WELCOME TO PALO ALTO COLLEGE

1400 West Villaret Blvd.
NEW STUDENT ORIENTATION

PRESENTED BY
CPL. MARIA SALAZAR
Dispatch Numbers:

Non Emergency:
210-485-0099

Emergency:
210-485-0911

Weather Line:
210-485-0189
Alamo Colleges Police Officers are state licensed “Peace Officers” and have the same authority as municipal police officers and are empowered by The State of Texas to enforce all local, state and federal laws.

They may arrest individuals found in violation of these laws on or off district property.

They may issue citations for applicable offenses that are covered by state law to include offenses listed under the Texas Education Code. These citations are filed with the City of San Antonio Municipal Court.
Alamo Colleges Police are equipped with two-way radios that are interoperable with the San Antonio Police Department, San Antonio Fire Department/EMS, Bexar County Sheriff's Office, and other necessary equipment to effectively perform their job.
Alamo Colleges Police operate 24 hours a day, 365 days a year. In other words we are always here!!!

PAC Police Clerk: Monday thru Friday 8am-5pm. Closed on all District Holidays.

Campus Police will complete reports for accidents, information, injury/illness, suspicious people and criminal offenses.

Please Note: Copies of reports can be requested at dst-reprtrequests@alamo.edu send the completed request as an email attachment.

Note: Allow for sufficient time to process your request. If approved for release, your copy will be available after ten (10) business days from the date of this request.
The following forms are PDF files and can be opened with Acrobat Reader, which can be downloaded at Adobe's website.

Following forms can be found at www.alamo.edu

- Personnel Complaint Form
- Request for Police Report
- ID Card Request Form
- Bicycle Registration Form
- Campus Citation Appeal Form
This is a free service offered by the Alamo Colleges for its Students and Employees. The services provided are:

- **Airing up tires**
- **Battery boost**
- **Unlocking vehicle**

Some services may not be available due to inclement weather conditions.

To request Courtesy Patrol contact the Alamo Colleges Police Dispatch at 210-485-0099.
IF YOU FEEL UNSAFE OR HAVE ISSUES THAT MAY FOLLOW YOU ONTO CAMPUS, PLEASE CONTACT CAMPUS POLICE FOR AN ESCORT.

- * Walk you to class
- * Walk you to your vehicle
- Assist you with other resources available in Bexar County.
- Counselors on Campus are available to you
- Reach out to your Instructor
Parking On Campus

- **Students** - No Longer need parking permits to park in Student Parking Lots. (1,2,3,4,5,6,8,9,10,11)
- **Faculty/Staff** - Must have parking permits to park in Faculty/Staff Parking Lots.
  - There are reserved parking spaces marked for some Faculty and Staff. *(Do Not Park there if you are a student).*

STUDENTS
DO NOT PARK

FACULTY STAFF
EXEC. SEC. TO VPCS
VIP

NO PARKING ANY TIME
WHERE DID I PARK MY VEHICLE?
Parking lots and Vehicles

Make sure you know what parking lot you have parked in. (Look at Light post for lot number).

What building are you parked by or in front of?
MOTORCYCLE PARKING

- LOCATED IN LOTS 3, 8 & 11
ELECTRONIC VEHICLES CHARGING STATIONS
LOCATED IN LOT 8
Campus Citation Fines and Appeals

Campus Citations:
$16.00 Fine - within 10 working days of issuance.
$21.00 Fine - within 11-20 working days
$27 after 21 working days

Appeal Form:
Appeal form can be found at [www.alamo.edu](http://www.alamo.edu) then click on Business and Community. Then click on Departmental Forms and find Citation Appeal Form-PDF.

Email your completed form to:
pac-citationappeal@alamo.edu
Type “CITATION APPEAL” in the subject block of email. You must type your email address in the email CC Address block to receive a response.
Any unpaid Campus tickets you may have, will place a hold on your academic status.

This will prevent you from being able to register for classes, obtain your grades, financial aid, or transcripts until all the fines are paid in full.
It is an offense to park in a Disabled Parking Space without a current handicap placard registered in your name or proper handicap or disabled vet plates. “vehicle must be registered in your name”

This includes the improvements designed to aid vehicles with ramps or other devices.

Citations will go to San Antonio Municipal Court at 401 S. Frio Street.

Fines range from $230.00 to 240.00
Smoking is prohibited on all Alamo Colleges property. “Including parking lots”

Smoke-Free Environment includes the prohibited use of tobacco products and vapor or e-cigarettes.

Reminder smoking on Alamo Colleges Property may cause you to receive a Campus Citation.
No pets of any kind are allowed on Alamo Colleges Property. The only exception are service animals.
Weapons: Unlawful carrying of weapons or use or possession of prohibited weapons, including firearms, knuckles, explosive weapons, illegal knives and clubs, or any object used or intended to be used as a weapon to harm another while on College District Property.

Sex Offenders: Texas laws require sex offenders to inform the campus administration, (police department) of their presence on Campus.

Cameras: Officers taking reports will not be able to tell you what is on the cameras or if they have been reviewed. After the officer completes the report it will be assigned to a investigator. The investigator will contact you will any progress on your case.
Emergency phones are located at various locations throughout Palo Alto College Campus. Including the elevators and some hallways.

The emergency phone is a direct link to the Alamo Colleges Police Dispatch.

Emergency Phones are like calling 911. Do not play with them or use them for non-emergencies!!!
EMERGENCY PHONES
How to use Emergency Phone

By pushing the red button you have dialed the Alamo Colleges Dispatch emergency line. An officer will be dispatched to that location. Even if you don’t speak to the dispatcher the phones are numbered as to determine location.

If someone is trying to harm you DO NOT stand near the phone and wait for an officer. Keep running and screaming for help. Screaming “FIRE” is a good way to get peoples attention. Push the button on the next phone as you pass it if possible.

WE WILL FIND YOU!!
Safety Tips
On and Off Campus

- Pay attention to your surroundings, what is going on around you.
- Avoid walking with your headphones on, texting or talking on your cell phone.
- Travel in well-lit areas, walk with a friend or classmate when possible.
- Familiarize yourself with your Campus: Building name, classroom number, Instructor name, where building is located and parking lot you parked your vehicle.
Know where Emergency Phones are located on Campus and in buildings.

Know the number to the Alamo Colleges Dispatcher (210)-485-0099.

Have your number programmed in your cell phone.

If all fails then dial 911 and call will be transferred to Alamo Colleges dispatch if problem is on Campus.
STOP SIGNS ON CAMPUS

PLEASE STOP !!!
YOU CAN RECEIVE A CITATION !!
CROSSWALKS
Cross Walks

- Stop and look both ways before crossing.
- Do not assume the driver of the vehicle is going to stop for you, even if you have the right of way.
- Stay off your cell phones and pay attention while driving.
- Cross quickly because person in vehicle has somewhere to be as well.
- Pedestrians have the right of way at a crosswalk.
Vehicles/Awareness

When walking to your vehicle:

- Scan your vehicle, look for shadows underneath vehicles.
- Does anything look out of place or suspicious with your vehicle?
- Is there anyone around the area of your vehicle that looks suspicious.
- Before unlocking your vehicle door, look inside. (front and back)
- Check your trunk to make sure it is closed all the way.
SAFETY TIPS

- If you feel you are being followed, head quickly to a group of people, a faculty/staff office or the Campus Police Department.
- Have your keys in your hand so that you don’t have to search for them when you reach your vehicle.
- When you know you will be returning to your vehicle late at night, try to park in a well-lit area.
- Report suspicious activity/people to Campus Police immediately with a description of the person and their clothing.

If you have a “gut felling” that something is wrong there probably is. REPORT IT!!!
Crime Prevention

- Keep your vehicle locked at all times.
- Keep personal property that is in your vehicle out of sight.
- Keep your personal property (i.e., Backpacks, purses, phones, computers, etc.) with you at all times. Do not leave them at tables with friends or in classrooms.
- Make your textbooks with a number you will remember on a specific page. If your book is misplaced or stolen give this number and page to campus police.
- Know the make, model, and serial number of all your personal electronics, bikes, and other property.

Remember: You are responsible for your property!!! Keep it with you at all times. Do not leave your property unattended or lend it to a stranger!
For questions or comment for the Alamo Colleges Police Department, please contact Chief Don Adams at 485-0088 or by e-mail at dadams@alamo.edu

We are a public service organization and your views, critiques or comments are valued.

Phone: 210-486-3997/210-485-0099
E-mail: mortega31@alamo.edu