and is employed, is a student, or is carrying on a vocation at Laredo College.

The registrant shall notify within seven days the Laredo Police Department and the Laredo College Campus Police Department when ceasing to be employed, enrolled as a student, or carrying on a vocation, at the university, college, community college, or other institution of higher education.

Upon receipt of this information, the Laredo Police Department shall forward this information to the Department of Public Safety and provide notice to the Laredo College Campus Police Department of the fact that this registered sex offender has ceased employment, enrollment as a student, or carrying on a vocation at Laredo College.

Offender that lives out-of-state and is going to work or going to school in Texas:

If the offender resides in another state and works or is a student at a public or private institution of higher education in Texas the offender must register within 7 days with Campus Police.

SEARCHING THE TEXAS SEX OFFENDER DATABASE

<https://publicsite.dps.texas.gov/SexOffenderRegistry/Search>

The Texas Department of Public Safety (DPS) has established this web site as the official Internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register.

Effective September 1, 1999, the Texas Legislature mandated specific information regarding a sex offender's home telephone number, social security number, driver's license number and any information required by DPS for law enforcement purposes not be open record.

DPS cannot guarantee the records you obtain through this site related to the person about whom you are seeking information. Searches based on names, dates of birth and other alphanumeric identifiers are not always accurate. The only way to positively link someone to a sex offender record is through fingerprint verification.

The information provided through this web site is open record. It may be used by anyone for any purpose. However, it is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this web site. Neither the DPS nor the State of Texas shall be responsible for any errors or omissions produced by secondary dissemination of this information.

Changes in Sex Offender information including address should always be reported to the Laredo Police Department with which the Sex Offender is registered. The registering agency is listed in the specific Sex Offender Registration information.

www.nsopw.gov Provides search of sex offender database in other states.

ALCOHOL AND DRUG USE POLICY [FLBE \(LOCAL\)](#)

Laredo College prohibits the use, possession, and/or distribution of controlled substances on campus which are not medically necessary and prescribed by a licensed physician.

The College recognizes that alcoholism, drug, and/or controlled substance dependency are illnesses or “disorders”. To assist individuals with substance abuse problems, the college accepts responsibility for providing channels of referrals for help, but it is the student’s or employee’s responsibility to seek the necessary assistance. Employees and students will report to work or class in a fit condition. Being under the influence of alcohol, drugs, or controlled substances is prohibited.

Failure to comply with this policy may subject employees and students to adverse administrative action, which may include termination of employment or dismissal from current classes. Laredo College will impose disciplinary sanctions on students and employees which are consistent with law and established institutional policies. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

The purpose of this policy is to implement the federal "Drug Free Schools and Communities Act of 1986" and subsequent updates to this act.

Laredo College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for students. Studies have shown that excessive use of alcohol and/or use of illegal drugs and controlled substances increases the potential for accidents, absenteeism, tardiness, and poor performance by students.

Laredo College’s Student Alcohol and Drug Use Policy acknowledges the freedom of choice for individuals who require or seek assistance and/or referral. The intent of this policy is not to restrict individual freedom, but rather to encourage students, primarily through education and information efforts, to make intelligent choices about drugs, controlled substances and alcohol use and abuse.

In implementing Laredo College’s Student Alcohol and Drug Use Policy, administrators, faculty, and supervisors must exercise sound and reasonable judgment while protecting the rights of individual students and other personnel. Reason and common sense must be guidelines in the execution of the policy and procedures.

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board’s designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substance on College District premises or off premises at College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substance shall also be prohibited under this policy.

EXCEPTION

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

VIOLATION

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspensions, expulsion, and referral to appropriate law enforcement officials for prosecution.

NOTICE

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

TRAINING AND EDUCATION

Drug and alcohol abuse prevention education shall be included in college-sponsored student programs. Additional drug/alcohol prevention and educational programs will be provided through programming lectures, community service, student activity programs, presentations and participation in state/national campaigns. These activities are scheduled throughout the year for Laredo College's campuses and the community at large. The Laredo College Manual of Policy is available online and includes all Federal, State, and Local Policies applicable to the college. Students may access the Laredo College Manual of Policy through Laredo College's Web Page – [FLBE \(LOCAL\)](#)

NOTIFICATION

The College shall inform its students of this policy and referral services through various means, such as, the Student Handbook, brochures available in the Counseling Center, Health Services Department, and student sponsored "drug and alcohol free" related activities each semester.

APPLICABILITY AND SCOPE

This policy applies to all students of Laredo College and all organizational elements that occupy space in/or conveyances, dormitories, offices, buildings, facilities, or grounds over which Laredo College has custody and control.

This policy does not cancel or supersede other state and federal laws, orders, instructions or regulations which make the use, possession and/or distribution of controlled substances illegal.

BIENNIAL REVIEW

Laredo College will biennially review its Student Alcohol and Drug Use Policy to determine its effectiveness and implement changes as needed to comply with the enforcement of this policy. This handbook addresses the requirements for the implementation of the Drug Free Schools and Communities Act and subsequent amendments to this act.

For further information regarding Laredo College's Student Alcohol and Drug Use Policy contact the following individuals:

| Title | Department | Telephone |
|----------------------------|--------------------------|------------------|
| Substance Abuse Counselor | Student Success Center | (956) 721-5135 |
| Associate Dean of Students | Student Affairs Division | (956) 794-4988 |

SITE MANAGEMENT – WEAPONS [CHF \(LEGAL\)](#)

It is prohibited to possess a weapon with or without a concealed handgun permit in exclusionary zones, location-restricted knife, or prohibited weapon on the physical premises of a school or educational institution, to include any grounds, buildings or passenger transportation vehicles under the direct control of the educational institution. The only exception is certified peace officers.

LEGAL SANCTIONS

Students and employees should recognize that local, state, and federal laws provide legal sanctions for unlawful possession of illicit drugs, alcohol and weapons. Violation of these laws may subject students or employees to applicable legal sanctions

CRIMINAL TRESPASS POLICY

No person shall trespass on to the grounds of the college district or damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of the college district. Texas Education Code 51.204.

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the ground of any state institutions of higher education. (Texas Education Code Section 51.204)

The governing of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property. (Texas Education Code Section 51.209)

RACIAL PROFILING POLICY

The Laredo College Police Department has established a policy concerning the prohibition of racial profiling as set out in state and federal laws concerning racial profiling and discriminatory practices in general. Discrimination in any form, including racial profiling, is strictly prohibited and the department will take immediate and appropriate action to investigate allegations of discrimination. This policy applies to all members of the Laredo College Police Department, both classified and non-classified.

WHAT IS RACIAL PROFILING?

Racial profiling is any law enforcement initiated action based on an individual's race, ethnicity or national origin rather than on the individual's behavior or information identifying the individual as having engaged in criminal activity.

Examples of racial profiling include but are not limited to the following:

- Initiating a traffic stop on a particular vehicle because of the race, ethnicity, or national origin of the driver of a vehicle.
- Stopping or detaining the driver of a vehicle based on the determination that a person of that race, ethnicity, or national origin is unlikely to own or possess the specific make or model of vehicle.
- Stopping or detaining an individual based on the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.

COMPLAINT PROCESS

The department shall accept complaints from any person who believes he or she has been stopped, searched, or inappropriately ticketed or arrested based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated, or coerced from filing such a complaint or discriminated against because he or she filed such a complaint. Employees and supervisors shall report any racial profiling practice they observe.

HOW TO PROVIDE A COMPLIMENT OR FILE A COMPLAINT

Complaints against members of the Laredo College Police Department may be made by letter or in person and under certain circumstances by phone. No matter how the complaint is made, it is the responsibility of the contacted supervisor to inform the complainant of the proper procedure for filing a complaint. State law requires that complaints involving police officers be sworn under oath and notarized. Compliments or Complaints can be filed directly at lcpoliceadmin@laredo.edu. The address of the Laredo College Police Department is West End Washington St. Laredo Texas, located in the P64 building, telephone number (956) 721-5303. Citizens may also file a complaint with any Laredo College Police Officer.

WHAT HAPPENS TO MY COMPLAINT AFTER IT IS RECEIVED?

All complaints received by the department are processed through the office of the Chief of Police. When a complaint is received, it is reviewed to determine the nature of the allegations. The most serious type of complaints is investigated by the Chief of Police. These complaints involve allegations such as excessive force, any discharge of firearms or criminal activity such as theft.

Complaints comparatively less serious in nature, such as rude behavior or improper procedure, are forwarded to the individual's supervisor for investigation. In every case, the person making the complaint will be contacted during the investigation for additional information and will be notified by mail of the final disposition.

PUBLIC PROTECTED BY:

The public has the right to receive fair, efficient and impartial law enforcement. Any misconduct by department personnel must be detected, thoroughly investigated, and properly adjudicated to assure the maintenance of this right.

LAREDO COLLEGE POLICE DEPARTMENT IS PROTECTED BY:

The department is often evaluated and judged by the conduct of its individual employees. It is imperative that the whole organization not be criticized because of the misconduct of a few. An informed public must have confidence that its police department honestly and fairly investigates and adjudicates all allegations of misconduct against its employees.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Medical or Other Emergency

- Dial 111 from a campus phone
- Ft. McIntosh (956) 721-5303 or South Campus (956) 794-4303 or dial 911
- To contact off-campus emergency assistance, you must dial 911
- Automated External Defibrillator (AED) Locations:

Fort McIntosh Campus

HR P-154 reception area
Safety & Risk Memorial Hall room 235
Campus Police P-64 for patrol vehicle
LEAC-1 KINE Gym room 119
LEAC-2 by elevator
MFA Theatre (next to stage)

South Campus

Camilo Prada Center room135
Campus Police AAC 126 for patrol vehicle
Auto Tech Lobby
Zaffirini Library
AAC 1st Floor – South Entrance
Sports Complex
Protective Services Hallway by Offices

It is important for you to remember to use common sense when determining your response. Some emergencies may require you to **Shelter in Place** while others may require **Evacuation**. The Emergency Procedures Guide will provide recommendations based on different types of emergencies.

| | |
|------------------------|----------------------------|
| Fire | Inclement Weather |
| Hazardous Materials | Other Threats |
| Biological Agents | Injury/Illness |
| Bomb Threats | First Aid Procedures |
| Armed Person on Campus | Building/Campus Evacuation |

An Emergency Procedures Guide is displayed in all Laredo College buildings with detailed information on emergencies.

LAREDO COLLEGE EMERGENCY PROCESURES PLAN

SHELTER IN PLACE

Shelter-in-Place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter-in-Place will only be used when an evacuation is not safe. Certain events may necessitate the initiation of Laredo College Shelter-in-Place Protocol. Notification to shelter in place will be made using all means of communication available, including the Laredo College Alert Emergency Notification System.

Examples of instances when the Shelter-in-Place protocol may be used are:

SHELTER-IN-PLACE (HAZARDOUS INCIDENT) RECOMMENDATIONS

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere wither accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that little or no outside ventilation are preferred
- Close any open windows and doors
- Only come out when you are told that it is safe
- The college will send an “all clear” message

SHELTER-IN-PLACE (WEATHER) RECOMMENDATIONS

A severe weather event such as a tornado or wind event during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed.

It is recommended that you:

- Move to an interior room with no windows, or a hallway on the lowest floor possible
- Move to an interior stairwell if all rooms have windows
- Stay in the center of the room away from doors and windows
- Stay in place until the danger has passed
- The college will send an “all clear” message

Please note: The Heating and Ventilation system may be shut down or changed to re-circulate air to prevent drawing in outside air.

The exterior doors will be locked to prevent persons from entering the buildings.

FIRE SAFETY POLICY AND PROCEDURES

If a fire occurs in a Laredo College building, community members should immediately notify Campus Police Ft. McIntosh at (956) 721-5303 or South Campus at (956) 794-4303. Campus Police will initiate a response, as the department has a direct dial phone line to the City of Laredo Communications Center and can summon the fire department quickly through this communication link.

If a member of the Laredo College community finds evidence of fire that has been extinguished and the person is not sure whether Campus Police has already responded, the community member should immediately notify Campus Police to investigate and document the incident. For example, if an employee finds evidence of a fire in a trashcan in the hallway of the residence hall, he/she should not touch the trashcan and should report the incident to Campus Police immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly-but a more important reason for evacuating is for safety reasons!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the Campus Police dispatcher or to a security desk.

After a false alarm in a residential facility, an email message is sent to the Athletic Director's Office, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

Campus Police publishes this fire safety report as part of its annual Clery Act Compliance document, which contains information with respect to the fire safety policies and procedures for Laredo College. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. A fire log is maintained at the Campus Police Department. The compliance document is available for review 24 hours a day on the Laredo College website at www.laredo.edu/campuspolice. A physical copy may be obtained by making a request to Campus Police Ft. McIntosh at (956) 721-5303 or South Campus at (956) 794-4303.

FIRE PROTECTION EQUIPMENT/SYSTEMS

A majority of College buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at Campus Police.

PROCEDURES FOR STUDENTS AND EMPLOYEES IN THE EVENT OF A FIRE

Find nearest pull station, and sound central alarm. At Laredo College Ft. McIntosh, please contact Campus Police at (956) 721-5303 or South Campus at (956) 794-4303.

Shut all doors and windows in the vicinity of the fire.

If the fire is small, use fire extinguishers to put it out.

Exit by nearest safe stairway. Do not use the elevators. Do not run.

If there is smoke in the room, keep low to the floor.

Try to exit the room. Feel the doorknob. If it is hot, do not open the door.

If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.

Don't panic.

Seal up the cracks under the door with sheets, or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible to allow ventilation.

Hang a sheet or towel from the window to announce that you are in your room. Call the Campus Police at (956) 721-5303. Be sure to give your room number and your location.

If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.

Close all doors.

If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call Campus Police, or find a window and signal that you are still in the building.

HEALTH AND SAFETY INSPECTIONS

The Athletic Director or designee performs inspections quarterly. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Guidelines, which include the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles, non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen area; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement. The following is a list of prohibited items and are considered a violation of college policy:

Candles

Non-surge protected extension cords

Halogen lamps (including all Halogen desk and floor lamps)

Incense

Lanterns/Oil lamps

Flammable liquids

Burners and other objects with an open flame in non-kitchen areas

Hot plates, rice cookers, crock pots, waffle irons, and popcorn poppers in non-kitchen areas

Toasters/Toaster ovens in non-kitchen areas

Sandwich makers/grills in non-kitchen areas

Microwaves or refrigerators that are not provided by the College

Live decorations (holiday trees, garlands, plants, etc.)

Non U/L Approved Heaters (Electric or Gas)

Fireworks and explosives

FIRE SAFETY SYSTEMS

Fire Safety Systems in Residential Facilities

| Facility | Fire Alarm Monitored by Risk Management Physical Plant and LCPD | Partial *1 Sprinkler System | Full *2 Sprinkler System | Smoke Detection | Fire Extinguisher Devises | Evacuation Plans & Placards | Number of evacuation (fire) drills each calendar year |
|--|--|-----------------------------------|--------------------------------|--------------------|---------------------------------|-----------------------------------|--|
| P-5/6 | X | | | X | X | X | 1 |
| P-7/8 | X | | | X | X | X | 1 |
| P-128 | X | | | X | X | X | 1 |
| P-129 | X | | | X | X | X | 1 |
| P-130 | X | | | X | X | X | 1 |
| P-131 | X | | | X | X | X | 1 |
| P-135 | X | | | X | X | X | 1 |
| P-136 | X | | | X | X | X | 1 |
| P-137 | X | | | X | X | X | 1 |
| P-138 | X | | | X | X | X | 1 |
| P-139 | X | | | X | X | X | 1 |
| P-140 | X | | | X | X | X | 1 |
| P-141 | X | | | X | X | X | 1 |
| P-142 | X | | | X | X | X | 1 |
| *1. Partial Sprinkler System is defined as having sprinklers in the common areas only. | | | | | | | |
| *2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms. | | | | | | | |
| X=Yes | | | | | | | |

EVACUATION

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building. Most commonly used when there is a suspected fire or hazardous material spill in a building.

- If you discover a fire or smell smoke, sound the building fire alarm.
- Campus Police will notify the Fire Department without delay by dialing 911.
- When the fire alarm sounds, leave at once. Close all doors behind you. Proceed into the fire exit and leave the building. After leaving the building, do not reenter until given permission by Campus Police or the Fire Department.
- Do not use the elevators. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
- Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open it. If you become trapped in your office and cannot reach the fire exit, keep the door closed and seal off any cracks.
- Use a phone in the office to call Campus Police by dialing 111 and give the location of the fire
- If the door feels cool, open cautiously. Be braced to slam it shut if corridor is full of smoke or if you feel heat or pressure against the door. If corridor is clear, proceed with the escape plan.
- Disabled persons: A responsible person or persons that work in the area of the disabled should be assigned to assist in the event of fire. These persons are taken into the fire exit and will remain on the landing. The fire department will arrive in minutes to assist.
- If caught in smoke or heat, stay low where air is better; take short breaths (through nose) until you reach an area of refuge.
- An Emergency Procedures Guide is displayed in all LC buildings that provide more detailed information on evacuation routes.

STUDENT HOUSING NON-CRIMINAL FIRE LOG FOR CALENDAR YEAR 2021

| Date Reported | Case Number | Nature of Call / Incident | Date and Time of Call / Incident | Location |
|---------------|-------------|---------------------------|----------------------------------|----------|
| None | | | | |

FIRE STATISTICS REPORTING TABLE FOR THE ANNUAL FIRE SAFETY REPORT

| Student Housing | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injures That Required Treatment at a Medical Facility | Number of Deaths Related to a Fire | Value of Property Damage Caused by Fire |
|-----------------|------------------------------|-------------|---------------|---|------------------------------------|---|
| None | | | | | | |

FIRES - SUMMARY

| Name of Facility | 2019 | | | 2020 | | | 2021 | | |
|----------------------|-------|----------|--------|-------|----------|--------|-------|----------|--------|
| | Fires | Injuries | Deaths | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| P-5/6 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-7/8 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-128 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-129 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-130 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-131 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-135 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-136 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-137 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-138 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-139 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-140 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-141 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| P-142 Athletic Dorms | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

EMERGENCY PROCEDURES PLAN

WHAT TO DO . . .



SHOOTER ON CAMPUS

- Notify Campus Police and give your name.
- Give Police description, location and number of shooter(s).
- RUN if you are able to get away from the shooting. DON'T LOOK BACK!
- HIDE and secure any entries to your location.
- FIGHT if there is NO OTHER ALTERNATIVE, BUT FIGHT TO SURVIVE!
- OBEY ALL POLICE COMMANDS. OFFICERS ARE RESPONDING TO A THREAT!



FIRE

- Notify Campus Police and give your name.
- Give Police the location of fire and description.
- Activate Fire Alarm (located near entrance/exit to every building).
- Evacuate immediately, but in a controlled manner.
- Move to a safe location.
- DO NOT RETURN TO BUILDING UNTIL FIRST RESPONDERS GIVE THE OK!



HAZARDOUS MATERIALS

- Notify Campus Police and give your name.
- Give Police location of hazard, material(s) used, and danger level.
- Report number of victims.
- Activate Fire Alarm (located near entrance/exit to every building).
- Evacuate immediately but in a controlled manner.
- Move to a safe location.
- DO NOT RETURN TO BUILDING UNTIL FIRST RESPONDERS GIVE THE OK!



BIOLOGICAL THREATS

- Notify Campus Police and give your name.
- Move away from the area immediately.
- Report number of victims.
- Give Police location of threat, description of object or type of threat.
- DO NOT APPROACH THE THREAT!
- DO NOT RETURN TO THE AREA UNTIL FIRST RESPONDERS GIVE THE OK!
- ALL PERSONS THAT MAY HAVE BEEN EXPOSED TO THREAT WILL BE CHECKED BY EMERGENCY RESPONSE HAZMAT TEAMS!



BOMB THREATS

- If you receive a bomb threat, get as much information as possible from the caller.
- Notify Campus Police and give your name.
- Give Campus Police all the information you may have gathered from the caller.
- Remain calm.
- First Responders will proceed with Emergency Procedures.
- Notify police of any suspicious packages.
- Do not handle any suspicious packages.
- Evacuation will be decided by first responders.
- Remain in the safe area once evacuated.
- DO NOT RETURN TO DANGER ZONE UNTIL FIRST RESPONDERS GIVE THE OK!

INCLEMENT WEATHER

- In the event of inclement weather during college hours, follow the actions listed below.
- LCALLERT will notify all students, faculty and staff of any dangerous weather conditions that may cause closures to the campus(es), classes and/or streets.
- Remain inside buildings.
- Evacuation of buildings will be handled by First Responders.
- Stay away from windows.
- Do not move to other buildings unless you are instructed by First Responders.
- Obey all traffic and street closures.
- DO NOT GO AROUND STREET BARRICADES.

EMERGENCY PHONE NUMBERS

Fort McIntosh Campus Police

721-5303

South Campus Police

794-4303

Emergency Services

911

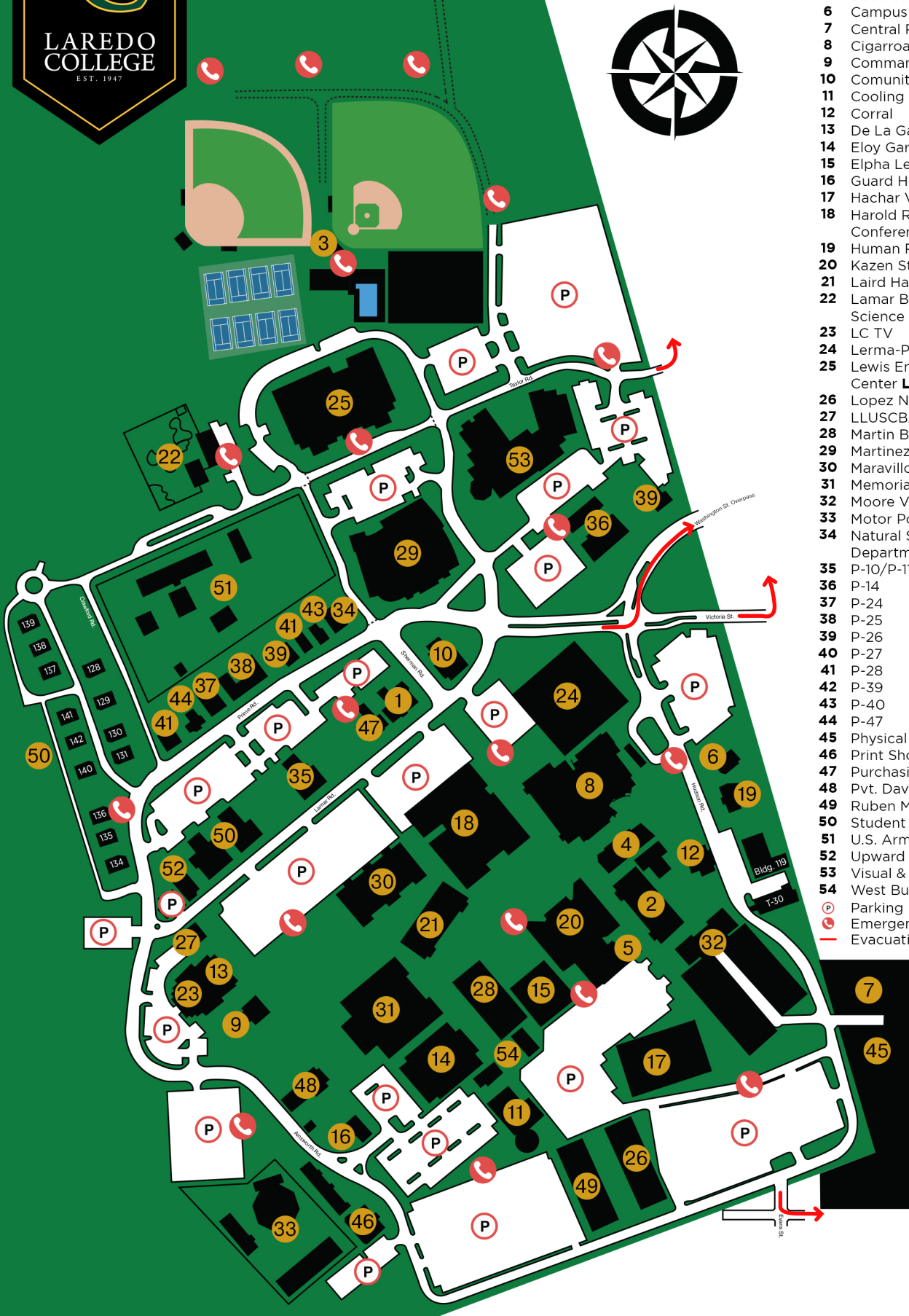


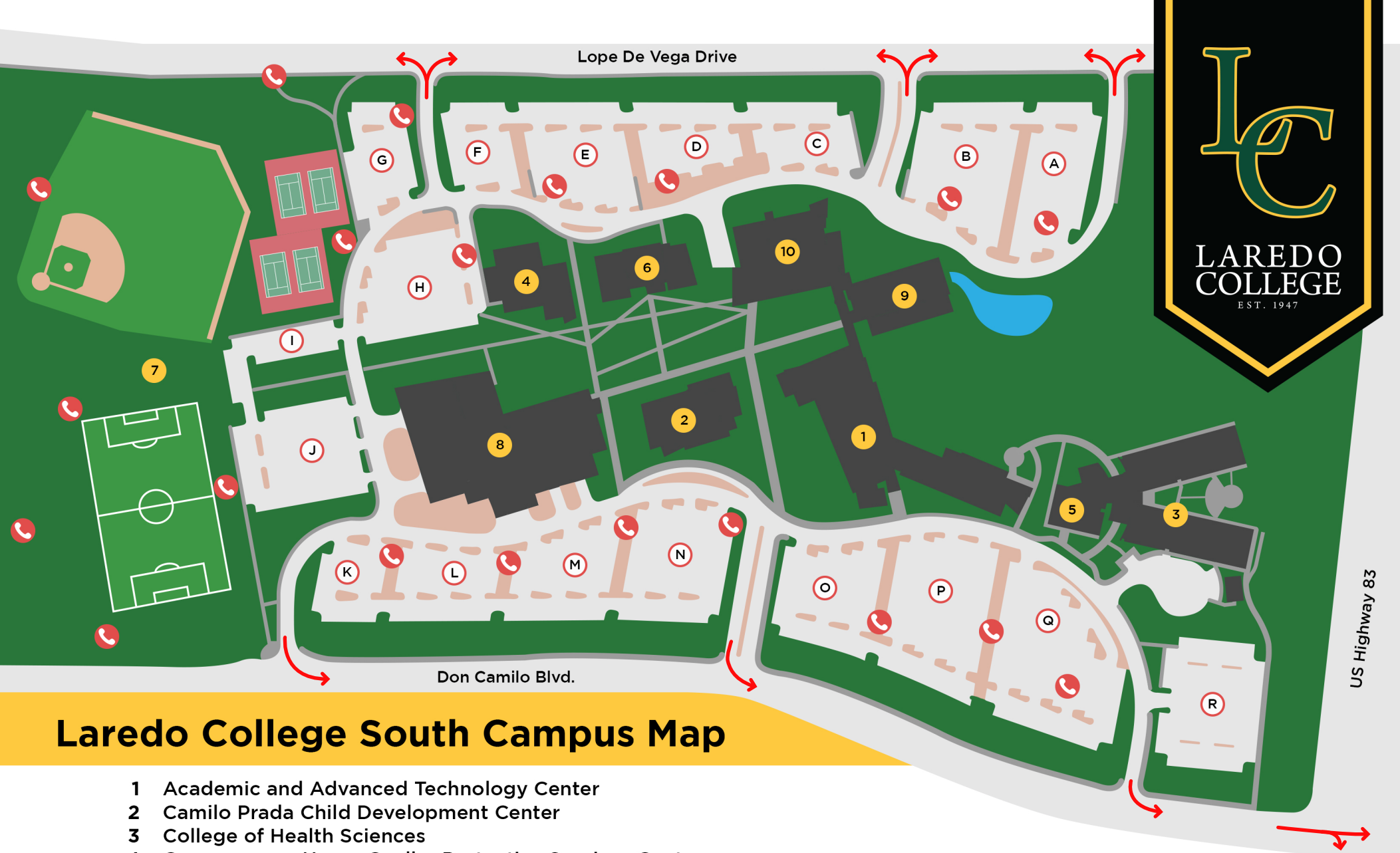
Laredo College

Ft. McIntosh Campus Map



- 1 Accounting
- 2 Adkins Building **AK**
- 3 Athletics Complex
- 4 Arechiga Hall **AH**
- 5 Book Store
- 6 Campus Police
- 7 Central Receiving/Property Inventory
- 8 Cigarroa Science Building **CS**
- 9 Commander's House
- 10 Community Media Relations
- 11 Cooling Plant
- 12 Corral
- 13 De La Garza Building **DG**
- 14 Eloy Garcia Building **EG**
- 15 Elpha Lee West Building **WB**
- 16 Guard House
- 17 Hachar Vocational Building **HV**
- 18 Harold R. Yeary Library & Executive Conference Center
- 19 Human Resources
- 20 Kazen Student Center
- 21 Laird Hall **LH**
- 22 Lamar Bruni Vergara Environmental Science Center
- 23 LC TV
- 24 Lerma-Peña Building **LP**
- 25 Lewis Energy Group Academic Center **LEAC**
- 26 Lopez Nursing Center **LN**
- 27 LLUSCBA Offices
- 28 Martin Building **MB**
- 29 Martinez Fine Arts Center **MFA**
- 30 Maravillo Gym **MG**
- 31 Memorial Hall **MH**
- 32 Moore Vocational Building **MV**
- 33 Motor Pool
- 34 Natural Sciences & Kinesiology Department
- 35 P-10/P-11
- 36 P-14
- 37 P-24
- 38 P-25
- 39 P-26
- 40 P-27
- 41 P-28
- 42 P-39
- 43 P-40
- 44 P-47
- 45 Physical Plant
- 46 Print Shop/Mail Room
- 47 Purchasing
- 48 Pvt. David B. Berkeley Cantu Chapel
- 49 Ruben M. Garcia Allied Health Center **HC**
- 50 Student Athlete Dormitories
- 51 U.S. Army Reserve
- 52 Upward Bound
- 53 Visual & Performing Arts Center **VPA**
- 54 West Building Annex
- Parking
- Emergency Phones
- Evacuation Route





Laredo College South Campus Map

- 1 Academic and Advanced Technology Center
- 2 Camilo Prada Child Development Center
- 3 College of Health Sciences
- 4 Congressman Henry Cuellar Protective Services Center
- 5 Gateway Community Health Center
- 6 J.C. Treviño Fitness Center
- 7 Laredo College South Campus Sports Complex
- 8 Raquel González Automotive Technology Center
- 9 Senator Judith Zaffirini Library
- 10 William N. "Billy" Hall, Jr. Student Center

- Evacuation Route
- ☎ Emergency Phone
- P Parking Lot



5500 South Zapata Highway Laredo, TX 78046



(956) 794-4000



www.laredo.edu

LAREDO COLLEGE ALERT EMERGENCY NOTIFICATION SYSTEM

The Laredo College **Alert** is used to transmit brief urgent messages to a large segment of an institution's population as quickly as possible. The College will provide for quick and efficient dissemination of critical information to members of the College community, our partners, vendors and subcontractors during campus emergencies. This may include nearby public and private schools, fire departments, police and sheriff's offices or EMS. This is not a substitute to making calls to 911. Laredo College partners with the City of Laredo in preparing for disasters and protecting the lives and property of the citizens of our community.

When a determination has been made that an emergency notification should be issued, the Laredo College Emergency Team designee to allow for appropriate media distribute the emergency notification. When notified through the college's Emergency Notification System, the **(Laredo College Alert)** will send an email, text and voice message advising about the emergency and the date, time, and duration of the emergency and later when to resume normal activities notification.

EMERGENCY SITUATIONS THAT MAY REQUIRE NOTIFICATION BUT NOT LIMITED TO

- Bomb Threats or other imminent violent threats
- Fire/Explosion
- Armed Intruder on Campus – Active Shooter
- Utility Failure/Problem
- Natural gas leak/Propane gas leak
- Hazardous Material spill
- Natural Disasters
- Campus Closures
- Outbreak of Serious Illness
- Civil Unrest

CAMPUS EMERGENCY TEAM

- | | |
|--|---------------------------------|
| 1. Interim President | Dr. Marisela Rodriguez Tijerina |
| 2. Interim Provost/Vice President of Academic Affairs and Compliance | Dr. David V. Arreazola |
| 3. Vice President of Student Success and Enrollment | Dr. Federico Solis, Jr. |
| 4. Senior Director of Information Technology | Mr. Albert Chavez |
| 5. Vice President of Finance | Mr. Cesar E. Vela, Jr. |
| 6. Director of Plant Operations & Maintenance | Mr. Orlando J. Zepeda |
| 7. Interim Chief of Police | Mr. Jaime J. Castro |
| 8. Safety & Risk Manager/Health and Safety Operations Center | Mr. Javier Cano |
| 9. Senior Director of Human Resources | Ms. Veronica Cardenas |

The college/campus may become aware of an emergency situation in a variety of ways. A call may go to Campus Police, directly to the Campus President's Office or another location. Calls will be routed to Campus Police who will:

- Quickly assess the situation for potential life and death situations.
- Report the situation to one or more of the Campus Emergency Team Members in a timely manner.

Once confirmed that a significant emergency or dangerous situation exists, the Team will:

- Take into account the safety of the campus community,
- Determine what information to release about the situation, and
- Begin the notification process

Emergency Team Members Duties:

1. Team members will immediately respond to requests to notify the campus community regarding unsafe conditions.
2. Team members will always maintain availability.
3. The Strategic and External Initiatives Director / designee will prepare and release alert messages.
4. Provide follow up or additional information as the knowledge and or circumstances change.

After normal business hours, Campus Police will assess the situation and notify the Laredo College President or Designee.

The Laredo College President or Designee will notify/activate the Laredo College Emergency Management Team depending on the severity of the situation.

LAREDO COLLEGE ALERT EMERGENCY NOTIFICATION SYSTEM TESTING

The system will be tested at least once a semester and at other times during the academic year as required.

Disclaimer: Any and all information requested by Laredo College is strictly for the purposes of the Laredo College Emergency Alert System. The College will not under any circumstances distribute or sell any of the information provided; unless express consent is given by the provider. The information requested will be stored internally and used to instantly alert the provider of any and all emergencies that may provide a clear and present danger. If in fact the information requested is not provided, the College will not be held liable or responsible if individual parties cannot be reached in the case of an emergency.

BOMB THREATS

For emergency procedures refer to the Laredo College Emergency Procedures Plan page 33.

INTRUDER LOCKDOWNS AND VIOLENT CRIMINAL BEHAVIOR

Dial **911** on a college or district phone. If a college/district phone is not available, use any available phone and dial Laredo College Police Department (956) 721-5303.

All intervention in criminal activity is the responsibility and duty of the Laredo College Police Department officers and local law enforcement.

No uniform policy can make determinations for all circumstances that may arise. Evacuating may be the best decision in one set of circumstances, while getting behind a locked and/or barricaded door may be more effective in another set of circumstances.

- If immediate harm is not present, leave the area and advise others to leave the locations as quickly as possible.
- If conditions present immediate harm, go to interior rooms and spaces that place as many walls and barriers between you and the event as possible. When you get into the room, turn off the lights and close any window blinds. **Be sure to silence your cell phones.** Even "vibrate mode" is too loud with many cell phones. Get low to the floor.
- In most institutions, if an Intruder Lockdown is announced, everyone should place themselves behind locked doors and/or in barricaded rooms.
- As you enter a room, try bringing as many people as you can into the room.
- Once you and others are locked or barricaded in a room, do not open the door for anyone, even if they are begging. If you open the door, the suspect simply more victims.

- Remain in safe areas until directed by police/or fire personnel to evacuate. Do not open a door simply because someone shouts they are a police officer or first responder.

During an Intruder Lockdown incident, the wait could be very long. Police will have to go room by room to ensure that there are not further threats to public safety.

- In most cases, Laredo College Police Department officers will be backed up by the Laredo Police Department and Webb County Sheriff's Office whose uniforms you might not recognize.
- Follow police officer(s) instructions. Unless instructed otherwise, put your hands on top of your head. Do not make sudden moves – like quickly reaching for your belongings when they enter the room. Even the Laredo College Police officers whom you speak to every day may not recognize you during an emergency. The officers will be focusing on your hands, not your face.

Options if you are caught out in the open:

- Keep moving until you find an open room that you can lock or barricade.
- Keep moving until you find a good hiding place.
- Play dead. This only works after the shooting has started – the suspect knows where he/she has been in the building.
- Fight back. This is a personal decision and should only be used as a last resort.

ACTIVE SHOOTER

Notify immediately: others in the area, avoid drawing attention from perpetrators! Secure the area: close, barricade and lock doors if possible Secure Yourself:

- Remain silent: TURN OFF Pagers, Cell Phones & Computers
- Turn off lights
- Do not move or walk around
- Crouch down and remain motionless
- Put physical barriers between you and the entrance to your area
- If no barriers are available, lie on the floor away from high traffic areas and remain motionless when is it over? Await an 'All Clear' message from police on the scene

CALL: If you perceive a threat or emergency situation: Dial 911 from a campus phone or call Laredo College Police Department (956) 721-5303 from a cell phone, send text messages if possible – do not use voice.

POLICE ACTIVITY LOCKDOWN

For college and district service locations without the ability to lock outside doors quickly, the following steps will be taken during a Police Activity Lockdown:

- Report to the nearest room and lock or barricade the door.

- Turn out the lights and close any window blinds.
- Silence your cell phones.
- Wait for an “all clear” message.

For college and district service locations **with** the ability to lock outside doors quickly, the following steps will be taken during a Police Activity Lockdown:

- The exterior doors will be locked by police officers or assigned district employees.
- Message(s) will be sent out with information and/or instructions.
- Signs will be posted on exterior doors advising people outside of the lockdown with a number to call for the public.
- If you are outside the building, leave the area and wait for an “all clear” message.
- All students and employees will remain inside the building (no standing in the doorway or going in and out).
- Wait for an “all clear” message.
- Incident Commander has the authority to modify the Police Activity Lockdown instructions.

WEAPON AT LOCATION

If you see someone with a weapon on campus or at a service location, or you are told someone has a weapon: **Dial 911** on college or district phone. If a college/district phone is not available, use any available phone, dial Laredo College Police Department (956) 721-5303 and give the dispatcher the following information:

- Location of the person with the weapon or where they were last seen
- The name of person suspected to have the weapon (if known)
- A brief description of the person such as clothing, race, sex, etc.
- The weapon type (pistol, rifle, knife, shotgun, etc.)

Evacuate the area and advise others to do the same. Under no circumstances should you approach the person and inquire about the weapon.

NOTIFICATION OF MISSING STUDENTS

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Athletic & Safety Coordinator's Office at (956) 721-5178 and Campus Police Ft. McIntosh at (956) 721-5303. Campus Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Campus Police determine that the student is missing and has been missing for more than 24 hours; Campus Police will notify the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, Campus Police will notify the student's parent or legal guardian immediately after Campus Police has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Campus Police in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Campus Police will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Athletic Director's Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

CAMPUS TIMELY WARNING

A Campus Crime Alert/Timely Warning is provided to heighten safety awareness and to provide students, faculty and staff timely notification of crimes that are considered to represent a serious or continuing threat to the campus community. The alert will provide pertinent information related to the crime and suspect(s). Such warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information. The Campus Police Department Chief of Police or his representative is responsible for issuing timely warnings in compliance with the Clery Act. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the Campus Police Department. If community members report crimes or serious incidents to other college campus security authorities, those campus security authorities will promptly notify and collaborate with Campus Police so that a timely warning can be issued, if warranted.

In the event that a situation arises that requires issuance of a warning, these warnings are provided in order to keep the entire campus community informed about safety and security matters in an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in light of all facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. Timely warnings are usually addressed for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses-forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, any other crime involving bodily injury, assault and larceny/theft. Timely warnings may also be issued for other crimes as deemed appropriate. If an incident occurs in the campus vicinity which is considered threatening, it will be reported through electronic email, www.laredo.edu website and the Campus Emergency Notification System.

GEOGRAPHIC CATEGORIES

The following pages provide statistics for each of our campuses for the 2018, 2019 and 2020 calendar years as required by federal and state laws.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC § 1092(f)] is a federal law, that requires colleges and universities to disclose information about crime on and around our campuses.

The Clery Act requires crime statistics to be shown by the following geographic categories:

- On-campus;
- Non-campus buildings or properties; and
- Public property; and
- Student housing facilities

NOTE: Crimes reported in the student housing facilities column are a subset of the on-campus category.

CLASSIFYING CRIME STATISTICS

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant 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/Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and 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, Vandalism, 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 Violations, Drug Law Violations, and Weapon Law 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 Violations, Drug Law Violations, and Weapon Law Violations indicates the number of people that were referred to the Dean of Student Affairs for disciplinary action for violations of those specific laws.

Murder/Non Negligent is the killing of a person.

Negligent Manslaughter is the killing of a person through gross negligence.

Sex Offenses

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent

- **Rape** – penetration, no matter how slightly, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- **Fondling** – touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity
- **Incest** – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape** – non-forcible sexual intercourse with a person who is under the age of consent as established by law

Robbery: The taking, or attempting to take, anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.

Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security officer or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity, disability, gender identify and national origin.) Note that, effective August 14, 2008 the Higher Education Opportunity Act of 2008, modified the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage or vandalism (20 U.S.C. Section 1092(f)(1)(F)(ii)).

CRIME STATISTICS

(January 1 - December 31)

(F - Ft. McIntosh Campus, S - South Campus)

| Criminal Offenses - On Campus | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|
| | FS | FS | FS |
| Murder/Non-negligent manslaughter | 0 0 | 0 0 | 0 0 |
| Manslaughter by Negligence | 0 0 | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 | 0 0 |
| Fondling | 0 0 | 0 0 | 0 0 |
| Incest | 0 0 | 0 0 | 0 0 |
| Statutory rape | 0 0 | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 0 | 0 0 | 0 0 |
| Arson | 0 0 | 0 0 | 0 0 |

| Criminal Offenses - On Campus Student Housing Facilities | | | |
|---|----------|----------|----------|
| | F | F | F |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 |
| Statutory rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

Ft. McIntosh Campus has student housing facilities.
South Campus has no student housing facilities.

| Criminal Offenses - Public Property | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|
| | FS | FS | FS |
| Murder/Non-negligent manslaughter | 00 | 00 | 00 |
| Manslaughter by Negligence | 00 | 00 | 00 |
| Rape | 00 | 00 | 00 |
| Fondling | 00 | 00 | 00 |
| Incest | 00 | 00 | 00 |
| Statutory rape | 00 | 00 | 00 |
| Robbery | 00 | 00 | 00 |
| Aggravated Assault | 00 | 00 | 00 |
| Burglary | 00 | 00 | 00 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 00 | 00 | 00 |
| Arson | 00 | 00 | 00 |

| Criminal Offenses – Reported by Local Police | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|
| | FS | FS | FS |
| Murder/Non-negligent manslaughter | 00 | 00 | 00 |
| Manslaughter by Negligence | 00 | 00 | 00 |
| Rape | 00 | 00 | 00 |
| Fondling | 00 | 00 | 00 |
| Incest | 00 | 00 | 00 |
| Statutory rape | 00 | 00 | 00 |
| Robbery | 00 | 00 | 00 |
| Aggravated Assault | 00 | 00 | 00 |
| Burglary | 00 | 00 | 00 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 00 | 00 | 00 |
| Arson | 00 | 00 | 00 |

| Criminal Offenses – Non Campus - Laredo ISD | 2020 | 2021 |
|---|-------------|-------------|
| Murder/Non-negligent manslaughter | 00 | 00 |
| Manslaughter by Negligence | 00 | 00 |
| Rape | 00 | 00 |
| Fondling | 00 | 00 |
| Incest | 00 | 00 |
| Statutory rape | 00 | 00 |
| Robbery | 00 | 00 |
| Aggravated Assault | 00 | 00 |
| Burglary | 00 | 00 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 00 | 00 |
| Arson | 00 | 00 |

| Criminal Offenses – Non Campus - United ISD | 2020 | 2021 |
|---|-------------|-------------|
| Murder/Non-negligent manslaughter | 0 0 | 0 0 |
| Manslaughter by Negligence | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 |
| Fondling | 0 0 | 0 0 |
| Incest | 0 0 | 0 0 |
| Statutory rape | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 0 | 0 0 |
| Arson | 0 0 | 0 0 |

| Criminal Offenses – Non Campus - Zapata High School | 2020 | 2021 |
|---|-------------|-------------|
| Murder/Non-negligent manslaughter | 0 0 | 0 0 |
| Manslaughter by Negligence | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 |
| Fondling | 0 0 | 0 0 |
| Incest | 0 0 | 0 0 |
| Statutory rape | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 0 | 0 0 |
| Arson | 0 0 | 0 0 |

| Criminal Offenses – Non Campus - Webb Consolidated ISD | 2020 | 2021 |
|---|-------------|-------------|
| Murder/Non-negligent manslaughter | 0 0 | 0 0 |
| Manslaughter by Negligence | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 |
| Fondling | 0 0 | 0 0 |
| Incest | 0 0 | 0 0 |
| Statutory rape | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 0 | 0 0 |
| Arson | 0 0 | 0 0 |

| Criminal Offenses – Non Campus - San Augustine High School | 2020 | 2021 |
|---|-------------|-------------|
| Murder/Non-negligent manslaughter | 0 0 | 0 0 |
| Manslaughter by Negligence | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 |
| Fondling | 0 0 | 0 0 |
| Incest | 0 0 | 0 0 |
| Statutory rape | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | 0 0 | 0 0 |
| Arson | 0 0 | 0 0 |

| Criminal Offenses – Non Campus – Piedra Angular Academic Ministries | | | | 2020 | 2021 |
|--|--|--|--|-------------|-------------|
| Murder/Non-negligent manslaughter | | | | 0 0 | 0 0 |
| Manslaughter by Negligence | | | | 0 0 | 0 0 |
| Rape | | | | 0 0 | 0 0 |
| Fondling | | | | 0 0 | 0 0 |
| Incest | | | | 0 0 | 0 0 |
| Statutory rape | | | | 0 0 | 0 0 |
| Robbery | | | | 0 0 | 0 0 |
| Aggravated Assault | | | | 0 0 | 0 0 |
| Burglary | | | | 0 0 | 0 0 |
| Motor Vehicle Theft (Do not include theft from a motor vehicle) | | | | 0 0 | 0 0 |
| Arson | | | | 0 0 | 0 0 |

| VAWA Offenses – On Campus | | | | 2019 | 2020 | 2021 |
|----------------------------------|--|--|--|-------------|-------------|-------------|
| | | | | FS | FS | FS |
| Domestic Violence | | | | 1 0 | 1 0 | 0 0 |
| Dating Violence | | | | 0 0 | 0 0 | 0 0 |
| Stalking | | | | 0 0 | 0 0 | 0 0 |

| VAWA Offenses – On Campus Student Housing Facilities | | | | | | |
|---|--|--|--|----------|----------|-----------|
| | | | | F | F | FS |
| Domestic Violence | | | | 0 | 0 | 0 N/A |
| Dating Violence | | | | 0 | 0 | 0 N/A |
| Stalking | | | | 0 | 0 | 0 N/A |

| VAWA Offenses – Public Property | | | | | | |
|--|--|--|--|-----------|-----------|-----------|
| | | | | FS | FS | FS |
| Domestic Violence | | | | 0 0 | 0 0 | 0 0 |
| Dating Violence | | | | 0 0 | 0 0 | 0 0 |
| Stalking | | | | 0 0 | 0 0 | 0 0 |

| VAWA Offenses – Non Campus - LISD, WCISD, ZCISD, San Augustine High School & Piedra Angular Academic Ministries | | | | | | |
|--|--|--|--|--|---|---|
| Domestic Violence | | | | | 0 | 0 |
| Dating Violence | | | | | 0 | 0 |
| Stalking | | | | | 0 | 0 |

| VAWA Offenses – Non Campus - United ISD | | | | | | |
|--|--|--|--|--|---|---|
| Domestic Violence | | | | | 0 | 0 |
| Dating Violence | | | | | 0 | 0 |
| Stalking | | | | | 0 | 0 |

There were no hate or bias crimes reported for the years 2018, 2019 or 2020 for the offenses listed on page 40 or for any incidents of race, gender, religion, sexual orientation, ethnicity, disability, gender identity and national origin (actual or perceived) larceny-theft, simple assault, intimidation, or destruction/damage / vandalism of property.

“Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

“Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

“Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Public Property-all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

| Arrests – On Campus | 2019 | 2020 | 2021 |
|-------------------------------------|-------------|-------------|-------------|
| | FS | FS | FS |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 | 0 0 |
| Drug abuse violations | 0 0 | 0 0 | 0 0 |
| Liquor law violations | 1 0 | 0 0 | 0 0 |

| Arrests – On Campus Student Housing Facilities | FS | FS | F S |
|---|-----------|-----------|------------|
| | | | |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 N/A | 0 N/A |
| Drug abuse violations | 0 0 | 0 0 N/A | 0 N/A |
| Liquor law violations | 0 0 | 0 0 N/A | 0 N/A |

| Arrests – Public Property | FS | FS | FS |
|-------------------------------------|-----------|-----------|-----------|
| | | | |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 | 0 0 |
| Drug abuse violations | 0 0 | 0 0 | 0 0 |
| Liquor law violations | 0 0 | 0 0 | 0 0 |

Arrests for Alcohol, Drug and Illegal Weapon Violations: The number of students referred for Campus Disciplinary Actions for alcohol, drug or illegal weapon violations. (If included in the report as an arrest, a referral does not need to be reported under this category.)

| Disciplinary Actions -- On Campus | | | |
|--|-----|-----|-----|
| | | | |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 | 0 0 |
| Drug abuse violations | 0 0 | 0 0 | 0 0 |
| Liquor law violations | 0 0 | 0 0 | 0 0 |

| Disciplinary Actions -- On Campus Student Housing Facilities | | | |
|---|-----|---------|-------|
| | | | |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 N/A | 0 N/A |
| Drug abuse violations | 0 0 | 0 0 N/A | 0 N/A |
| Liquor law violations | 0 0 | 0 0 N/A | 0 N/A |

| Disciplinary Actions -- Public Property | 2019 | 2020 | 2021 |
|--|-------------|-------------|-------------|
| | FS | FS | FS |
| Weapons: carrying, possessing, etc. | 0 0 | 0 0 | 0 0 |
| Drug abuse violations | 0 0 | 0 0 | 0 0 |
| Liquor law violations | 0 0 | 0 0 | 0 0 |

| Unfounded Crimes | 2019 | 2020 | 2021 |
|-------------------------|-------------|-------------|-------------|
| | FS | FS | FS |
| Total unfounded crimes | 0 0 | 0 0 | 0 0 |

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Information contained in this publication is provided to satisfy requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A paper copy is available at Human Resources Office at the Ft. McIntosh Campus, Library, Student College Center and Campus Police at both campuses. The Campus Crime Statistics are also available on the internet at:

<http://ope.ed.gov/campussafety/>

www.laredo.edu/campuspolice

IMPORTANT TELEPHONE NUMBERS

Police, Fire, and Medical Emergencies:

| | |
|---|--|
| Campus Emergency | 111 |
| Laredo College Police Department (Ft. McIntosh) | Ext. 5303/ (956) 721-5303 |
| Laredo College Police Department (South Campus) | Ext. 4303/ (956) 794-4303 |
| Laredo Police Department Emergency Line for the Hearing Impaired | 956-795-2800 |
| SCAN | 956-724-3177 - 1-800-355-7226 |
| Drug Treatment Center (Rehab in Rio Bravo TX) For Adult Male Unit For Adult Female Unit | 956-728-9131 or 956-728-9132 956-791-7800 |
| SCAN Alcoholics Anonymous | 956-724-3177 |
| Suicide Crisis Hotline | 1-800-643-1102 |
| National Suicide Prevention Lifeline (TTY) Number Red Nacional para la Prevención de Suicidio | 1-800-273-TALK(8255) 711-1-800-273-8255 1-888-628-9454 |
| Webb County District Attorney's Office Domestic Violence Unit Crime Victim Compensation | 956-523-4900 956-523-4900 |
| Laredo Police Department Crime Victim Compensation | 956-795-3160 |
| SCAN Sexual Assault Services | 956-724-3177 |
| National Sexual Assault Hotline | 1-800-656-4673 |

CAMPUS OFFICES

| | |
|---|---------------------------|
| Office of the President | Ext. 5101/ (956) 721-5101 |
| Associate Dean of Students (Ft. McIntosh) | Ext. 4988/ (956) 794-4988 |
| Student Success Center (Ft. McIntosh) | Ext. 5135/ (956) 721-5135 |
| Student Success Center (South Campus) | Ext. 4135/ (956) 794-4135 |
| Student Life (Ft. McIntosh) | Ext. 5174/ (956) 721-5174 |
| Student Life (South Campus) | Ext. 4178/ (956) 794-4178 |
| Physical Plant (Ft. McIntosh) | Ext. 5148/ (956) 721-5148 |
| Physical Plant (South Campus) | Ext. 4246/ (956) 794-4246 |
| Community and Media Relations | Ext. 5140/ (956) 721-5140 |

LAREDO COLLEGE

Established in 1947

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*Laredo College is an Equal Opportunity / Affirmative
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Laredo College is accredited by the Southern Association of Colleges and Schools, Texas Education Agency and the Texas Higher Education Coordinating Board.

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