

# Security

ALSO SEE: [Emergency Procedures](#)

## Campus Security Telephone Numbers

- **On Campus**
  - # Campus Security:
    - # Ext. 6888 or 9.281.425.6888, 24 hours
    - # Red phones in each building and emergency poles throughout parking lots.  
Pick up receiver or push button and wait for a security officer to answer.
  - # Local Emergency: Dial 9.911 (for fire, police, ambulance)
- **Off Campus**
  - # Campus Security: 281.425.6888 or 281.808.0079, 24 hours
  - # Local Emergency: 911

Email Campus Police Chief Eric Williams: [ewilliams@lee.edu](mailto:ewilliams@lee.edu)

The Security Services Office is located in the Security Facility.

[Safety and Security Committee](#)

## Emergency Contacts

Problem Area	Primary Agency / Person Responsible	On-Campus Phone	Off-Campus Phone
Bomb Threat	Switchboard	0-Operator	281.427.5611
Car Trouble	Security Services	6888	281.808.0079
Environmental Spills	Baytown Fire Dept.	9.911	911
Fire	Baytown Fire Dept.	9.911	911
General Medical	EMS	9.911	911
Hurricane / Flood	Dean of Administrative Services	6348	281.808.0079
Life Threatening: — Drowning — Heat Stroke — Heart Attack — Sexual Assault / Assault	Emergency Medical Services (EMS)	9.911, then call 6888	911, then call 281.808.0079
Maintenance-related: — Electrical — Gas — Sewer/Water	Maintenance Foreman	6489/6490	281.808.0079

Student / Non-Student: — Problems	Dean of Student Development / Institutional Planning	6400	281.808.0079
Tornadoes	Dean of Administrative Services	6348	281.808.0079
Vehicle Accident	Security	6888	281.808.0079
Locking & Unlocking Doors	Security	6888	281.808.0079

**NOTE 1:** All campus buildings have red emergency phones installed in the hallways. If you cannot get to an office phone, use one of the red emergency telephones. Simply pick up the phone. No dialing is required. Tell the security officer the nature of the problem, and assistance will be rendered. In addition, there are emergency poles throughout the campus parking lots; push the button for assistance.

**NOTE 2:** Announcements regarding the operation of the college will be made on radio and TV stations. Refer to the Temporary Closings section of the handbook for details.

## Automated License Plate Reader (ALPR) System



The Flock Automated License Plate Reader (ALPR) system utilizes fixed cameras to capture still images of vehicles and their license plates as they enter and exit designated campus locations. ALPR cameras are installed at primary entry points at the Lee College Main Campus, the McNair Center, and the Lee College Education Center – South Liberty County.

Why? To enhance campus safety by providing real-time vehicle monitoring and threat detection, thereby preventing crimes before they occur, monitoring campus perimeters 24/7, and facilitating the investigation and closure of campus crimes more efficiently.

The ALPR system is intended to enhance the safety and security of students, faculty, staff, and visitors. Key benefits include:

## **Enhanced Campus Safety**

- Early warning system: If a vehicle is associated with felony warrants, active restraining orders, a stolen vehicle, a suspect vehicle in a reported crime, or a banned individual enters campus, Campus Security receives real-time alerts for immediate response.
- Support emergency response: During critical incidents (e.g., active threats, lockdown), ALPR data helps track vehicle movement and provides responders with valuable information.
- Geofencing and Pattern Analysis: ALPRs help Campus Security build patterns of loitering or suspicious vehicles.

## **Faster Investigations**

- Efficient review of vehicle activity: When incidents occur (theft, hit-and-run, vandalism), ALPR records provide time-stamped data on vehicles entering or exiting the area.
- Valuable evidence: Investigators can quickly identify suspect vehicles, which is crucial in cases involving assaults, thefts, or abduction threats.

## **Crime Deterrence**

- Visible technology discourages offenders: The presence of ALPR cameras reduces the likelihood of vehicle break-ins, theft, or unauthorized access.

The ALPR system is not used for traffic enforcement, student attendance tracking, or routine monitoring of individual vehicle movements. Flock ALPRs are not facial recognition cameras. They don't track individuals — only vehicles.

## **ALPR System Administration**

The Lee College Campus Security is responsible for managing and maintaining the Flock ALPR system. The Chief of Security serves as the System Administrator and authorized user.

Authorized users shall:

- Use the system strictly for legitimate safety or investigative purposes;
- Comply with all applicable laws, regulations, and institutional policies;
- Protect the confidentiality and integrity of ALPR data.

The ALPR System is used only to collect ALPR hits for investigations related to:

1. Any felony;
2. Stolen or wanted vehicles;
3. Stolen license plates;
4. Wanted persons;
5. Missing or endangered persons;
6. Vehicles with documented exclusions from Lee College property (including those who are subject to protection or restraining orders); and/or
7. Credible threats to persons or property.

## **Prohibited uses include:**

- Tracking or monitoring individuals without a legitimate safety or investigative purpose;
- Targeting individuals based on protected characteristics (e.g., race, gender, religion, national origin, disability);
- Use of ALPR data for routine disciplinary matters unless directly tied to a criminal investigation.

## **Data Sharing and Disclosure**

ALPR data may be shared, with authorization from the Chief of Security, with local, state, or federal law enforcement agencies only when:

- A formal request is submitted as part of an active investigation, or
- An exigent circumstance involves a credible threat to life or safety.

ALPR data may be subject to requests under the Texas Public Information Act (TPIA). All requests will be evaluated on a case-by-case basis in consultation with college legal counsel.

ALPR data is considered a law-enforcement record and is not part of a student's education record.

ALPR data is not:

- Sold;
- Shared for commercial use;
- Provided to third parties except as required or permitted by law.

## **Data Retention and Storage**

ALPR data is retained for a maximum of 30 days, after which it is automatically deleted unless preserved for an active investigation or legal proceeding.

Data may be retained beyond 30 days only when:

- It is relevant to an ongoing investigation, or
- Preservation is required by law.

All retention exceptions must be documented and approved by the System Administrator.

All data is securely stored within the Flock Safety cloud platform, using industry-standard encryption in transit and at rest.

## **Transparency**

Lee College will:

- Publish information about the ALPR system on the College website;
- List ALPR usage on the Daily Crime Log available on the College website.

# Frequently Asked Questions (FAQ)

## What is an Automated License Plate Reader (ALPR) system?

An Automated License Plate Reader (ALPR) system uses cameras and Optical Character Recognition (OCR) technology to capture and read vehicle license plates as they enter or exit campus property. The system helps enhance safety, support investigations, and improve emergency response.

## Why does Lee College use ALPR technology?

ALPRs provide an additional layer of security by identifying potential threats, assisting in criminal investigations, and supporting emergency responders. They also help deter crime and improve overall campus safety.

## Where are the ALPR cameras located?

Cameras are placed at main entry points to the Lee College Main Campus, the McNair Center, and the Lee College Education Center – South Liberty County. Cameras monitor vehicle entry and exit points, but not pedestrian areas or building interiors.

## Does the ALPR system track individual movements?

No. The system does not track the movements of students, employees, or visitors. ALPR data is reviewed only when a legitimate safety or investigative need exists and is not used for routine monitoring or attendance tracking.

## Is the system used for issuing traffic tickets or parking citations?

No. The ALPR system is not used for traffic enforcement or parking violations.

## What information does the ALPR system collect?

ALPR cameras capture:

- Still images of vehicles and license plates
- Date and time of detection
- Vehicle characteristics (e.g., make, model, color) The system does not capture interior vehicle images or personal biometric information.

## How long is ALPR data stored?

Data is retained for 30 days and then automatically deleted unless it is preserved for an active investigation or to fulfill a legal requirement

## **Who has access to the ALPR data?**

Only the Chief of Security, serving as the System Administrator, is authorized to operate the system, review alerts, and conduct searches. Access is restricted to protect the confidentiality and integrity of data.

## **Can law enforcement access the data?**

Yes, but only under specific conditions:

- A formal request related to an active investigation, or
- An emergency involving a credible threat to safety. All requests are reviewed and approved by the Chief of Security.

## **Is ALPR data shared or sold?**

No. ALPR data is not sold, shared for commercial purposes, or provided to third parties except as required by law.

## **Is this system compliant with privacy laws?**

Yes. ALPR data is treated as a law-enforcement record in accordance with applicable state and federal laws, including the Texas Public Information Act. All data is encrypted and securely stored.

## **Does the ALPR system replace other security measures?**

No. ALPRs complement existing campus safety measures, such as patrols, emergency notifications, and surveillance cameras. They are part of a layered approach to campus security.

## **How will I know if my vehicle triggered an alert?**

Individuals are not automatically notified. Alerts are reviewed by Campus Security only when they pertain to vehicles involved in safety concerns, threats, or law enforcement notifications

## **Who can I contact with questions or concerns?**

Please contact Lee College Campus Security at:

Phone: 281-425-6888

Email: [Security@Lee.edu](mailto:Security@Lee.edu)