


ANNUAL SAFETY REPORT 2025



CONTACT CAMPUS SAFETY

 863.680.4305

 safety@flsouthern.edu

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Letter from our Director of Safety and Security, Eric Rauch:

Thank you for your interest and support of Florida Southern College. Our approach to safety is truly unique. Our current safety team is comprised of over 70 team members, of which nine are full-time college resource officers contracted through the Lakeland Police Department. This coverage allows us to have an ultra-low response time to anywhere on campus.

We are occasionally asked “Why so many officers on campus?” Or “Is there a problem with safety concerns?” The answer is quite the contrary. Our proactive approach is by design to prevent any problems before they occur. We have the unwavering support of our President, Board of Trustees, Administration, Faculty, Staff, and Students.

What else makes us unique? Three things: we answer every call with a sense of urgency, we pay close attention to every detail, and we operate in a transparent manner. We are able to do all three while still maintaining a high value for quality customer service.

I am extremely proud to serve Florida Southern College by leading this team, and I challenge my team members daily to make the school better than it was the day before. They do an excellent job of this, and we are making a college that is already so great even better.

Thank you,
Eric Rauch
Director



Letter from the Florida Southern College President, Dr. Jeremy Martin

Welcome to Florida Southern College! We're glad you're here.

For all of us privileged to visit or call the College home, safety is our utmost priority. In order for students, faculty and staff to do their best work and for all of us to truly enjoy the architectural magnificence and serenity of our iconic campus, we must be and feel safe. The entire community

joins in an unwavering commitment to sustaining that environment.

Florida Southern's campus safety program is a national leader. Our policies, procedures and practices are a model for institutions around the country. The experienced and dedicated professionals who ensure the campus is secure 24 hours a day, seven days a week are valued colleagues and friends to those who live, learn, and work here.

That highly trained campus security team is the core pillar of our safety efforts. Their dedication is second to none, and their effort is tireless on our behalf. They are compassionate, service-minded individuals who engage with members of our campus community and beyond. Working in close partnership with the City of Lakeland, Florida Southern's campus enjoys the protection of officers with advanced training and utilizing the latest technology.

Safety is a shared commitment. It takes all of use to safeguard this community.

The following pages provide valuable information, guidance and resources regarding our high safety standards. Please read and follow that guidance, remembering that our shared commitment is a collaboration ensuring Florida Southern College remains among the safest and most welcoming campuses in America. Go Mocs!

All the best,
Jeremy P. Martin, Ph.D.
President

PREFACE

The safety of the students, faculty, staff, and visitors of Florida Southern College is the institution's highest priority. The members of the Department of Campus Safety & Security (DCSS) staff are therefore committed to working with all members of the campus community to continue to make our campus safe and secure.

Policies have been developed to assist us all in these efforts, and the following information has been prepared to increase your

awareness of the programs that exist to protect your well-being. We encourage you to read this guide carefully and to implement the safety practices outlined in all of your activities.



Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act went into effect October 28, 2002. The law requires our institution to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The Web site address for securing the information is: www.fdle.state.fl.us. When researching the site, look under the sexual predator pages for Polk County.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act in memory of a student who was slain in her dorm room in 1986. The Higher Education Opportunity Act of 2008, or HEOA, reauthorized and expanded the Higher Education Act of 1965, as amended.

HEOA amended the Clery Act and created additional safety and security related requirements for institutions. The Clery Act is a federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. In compliance with these laws, the following information is provided. The report includes the previous three years of reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Florida Southern College, and on public property within or immediately adjacent to and accessible from campus.

VAWA and Campus Save Acts

The Campus Sexual Violence Elimination Act (Campus SaVE Act) of 2013 reauthorizes the earlier Violence against Women Act (VAWA). With guidance from the U.S. Departments of Justice, Education, and Health and Human Services, institutions of higher education such as Florida Southern College are required to report annual statistics of domestic violence, dating violence, stalking, and sexual assault. The College must make community members aware of resources for victims of such acts, provide prompt, equitable, and reliable investigations of such reports, and establish sexual violence education and prevention programs. At Florida Southern College, many of these programs are part of the greater “Just Ask” Title IX initiative.



Department of Campus Safety and Security (DCSS)

The DCSS is responsible for providing safety services for all college students, faculty, staff, and visitors. The College employs a director, full-time and part-time officers, full-time and part-time dispatchers, safety specialists, and administrative personnel. Students are hired during the academic year to assist the safety department in providing a higher level of customer service as well as extra eyes and ears for crime prevention activities.

The DCSS Director is responsible for compiling the annual crime statistics, reviewing ticket appeals, marketing the services of the department, conducting orientation and safety-training programs for the campus community, and interacting with local law enforcement officials.

Our **Safety & Security Officers (SS/O)** are generally the first contact with the College community as they patrol the campus 24 hours a day. Throughout the day and night they provide basic security and protection for the College community. Prior to hire, SS/O undergoes a thorough background check for criminal and driving histories, and an interview process. The SS/O patrol the campus grounds by vehicle, on foot and, weather permitting, by utility carts. SS/O's work in conjunction with our Lakeland Police Officers. SS/O's conduct preliminary investigations of incidents on campus and forward those reports to the Director or his designee for further investigation and coordinate closely with the Lakeland Police Department on law enforcement related matters.



The College has nine sworn members (and 4 paws) of the Lakeland Police Department who serve as the college's resource officers (CRO). Officers are available on campus 24/7, and are available for all campus activities throughout the week. They are responsible for assisting to maintain the campus in a safe condition for the campus community. In addition, during large after-hours student gatherings, such as athletic events, a police officer will be present at the events.



The mission of the DCSS is to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility and fulfill college commitments. The department strives daily to enhance the quality of life on campus by working cooperatively with the public and within the framework of the law, to preserve the peace, reduce fear, and provide for a safe environment. This is accomplished by 24 hour-a-day patrol protection, precursory investigations, crime prevention activities, parking and traffic enforcement, fire safety and other safety-related assistance.

The campus is open to the public. To maintain the safety of the campus, trained safety officers are on duty daily at on-campus facilities and off-campus housing locations. Safety officers perform regular walk-throughs of buildings throughout their shifts and regularly check on safety features such as lighting, access control, and ensuring fire exits are not obstructed. Safety Dispatchers maintain and monitor communication with all campus safety officers via two-way radio and telephone. Dispatchers monitor college emergency telephone lines, fire, intrusion, and panic alarms, as well as surveillance cameras.

College-owned residential facilities are restricted to residents, their approved guests and other approved members of the college community.

Some college residential facilities have hall directors; all have student resident advisors residing within the facility. Residence halls are locked 24 hours a day. Access is restricted to residents of that building by use of ID card scanners. Each student is issued an individual room key. Certain residential facilities also require residents to have keys to their particular floor or hallway. DCSS recommends that students keep their rooms locked at all times. Residents are cautioned against permitting strangers to enter the facility and are urged to require individuals seeking entry to use their access cards. Campus safety officers patrol residential facilities on a regular basis.

All students and College personnel are issued a picture identification card. The SS/O's wear easily identifiable uniforms. Facilities and maintenance personnel wear work-shirts with the campus logo over the pocket or personal clothing with name badges and assigned department. Solicitors and other unauthorized persons are not allowed in residential facilities or on campus.



Visitation

Guests are welcome in student rooms provided the guest is escorted at all times and has the approval of the student's roommate(s). Residents and their guests are required to conform to the guidelines and policies established by the College. All campus residential facilities work on the honor system. Abuse of the visitation policy may result in a revoking of the honor system in any campus residential facility. Residents are responsible for the behavior of their guests and must inform them of Community Living and College policies. Cohabitation is prohibited; only the residents assigned to a room may live there. Roommate approval is required for any guest(s). Guests must have a valid state issued ID. Overnight guests must be 17 years of age or older. Residents and/or guests may only use campus residential facility bathrooms designated for use by their respective sex.

To protect the interests of the College and to ensure that our student hosts are complying with policies set forth by the College, anytime a non-student guest (whether a prospective student, an athletic recruit, or any other guest) is staying overnight in one of the College residential facilities, the Office of Community Living requires that the guest is registered. This would apply to personal guests of residential students as well as guests coming for Admissions events, athletic events, and other events where a student would stay overnight, as a guest of the College. The Overnight Guest Registration form found on the Community Living page on Engage must be completed at least two days in advance of the overnight stay.





Florida Southern College is committed to promoting the health and safety of its campus community and abides by the Drug-Free Schools and Communities Act of 1990. The use, possession, purchase and/or sale of illegal drugs and any form of alcohol on campus are prohibited. The College does not condone the abuse of prescription drugs.

All members of the campus community are expected to understand that alcohol abuse and use are absolutely at variance with the mission of the College. All students and employees are expected to abide by local, state, and federal laws along with the policies of the College. Any employee or student who engages in any illegal activity or is found to be in possession of, or under the influence of, or using, selling, trading, or offering for sale controlled substances or alcohol during working hours, on campus, or at a College sponsored event, is in violation of this policy and will be subject to disciplinary action. The [Student Handbook](#), the Employee Handbook, and the Biennial Review of Compliance with the Drug Free Schools and Campuses Regulations address the policies in detail.

Current policies are enforced at the discretion of the College and may include:

- Zero tolerance for violations including illegal drugs
- Parental notification for all violations of the College alcohol policy
- Online alcohol education course for alcohol violations
- Evaluation through a third-party, state-certified drug/alcohol treatment facility, at own cost, when found responsible for more than one alcohol violation

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact one of the following resources available on campus:

- Personal Counseling Center, ext. 6236
- Health Center, ext. 4292
- Employee Assistance Program, ext. 5079

Matriculating first-year students receive online alcohol and drinking behavior education programs from Vector Solutions at www.vectorsolutions.com. Alcohol education is presented in Just Ask sessions throughout the academic year.

CRIMINAL ACTIVITY OFF-CAMPUS

When a student is involved in an off-campus offense, campus security officers and college officials may assist with the investigation in cooperation with local, state, or federal law enforcement. Law enforcement officials may work with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. The College operates no off-campus student organization facilities but does operate some off-campus apartment communities and college-owned houses. The Lakeland Police Department has primary jurisdiction in all areas off campus. College security officers can, and do, respond to student-related incidents that occur in close proximity to campus.





Members of the campus community, including students and employees, should immediately report criminal offenses and emergencies to the Department of Campus Safety and Security (DCSS). The Clery Act requires the College to alert the campus community to certain crimes in a manner that will aid in the prevention of similar crimes.

To report a crime, call **863.680.4305**. Dispatchers are available 24 hours a day, 7 days a week to answer calls.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the College will immediately notify the campus community. Examples of such a threat include, **but are not limited to:**

- **Gas leak**
- **Hurricane**
- **Armed intruder**
- **Terrorist incident**
- **Bomb threat**
- **Civil unrest or riot**
- **Explosion**
- **Infection outbreak**
- **Nearby chemical or hazardous waste spill**

The only reason the College would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

DCSS is the focal point for two-way transmission of official emergency telephone communications to College administrators. Each administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices under his/her direction.

The officer on duty will notify DCSS of any campus emergency as necessary and will initiate the notification system by calling appropriate College administrators.

All emergency operations shall be directed by the President of the College or his designee. All emergency operations shall be coordinated by the Director of Campus Safety & Security under the direction of the Emergency Director. Every Administrator, Dean and Department Head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities during any emergency:

1. Inform all employees/students under their direction of the emergency condition.
2. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
3. Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and to report to a designated assembly area outside the building where a head count can be taken.
4. Maintain emergency telephone communications with DCSS.

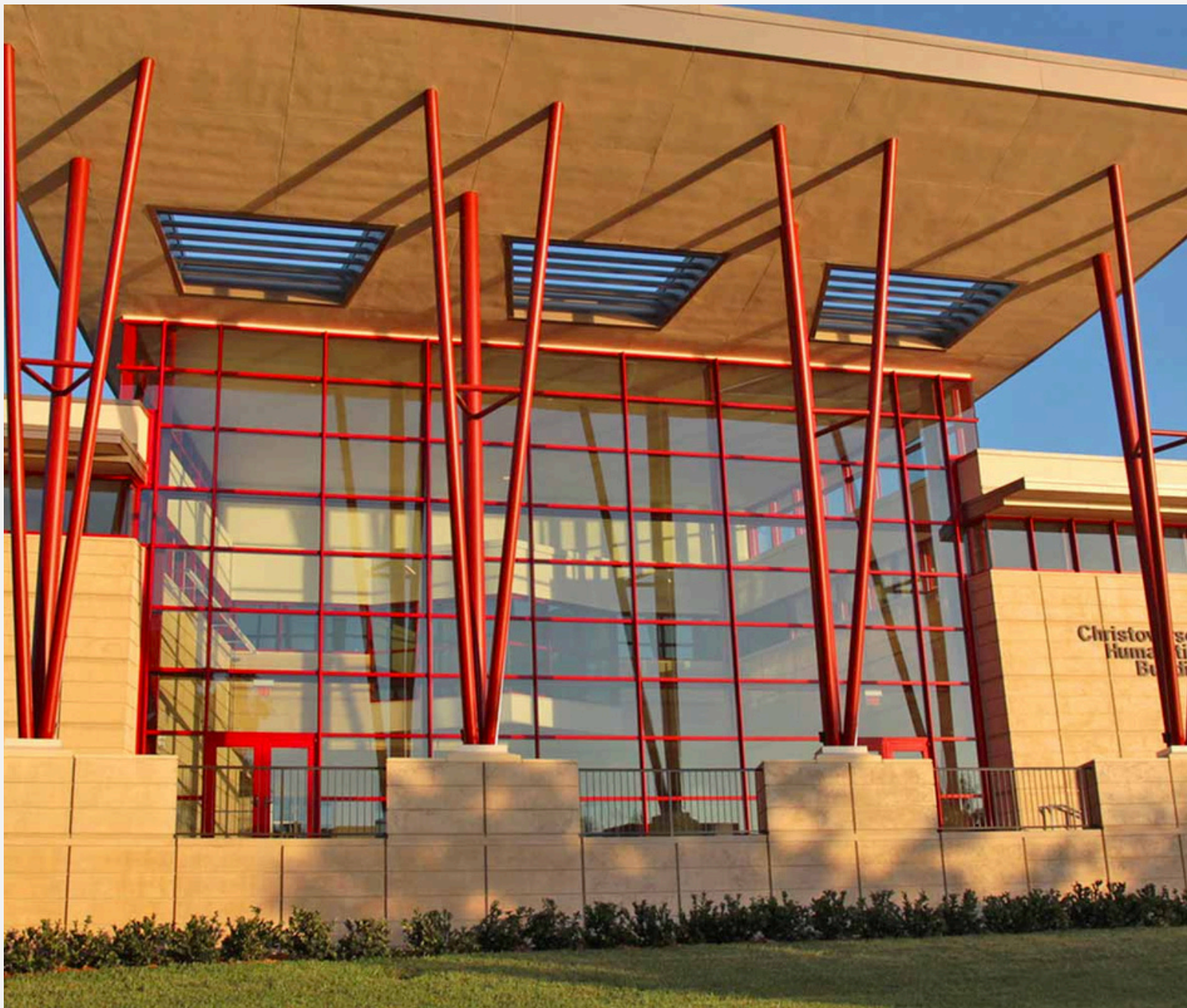
The College strives to maintain an effective emergency notification system by testing emergency response and evacuation procedures regularly. The Omnilert Emergency Notification System is tested every 8 hours on a daily basis inside the Office of Campus Safety and Security. Evacuation routes are posted on the inside of each residential facility unit room directing students to where they should evacuate. Academic and Administrative buildings contain tornado shelter location notices.



Evacuation Staging Areas are assigned depending on the nature and geographic location of the emergency. New employees complete an orientation during which they are introduced to the Emergency Action Plan and other safety procedures on campus. Community Living conducts quarterly fire drills for all residence halls to ensure students know their evacuation route.

DCSS maintains a log of all completed tests. Documentation of the test is archived in the Florida Southern College, in the Office of Campus Safety. The log lists the date and time, however, prior to an announced test, the Director of Campus Safety & Security sends out an email to all faculty, staff and students informing of the pending test. Unannounced tests are also archived with the Florida Southern Safety Operations Specialist.

The College's Emergency Action Plan contains comprehensive information on all emergency response procedures and is located on the College's public web page for the Department of Campus Safety and Security. Additionally, the Department annually sends an e-mail notice to all employees and students with a link directing them to the Emergency Action Plan. This notice is often combined with the notice of the publication of the Annual Safety Report.



FIRE SAFETY

Fire and smoke detection equipment is installed in all residential facilities and alarms from the facilities report directly to DCSS. Fire drills are conducted for each residential facility four times per academic year. All pull stations, emergency lighting, smoke detectors, and fire extinguishers are checked once a month to ensure proper working order. In the event of a fire, pull the fire alarm and exit the building quickly. Close, but do not lock, your door. It is mandatory that everyone leaves the building during a fire alarm and sanctions may be imposed for those who do not comply with this policy. The resident advisor will give detailed information on where to meet and when to return to the building.



If you are in a building with an elevator, the elevator will be turned off automatically. If you are stuck in an elevator, please push the emergency button or use the telephone located in the elevator.

In residential facilities, exit doors are clearly marked. In the event of a fire, please exit the building by utilizing the marked exits.

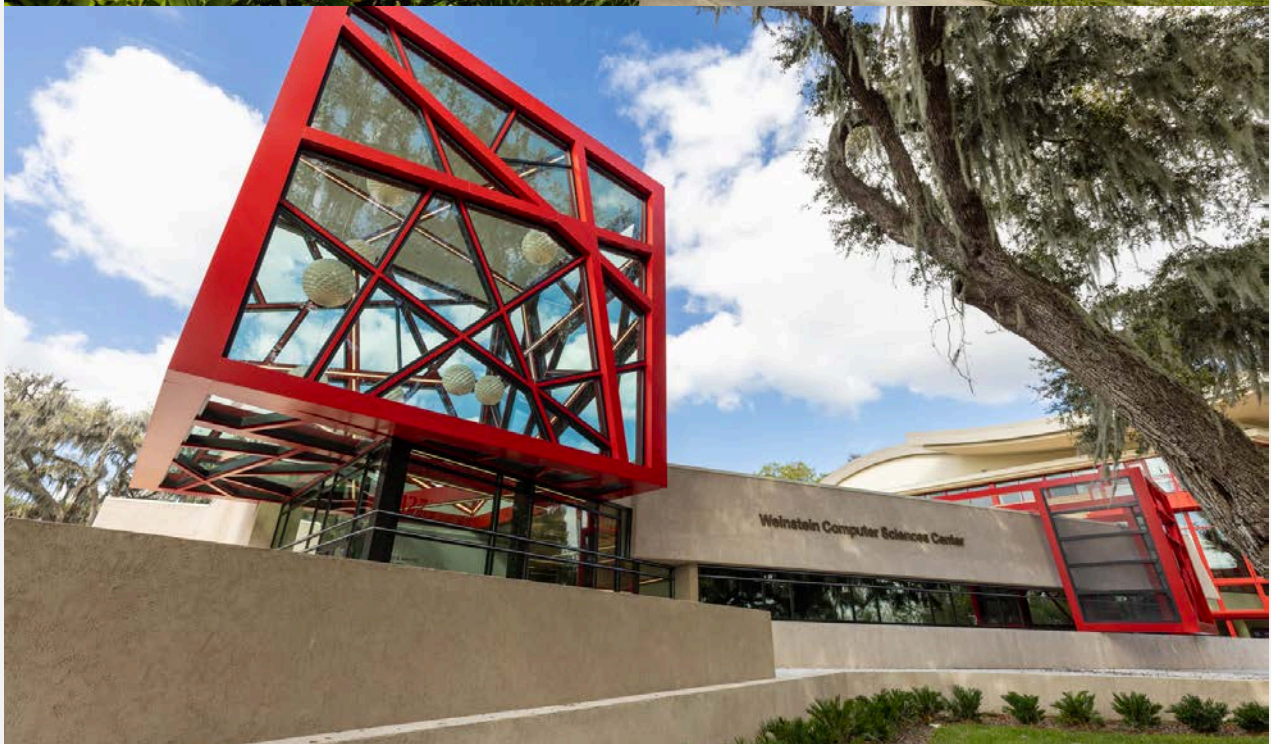
Please familiarize yourself with fire exits before an emergency occurs. The fire marshal can levy a penalty and fine for those who fail to evacuate the building promptly. The best reason for complying is to protect yourself, and others, from danger.

Florida Southern College Residential Fire Report

Residential Facilities	Cause	Date/Time	Total Number of Fires in Each Building 2022	Total Number of Fires in Each Building 2023	Total Number of Fires in Each Building 2024
Ashley Gibson Barnett Museum of Art	Construction	02/02/2024- 10:52	0	0	1
College Owned Duplex/Quad- 811 Lexington Street			0	0	0
College Owned Duplex/Quad- 815 Lexington Street			0	0	0
College Owned Duplex/Quad- 965 Lexington Street #1			0	0	0
College Owned Duplex/Quad- 965 Lexington Street #2			0	0	0
College Owned Duplex/Quad- 965 Lexington Street #3			0	0	0
College Owned Duplex/Quad- 965 Lexington Street #4			0	0	0
College Owned Duplex/Quad- 926 Mississippi Avenue			0	0	0
College Owned Duplex/Quad- 936 Mississippi Avenue			0	0	0
College Owned Duplex/Quad- 938 Mississippi Avenue			0	0	0
College Owned House- 709 Charles Street			0	0	0
College Owned House- 835 College Avenue			0	0	0
College Owned House- 835.5 College Avenue			0	0	0
College Owned House- 837 College Avenue			0	0	0
College Owned House- 701 Finney Street			0	0	0
College Owned House- 713 Finney Street			0	0	0
College Owned House- 715 Finney Street			0	0	0
College Owned House- 705 FLW Way			0	0	0
College Owned House- 724 FLW Way			0	0	0
College Owned House- 820 FLW Way			0	0	0
College Owned House- 924 FLW Way			0	0	0
College Owned House- 930 FLW Way			0	0	0
College Owned House- 934 FLW Way			0	0	0
College Owned House- 938 FLW Way			0	0	0
College Owned House- 938 FLW Way (Detached Apt.)			0	0	0
College Owned House- 950 FLW Way			0	0	0
College Owned House- 903 Johnson Avenue			0	0	0
College Owned House- 1001 Johnson Avenue			0	0	0
College Owned House- 1015 Johnson Avenue			0	0	0
College Owned House- 1021 Johnson Avenue			0	0	0
College Owned House- 952 Mississippi Avenue			0	0	0
College Owned House- 1112 Mississippi Avenue			0	0	0
College Owned House- 711 E. Park Street			0	0	0
Colony Arms Apartments			0	0	0
FSC Allan Spivey Hall			0	0	0
FSC Building 61			0	0	0
FSC Building 62			0	0	0
FSC Building 63			0	0	0
FSC Dell Hall			0	0	0
FSC Hollis Hall			0	0	0
FSC Jenkins Hall			0	0	0
FSC Joseph Reynolds Hall			0	0	0
FSC Miller Hall			0	0	0
FSC Nicholas Hall			0	0	0
FSC Wesley Hall	Unknown Cause	05/04/22- 19:55	1	0	0
Garden Apartments			0	0	0
Lake Hollingsworth Apartments	Cooking: Cooking	11/06/22- 18:18; 10/16/23- 17:58	1	1	0
Lake Morton Villas	Cooking: Cooking	01/23/23- 08:47	0	1	0
Star Apartments			0	0	0
Total			2	2	0

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. DCSS SS/O's regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Facilities Maintenance Department for correction. Annually, members of the College administrative staff and the directors of the Facilities Maintenance and Safety departments join with a representative from the Lakeland Police Department for a walking lighting survey of the campus. Recommendations from the lighting survey are handled in an expeditious manner. Other members of the College community are encouraged to report hazardous conditions.



MISSING PERSONS

The purpose of this policy is to set guidelines in the reporting and investigation of missing person(s) that occur on the campus of Florida Southern College. It will be the responsibility of the Department of Campus Safety & Security (DCSS) Safety & Security Officers (SS/O's) to receive reports, to report, investigate, liaison with local government agencies, and to coordinate search efforts. Any knowledge of a missing student must be reported immediately to the Director of Campus Safety and Security, any Safety and Security officer, or the Dean of Students.

I. If a student living on campus has been deemed missing for more than 24 hours, the DCSS Director of Campus Safety & Security will coordinate efforts with the Lakeland Police Department. DCSS & the Lakeland Police Department will conduct an immediate, thorough, and timely investigation to determine the safety and whereabouts of the person. An individual will be considered missing if a roommate, classmate, faculty member, or other person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety.

II. The DCSS will contact the Dean of Students to assist in determining when, where, and by whom the person may have last been seen and in notification of family members. Each student shall have been asked to provide the name and contact information of a person to be notified in the case of an emergency or in the event such student is missing. Student Affairs shall contact such person if the student is missing for more than 24 hours. The missing student emergency contact information will be confidential and only accessible by authorized campus officials. The contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. General emergency contact information and missing student contact information is kept separate even if the student has registered the same person for both purposes. If the student is a minor, Student Affairs shall also contact the student's custodial parent or legal guardian.

III. The DCSS Shift Supervisor will direct the appropriate response to the scene, which may include additional assistance of other college personnel. The Director of DCSS will coordinate efforts with other college personnel to conduct a thorough search of the immediate area.

IV. The Director of DCSS will provide liaison with the Office of Marketing and Communications for information to be released to media. This will include, but not be limited to, periodic updates regarding the status of the investigation.

V. Initial sources of the missing person(s) information to be obtained during the initial investigation may include, but not be limited to:

Roommate's information, family, friends, class schedules, residential advisors, faculty, staff, student supervisor, off-campus employer, prior counseling sessions, campus groups, campus activities, access to transportation and determination if vehicle is accounted for, most recent use of meal card, library card, or computer facilities.



PREVENTION PROGRAMS

The DCSS has adopted a slogan, **"See Something, Say Something."** This slogan is found on most communiques originating from the office. To show a commitment to safety, Florida Southern College purchased **surveillance cameras** and mounted them in strategic places to help in identifying unwanted persons on campus. They are also used as an investigative tool in solving crimes that have occurred. Emergency Phones are located throughout the campus. The phones ring directly to the DCSS when the emergency button is not activated.

Throughout the year, members of the DCSS and representatives from the Lakeland Police Department conduct campus investigations, provide Crime Prevention Programs on identity theft, date rape, domestic violence, fire safety, alcohol and drug use and other safety topics. Programs are also offered in conjunction with the Just Ask program through the Office of Student Conduct. Students, faculty and staff members are encouraged to attend any of the prevention programs on campus. Some meetings are held in residential facilities to inform students of safety matters. During the presentations, the College community is encouraged to be responsible for their own security and for the safety of others on campus by looking out for one another. Brochures, videos, books, and other educational materials are available through the Counseling Center, Roux Library, Health Center, and DCSS on a number of topics.



Students are encouraged to join in crime prevention efforts by being attentive to their surroundings.

Neighborhood Watch groups sponsored by the Lakeland Police Department.

A **Safety Escort Service** is available from a SS/O. To request an escort, contact the DCSS. Students are encouraged to use escorts, particularly during the late evening and early morning hours when they are returning to their residential facility and are walking from the parking area or another location on campus. If using a campus phone, dial ext. 4305 for this service. If dialing off campus, or using a cellular phone, dial 863.680.4305.

In an effort to provide timely notice to the campus community, and in the event of a serious incident that may pose a threat to members of the community, crime alerts are posted throughout the campus. The e-mail system supplements the postings.



Community members such as students, faculty, staff, visitors and guests are encouraged to report all criminal actions or other emergencies to DCSS immediately so that the College can appropriately act upon safety and security measures, timely warning reports and annual statistical disclosure. Emergencies and hazardous situations involving public safety should also be reported. To report a hazard through the College's website please visit <http://www.flsouthern.edu/campus-resources/safety.aspx> .

To report a crime, call **863.680.4305**. Dispatchers are available 24 hours a day to answer calls.



SS/O's will take the appropriate action, which may include: filing an incident report, contacting the local police department for back-up, if necessary, or contacting the emergency medical services for medical emergencies. Although the SS/O's file incident reports, victims of crimes are encouraged to contact the Lakeland Police Department at 863.834.6900 for follow-up investigation. The DCSS can assist the victim with that process.

All DCSS incident reports involving students are forwarded to the Dean of Students for review and potential action by the Office of Student Conduct. All incident reports involving employees are forwarded to the Assistant Vice President of Operations and Director of Human Resources for review and potential action.

Law Enforcement Agencies

All crime victims and witnesses are encouraged to report the crime to the campus safety and security office and the appropriate police agency. The College's DCSS maintains a professional working relationship with the Lakeland Police Department and occasionally works with other law enforcement agencies in the area. The Lakeland Police Department investigators work closely with the investigative staff at the College when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between the College and the Lakeland Police Department.

Members of the College's Safety and Security office, the office of Student Affairs, and the Human Resources office are available to assist victims or witnesses of a crime with filing a police report.

Confidential and Anonymous Crime Reporting

If you are the victim of a crime or witness to a crime and do not want to pursue action within the College and wish to file **anonymously** with local law enforcement you may make a report to the local *Crime Stoppers* organization at <http://www.heartlandcrimestoppers.com/> or **1-800-226-8477**.

If you are the victim of a crime or witness to a crime and wish to **anonymously** notify the College you may do so using the *Anonymously Report an Incident* link on the College's *Just Ask* website located at <http://www.flsouthern.edu/policies/just-ask.aspx>

If you are the victim of a crime or witness to a crime and do not want to pursue action within the College but wish to receive psychological support, you may report confidentially to a professional member of the Counseling Center. However, if you wish to receive spiritual counseling any report of a crime made to the college Chaplain will be reported to Campus Security and Safety and, when appropriate, to local law enforcement. Similarly, if you seek medical assistance in the College's Student Health Center for injuries due to a crime, the reasons you sustained injury must be reported to the Director of Campus Security and Safety and, when appropriate, to local law enforcement.

In compliance with federal, state, and local requirements and college policy, certain crimes shall be reported to the Director of Campus Safety and Security for *Clery* reporting and other tracking purposes and, when permissible, such reports may not include the complainant's name unless authorization is granted by the offended party. When required, reporting will be made to other organizations such as the Florida Department for Children and Families at <http://reportabuse.dcf.state.fl.us> or **1-800-96-ABUSE**.

Disclosures to Alleged Victims

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime of offense, the College will provide the results of the disciplinary action to the victim's next of kin, if so requested.



REPORTING SEXUAL ASSAULT

It is the policy of the College that no member of the College community shall be subjected to any form of unlawful discrimination, harassment, retaliation, or violence by any other member of this institution. It is the policy of the College to provide fair, equitable, reliable, and compassionate responses to reports of any type of discrimination or violence and that no member of the College community shall be subjected to any form of unlawful discrimination, including sexual discrimination (sexual harassment, sexual misconduct, retaliation, domestic violence, dating violence, sexual assault, and stalking). No form of harassment will be tolerated at Florida Southern College. All forms of discrimination involve unwelcome and/or nonconsensual actions.

“Consent” must be **informed, voluntary, and mutual**, and **can be withdrawn at any time**.

There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Consent in terms of sexual conduct is freely and actively agreeing together, with clear understanding, to engage in mutually agreed-upon sexual activities. Persons who can never provide Consent include:

- Minors (in Florida, this is anyone under the age of 18)
- People with cognitive or social limitations that render them incapable of providing Consent
- Incapacitated persons. Incapacitation can occur through excessive alcohol or drug use or for other reasons such as unconsciousness, being asleep, or being otherwise physically unable to respond fully and effectively to the environment, such that they cannot make a knowing agreement to sexual activity.

Consent is dynamic and ongoing throughout any given sexual encounter. It can be revoked by either party. It does not “carry over” to future encounters. If one person’s response is unclear or ambiguous, it is the other person’s responsibility to confirm Consent. Finally, intoxication is not the same as incapacitation. Thus, the use of alcohol or other drugs does not release anyone from the requirement to seek and provide consent.

Should sexual violence or sexual assault occur that involves a College student or employee, either on campus or at an off-campus College function, the victim is encouraged to notify local law enforcement by dialing **“911”** (**9-911** if calling from a campus phone) and the College’s Campus Safety Office (**863**) **680-4305**. Such reporting can provide the victim with access to needed medical care and personal safety as well as protect the campus community from further crime.

Victims of sexual violence or assault are also encouraged to seek counseling and mental health services through the **Counseling Center (863-680-6236)**. The Lakeland Police Department offers a Victim's Assistance program to guide a victim through the reporting process **(863-834-6914)**.

All Florida Southern College employees, including students employed by the College and faculty, have a **duty to report** observations or knowledge of sexual violence, sexual assault, or other criminal acts such as child abuse (when a crime has been committed against a Minor which, in Florida, is anyone under the age of 18). Employees should report their knowledge to their immediate supervisors and to a designated Title IX Officer which is the Assistant Vice President of Operations and Director of Human Resources at **863-680-3964**. When the incident involves a student reports should be given to the Student Affairs Title IX officer which is the Director of Student Conduct at **863-680-6216**. Please see section on "Confidentiality" for details on who may maintain confidentiality under the law.



Assistance in changing employment, academic, or on-campus living situations after an alleged sexual assault has occurred is available through the Office of

Human Resources for an employee, **863-680-3964**; or the Office of Student Affairs with the Director of Student Conduct, **863-680-6216**, for students. The College can provide assistance, when requested, with filing a police report.

Victims may also elect to report an assault to the College anonymously. Anonymous reporting alerts the campus community to potential danger and helps in compiling accurate crime statistics. To make an anonymous report go to www.flsouthern.edu/justask.

What to Do if You Learn of a Sexual Violence/Assault Incident:

The following information outlines the College's sexual violence/assault reporting procedure, a guide on how to respond to a student's or employee's report of domestic violence, dating violence, sexual assault, or stalking.

Following a sexual assault or incident of dating violence, domestic violence or the experience of being stalked, it often happens that the first person the student or employee confides in is not a nurse, counselor, Campus Safety & Security officer, or other official person, but someone else the student or employee already knows and trusts. The student or employee may choose to talk to a trusted friend or advisor before speaking to anyone else. The most crucial guideline in taking any of the following steps is to allow the student or employee to choose how the situation will be handled. A victim of sexual assault has been through an experience over which she or he had little or no control. Therefore, it is extremely important that the victim be allowed to regain a sense of control by making her or his own decisions.

Whenever a student or employee reports a sexual assault, the first task is to ask the individual if there is a need for immediate emergency assistance, as in cases, for example, in which the assault has just occurred or is still going on. If emergency services are required, call **"911"** immediately and then notify the College's Department of Campus Safety and Security (DCSS) at (863) 680-4305. Take every step to ensure that the student or employee is not alone until



help arrives. The reporting party's official duties end at this point, but the student or employee may need continued support and assistance over the next hours, days, and weeks (please be ready to refer the individual to the resources at the end of this document).

If the student or employee does not require emergency assistance and the sexual assault occurred within the past 72 hours, ask the individual if she or he wants to report the assault. If so, call the College's DCSS (863) 680-4305. At this point, physical evidence can still be collected and if the student or employee chooses later to press charges, this physical evidence may be extremely important for proof of a criminal offense. Act to preserve physical evidence in cases where this is possible. This is done by retaining clothing or other items and by encouraging the student not to bathe, douche, change or launder clothing, eat, drink, brush teeth, smoke, or "tidy up" the scene of the incident. Remain with the student or employee and continue to offer support until she or he is in the care of the police, DCSS, or other appropriate official.



If the sexual assault occurred more than 72 hours ago, ask the student or employee whether she or he feels safe and if she or he wants to notify local law enforcement or the College DCSS and call **863- 680-4305**.

Please contact the Officer for Title IX Compliance and Assistant Vice President of Operations and Director of Human Resources (**863-680-3964**; kpawlak@flsouthern.edu) if the incident involves an employee or Director of Student Conduct 863-680-6216; fscjustask@flsouthern.edu) if the incident involves a student.

Once a sexual assault is reported, every effort will be made to maintain privacy and anonymity. It is important that anyone reporting a sexual assault be aware that the College's DCSS will notify the Dean of Students if the incident involves a student, or the Officer for Title IX Compliance/Assistant Vice President of Operations and Director of Human Resources if the incident involves an employee, and that the sexual assault report and investigation procedures described in this document will be instituted. However, reports to the Counseling Center or Chaplain may be able to remain "confidential". Please see the section below on "Confidentiality".

The College seeks to adequately protect confidential student education records while also conducting a prompt, equitable, and effective investigation. Determining which College officials reporting parties, responding parties, witnesses, and other parties need to know about discrimination investigations, interim measures, final investigation outcomes, sanctions, remedial actions, and other details shall be decided in compliance with *FERPA* requirements and other applicable laws. The College understands that prompt, equitable, and reliable responses to harassment and discrimination reports often require obtaining sensitive information about the reporting party and other members of the college community. The privacy of reports will be strictly kept when possible, or tightly maintained among persons who have a need to know to keep the reporting party and the community safe when strict privacy is not possible. The identity of the reporting party and/or the responding party will be disclosed only on a need-to-know basis to the extent feasible in light of the need to conduct an investigation and to promote community safety. Under the requirements of the *Clery Act*, the College will include violations under the *Act* in the annual reporting of crime statistics but shall not include personally identifiable information about the victim.

Once a sexual assault is reported, every effort will be made to maintain privacy and anonymity. There are four groups of professionals who, in some circumstances, can maintain confidentiality in the case of reported sexual discrimination, including sexual harassment, sexual misconduct, and sexual assault, dating violence, domestic violence, stalking, and other crimes. These include:

1. Clinical Counselors such as someone's personal, licensed therapist or those in the College's Counseling Center;
2. Licensed Health Care Providers such as someone's personal healthcare provider or those in the College's Student Health Center;
3. The College Chaplain and other ordained ministers who are acting in their ministerial capacities for the College;
4. Off-Campus Rape Crisis Facilities (please see resource information at the end of this document).

However, even they must report information when

- A minor is involved (in Florida, this is anyone under the age of 18)
- There is eminent potential for harm to self, and/or
- There is eminent potential for harm to others.

The College provides information to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims. See Appendixes B and C.

Procedures to Investigate

Florida Southern College conducts prompt and equitable investigations in response to claims of all forms of harassment and discrimination including sexual assault, misconduct or violence. In the interest of protecting the College community, Florida Southern College has developed procedures to investigate and resolve such complaints. Those procedures are set forth in the College's **Non-Discrimination and Anti-Harassment Policy** located on the College's website, student handbook, employee handbook and Portal.

The staff in the Office of Student Conduct meets with the complainant as soon as possible after receiving notice of a claim of harassment or discrimination including sexual assault, domestic violence, dating violence, or stalking, and typically within 24 hours of receipt of the report. An intake meeting is

conducted to determine the safety of the reporting party and to obtain a description of the violation. During the meeting resources and interim protective measures are offered, discussed



and determined upon, and the reporting party is required to complete a Discrimination Complaint Form, which can be found on the Just Ask website, <https://www.flsouthern.edu/campus-offices/offices-directory/office-of-student-conduct/file-a-report>.

The Office of Student Conduct can assist the victim in establishing a campus no-contact directive if desired. The no-contact directive provides that none of the students mentioned in the directive make contact with each other either in-person, through intermediaries, or through technology. The no-contact directive is put in place by the Office of Student Conduct through in-person meetings with each student and is also shared via email with the students, DCSS, Dean of Students, and Assistant Dean of Student Support. The directive stays in place until the College determines it is no longer needed or the involved students are no longer enrolled at the College. The Office of Student Conduct also informs the complainant of their right to file a police report or restraining order through civil processes.

Students can receive information on how to seek these services by contacting the Office of Student Conduct at fscjustask@flsouthern.edu . Employees may do the same through the office of Human Resources at HR@flsouthern.edu. The College will honor policies and any legal requirements to comply with orders of protection.

After the initial meeting, the Office of Student Conduct follows-up in writing to provide the College's Just Ask brochure

(<https://www.flsouthern.edu/campus-offices/offices-directory/office-of-student-conduct/title-ix-just-ask>.),

the Anti-Discrimination/Anti-Harassment Policy

(<https://www.flsouthern.edu/getmedia/4ba6c6dd-69b7-40de-b7ec-a4f9b35fead7/FSC-Non-Discrimination-Anti-Harassment-Policy.pdf>.)

and the contact information for the staff in the Office of Student Conduct both of which contain detailed information of victim's rights and services available.

The investigation will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred. While strictly observing or tightly maintaining privacy, the appropriate college official will communicate with others as necessary to facilitate a prompt, equitable, and reliable investigation and will attempt to resolve the complaint or report in a timely manner or within **60 calendar days of the initial filing of the complaint**. In rare circumstances, more time may be required to complete an investigation. Both the reporting party and the responding party will be kept apprised of the progress of the investigation and of any delays that may arise in meeting institutional timetables.



Complainants and respondents share equally in the right to have private interviews. Additionally, both the Claimant and the Respondent have the right to

- Respond to claims or statements in writing
- Produce documentation, witnesses or other evidence to support their statements or claims
- Be kept up to date by the College on the progress of the investigation and associated proceedings
- Receive written/electronic notification about existing on- and off-campus resources
- Not suffer any retaliation or reprisals for truthfully reporting any incidents or making any complaints or for participating in any investigation
- File an appeal with the appropriate college official following the defined Appeal Process
- Written outcome of the appeal, including any changes in final results of the investigation
- Notification when results become final
- Bring an Advisor or support person
- File a criminal complaint with local law enforcement, though the College operates its investigation independently from local police
- Contact an attorney for legal counsel on matters involving criminal or civil action

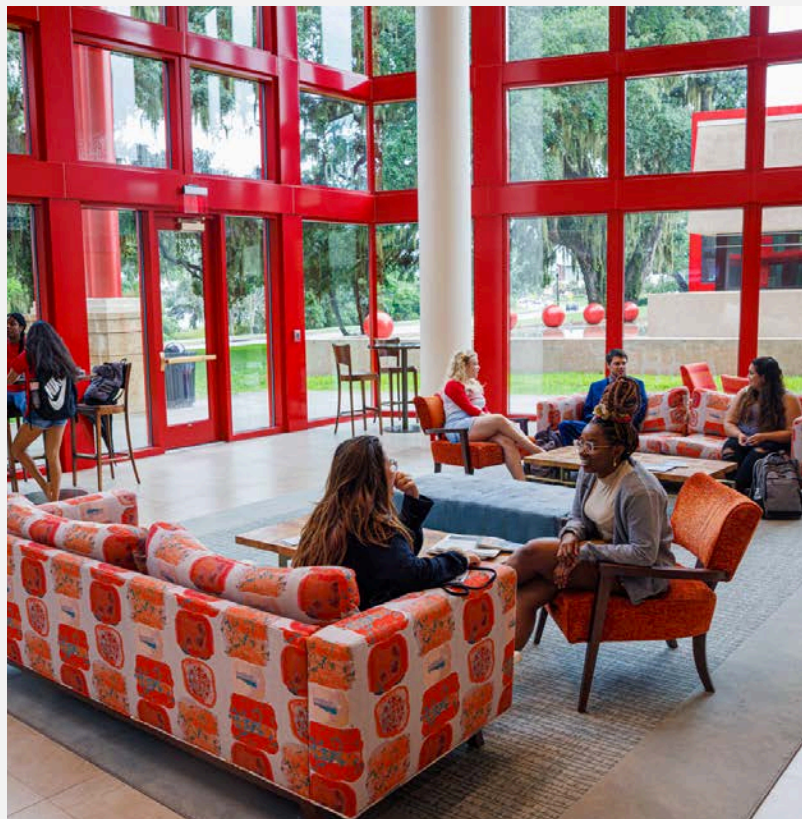
Additionally when a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options as detailed in the College's **Non-Discrimination and Anti-Harassment Policy**.

The Title IX intake and response team members receive annual training in techniques to investigate all forms of sexual discrimination and harassment including sexual assault, dating violence, domestic violence, and stalking. Training venues include annual completion of the online education and prevention module as well as investigation-specific learning experiences, such as webinars and certification conferences offered by licensed attorneys and/or skilled professionals in associated laws such as Title IX, VAWA, and Clery.

Investigations are conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused. Any person involved in performing an investigation, or making determinations on such, who is found to have a family or business relationship with parties involved in an investigation will be asked to remove themselves from the investigation, so the College can ensure all parties involved receive a fair and equitable process.

Upon completing the investigation of a complaint or report involving students, the Student Support Title IX team member will summarize findings and review with the Dean of Students. The Dean of Students will decide upon the College’s response and any associated disciplinary action if applicable. The college may hire a third party investigator to investigate the report. Upon completing the investigation of a complaint or report involving employees, the Human Resources Director/Officer of Title IX Compliance will decide upon the College’s response and any associated disciplinary action if applicable. The Dean or Human Resource Director may reach out to other appropriate parties before making a final determination. The College’s findings and intended actions will be communicated to both the reporting party and responding party. The College may hire a third party to serve as a decision-maker.

If the College determines that there is a preponderance of the evidence (i.e., it is more likely than not) that discrimination, including sexual harassment, sexual misconduct, violence, retaliation, dating violence, domestic violence, sexual assault or stalking occurred, the responding party will be subject to appropriate disciplinary procedures



(“Sanctions”) as listed below. The reporting party will be informed of the outcome of the investigation, but unless the reporting party waives rights to privacy, may only learn of those remedies or disciplinary actions that the reporting party “needs to know” to be safe and remedied. If the College does not find a preponderance of the evidence that discrimination, including sexual harassment/misconduct/violence, retaliation or other illegal sexual conduct has occurred, this finding will be communicated to the reporting party in an appropriately sensitive manner. Just because the information the College was able to obtain does not meet a “preponderance of the evidence” standard and so it cannot find that discrimination took place does not affirm or prove that such discrimination did not, in fact, take place.

Upon conclusion of the investigation into the report or claim, the appropriate College official will prepare written record to that effect. The principal parties will receive notice of the conclusion. The parties will sign their notice or record in rapid succession of one another (i.e., as close to simultaneously as is reasonable). If a signed written record is not needed the appropriate College official will complete a description of the resolution and how the reporting party and responding party were informed, privately but otherwise simultaneously.

Both the reporting party and responding party have the right to appeal the decision of the Dean of Students (for student reports) or the Vice President of Enrollment Management and Director of Human Resources (for employee reports) within five (5) business days, in writing, to the appropriate College administrator. Appeals can be made only on the following grounds:

1. There is significant, new information that was not available at the time of the initial investigation which could reasonably alter the facts and outcome of the investigation. A written appeal must delineate these new facts and explain how they could impact the outcome.
2. There was a procedural error that significantly affected the outcome. A written appeal must describe the procedural error and support how that error affected the outcome.

Any report of false accusations will be evaluated as well and the reporting party and responding party duly notified of the findings and any associated disciplinary actions.



Interim Measures

Depending on the facts and circumstances known to it, the College, in its discretion and judgment, may take appropriate interim steps to support and protect the reporting party or responding party prior to the outcome of an investigation. Accordingly, the Vice President for Finance and Administration (if the incident involves an employee) and/or the Vice President of Student Affairs (if the incident involves a student) may approve interim conditions, which are available to both the reporting party and responding party and which would include, but would not be limited to:

- Establishing a No Contact Directive
- Changes in residential facility assignment
- Changes in employment location or schedule
- Changes in academic schedule, exams, and assignments
- Academic support services
- Withdrawing from a course without grade penalty
- Providing a Safety App to electronically alert Campus Safety if an on-campus emergency situation arises
- Getting Campus Safety Driving Escorts for on-campus transportation
- Use of the “Safe Ride Home” College-sponsored taxi service to safely transport the student to off-site locations for College-related functions
- Medical, counseling, and spiritual assistance offered for free by campus resources
- Medical, counseling, and spiritual assistance through off-campus referral, based on student preference
- Connecting the student or employee with off-campus victim advocacy resources
- Connecting the student or employee with assistance for filing a police report
- Voluntary withdrawal
- Emergency Interim Suspension of the responding party

Sanctions

Individuals found to have engaged in discrimination, illegal sexual activity or behavior constituting sexual discrimination (including sexual harassment, sexual misconduct, retaliation, dating violence, domestic violence, sexual assault or stalking), based on a “preponderance of the evidence” standard (i.e., it is more likely than not that sexual discrimination occurred) as defined in this policy, will be will be disciplined, up to and including discharge, removal, suspension, or expulsion from the College.

The investigation will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred. Sanctions for student and employee violations of the College's Anti-Harassment/Anti-Discrimination policy include, but may not be limited to:

- Ongoing No-Contact remains in place
- Educational Interventions
- Social, housing, or other probations
- Expulsion
- Written Warnings
- Targeted community service
- Suspension
- Termination of Employment



Each determination of violation for dating violence, domestic violence, or stalking is subject to the following sanctions:

- Ongoing No Contact Directive remains in place
- Educational interventions
- Social, housing, or other probations
- Expulsion (student)/Termination of Employment (if employee). When an employee is terminated as a result of this violation, he/she would not be eligible for re-employment.
- Suspension
 - Suspension lengths vary depending on the specifics of each report. Lengths can include a semester, a full academic year, or for an indefinite period of time until the student has graduated or is no longer a student at Florida Southern College. For employees, this would be 3 days of unpaid suspension.
 - Readmission to the College requires the respondent to complete the re-admissions process through the Office of Admissions. They must also complete all other sanctions that were imposed for re-admission, which can include: a reflection letter; completion of anger management courses by a third party provider; completion of counseling through a third party provider and to follow all recommendations set by the counselor; meet every two weeks with a staff member from Office of Student Conduct until graduation; Campus Residential Facility Probation upon return to campus; exclusion for a definite or indefinite period of time from all or a portion of college premises, property, buildings, or residence areas as specified in the sanction.

A determination that a student is found responsible for sexual assault will result in the following sanctions:

- Expulsion (if student)/Termination of Employment (if employee). When an employee is terminated as a result of this violation, he/she would not be eligible for re-employment.
- Suspension (student only)
 - Suspension would be in place for an indefinite period of time until the complainant/victim has graduated or is no longer a student or employee at Florida Southern College.
 - Readmission to the college requires the respondent to complete the re-admissions process through the Office of Admissions. They must also complete all other sanctions that were imposed for re-admission, which can include: a reflection letter; completion of anger management courses by a third party provider; completion of counseling through a third party provider and to follow all recommendations set by the counselor; meet every two weeks with a staff member from the Office of Student Conduct until graduation; completion of a Behavior Contract within seven days of returning to campus; Campus Residential Facility Probation upon return to campus; exclusion for a definite or indefinite period of time from all or a portion of college premises, property, buildings, or residence areas as specified in the sanction.

Prevention Education and Training

The College provides *Title IX/Campus SaVE Act* sexual violence education and preventive information to all campus community members through the Office of Student Conduct and the Office of Human Resources, in collaboration with the Office of Community Living, and the Office of Campus Safety and Security.

The College's Student Counseling Center offers sexual violence counseling as needed.

Matriculating first-year students receive sexual violence prevention education information through Vector Solutions, and other programs throughout the year that educate students on sexual violence prevention.

All new fulltime employees are required to complete an online comprehensive training module. Part-time employees are invited to participate and encouraged to complete the training. Additionally, employees receive an annual notice requiring the completion of an online training module.

“Just Ask” is Florida Southern College’s Title IX education/prevention initiative developed especially for students. Posters, brochures, Passport events, training for student organizations, the fraternity/sorority community, training for athletes, and campus-wide programs are included through this initiative. Learn more at: www.flsouthern.edu/campus-offices/offices-directory/office-of-student-conduct/title-ix-just-ask.



By-Stander Intervention and Risk Reduction

The College encourages the campus community members to support one another in the prevention of sexual violence by practicing by-stander intervention and risk reduction. Examples include:

- Know and avoid exceeding your limits in alcohol and drug use. Intoxication can make you vulnerable to profoundly regrettable experiences, including those related to non-consensual sex.
- Know when to say “no”. Know your own mind and listen to your “inner voice”. The moment you are uncomfortable, speak up and stop the action.
- Know how to say “no”. Say it firmly and loudly. Avoid unnecessary politeness.
- Know your partner, and when that person has said “no” in words or actions- or when they cannot speak for themselves- stop physical interactions immediately.
- Know the warning signs of abuse as described in the College’s Anti-Harassment/Anti-Discrimination policy, and remove yourself from such situations quickly, safely, and permanently.
- Know the warning signs of abuse and be an effective bystander -intervener. For example, if you observe a situation of apparent risk, abuse, or violence to another and it is safe for you to do so, share your concern with the Office of Campus Safety and Security.
- Know how to ask for help, whether it is to be “buddies” who mutually watch out for one another, reach out to a passerby and ask for assistance, or dial “911” (9-911 from a campus phone) if there is peril and you can call. There is no such thing as over-reacting when the option is to experience sexual violence- or to be accused of committing sexual violence.

Going to college is an exciting time in a student's life. Having fun and spending time with friends is less likely to turn into an unsettling situation if you follow some simple rules and use common sense.



WALKING:

- **Try to walk in groups** whenever possible or ask for an escort from campus safety.
- **Avoid secluded and/or poorly lit areas.** If lighting is out, report it to campus safety.
- **Think about the routes you walk frequently.** Where are the safest areas?
- **Develop a plan in advance.** Statistics show that you will react the way you train yourself to act.
- **Be aware** that using headphones may increase your vulnerability.
- **Look assertive** and be aware of your surroundings. The fact is that if you look like you are aware of what is going on around you, look at people directly and keep your head up, you are less likely to become a victim.
- **If a vehicle is following you,** turn around and walk away quickly or call out to someone nearby like you know him or her.
- **Trust your instincts.** If you are in a situation that makes you feel uncomfortable, get away from it.
- **Wear comfortable clothing and shoes** in case you have to run.
- **Do not overload yourself** with packages, books or large bags. Be prepared to drop everything in an emergency.
- **Consider carrying a whistle or hand-held alarm.**
- **Call the DCSS for a ride on campus.**
- **If you are attacked and choose to resist,** remember the goal is to engage the attacker vigorously with the purpose of getting free, then running away.
- **Do not drive directly home if you think you are being followed.** Know what 24-hour store is nearby or go to the local police station and start honking the horn.
- **Keep keys accessible** and ready to use when you approach your building or car.

IN YOUR VEHICLE:

- **Keep car doors locked** when driving.
- **Always lock your car** when you leave it unattended.
- **Use the “club”** or similar device. It is a good visual deterrent to theft.
- **Use your car alarm** if you have one installed.
- **Don't leave your car running or the keys in it**, even for a minute.
- **Don't leave valuables** (cell phones, packages, etc.) in plain view inside your vehicle.

IN YOUR RESIDENTIAL FACILITY:

- **Be alert!** Do not leave your property unprotected while moving into or out of your residence.
- **Have someone watch your property** if you have to leave it on the sidewalk or in the parking lot while you load/unload your vehicle.
- **Keep your vehicle locked** while you return to your room.
- **Unattended items** should not be left in the hallway.
- **Engrave** your electronics.
- **Keep a record of all serial numbers.**
- **Lock your bicycle** to a fixed object as soon as you unload it. Use a heavy-duty lock.





In the event of an emergency on campus, DCSS will send a campus-wide e-mail and issue a text message alert to all members of the campus community. The College uses text messaging for conveying time-sensitive or emergency information directly to cell phones. All students and employees who provide the College with their cell phone number will be automatically enrolled in this service. Any person wishing to opt out of this service may do so by following the opt-out instructions received in any text received through *Omnilert*; however, this is not recommended by the College. In order to receive campus-wide e-mail announcements, students and employees must have a College e-mail account which may be obtained from Rinker Technology Center.



In addition, the College will post a notice to the **Emergency Hot Line (863.680.4101)** and the College's Home page, www.flsouthern.edu.



TRAINING

Once hired, SS/O's participate in an in-house training program and annual training in critical areas. Instructors from outside agencies and from in-house conduct sessions on fire safety, community oriented policing, report writing, and investigations. First aid/CPR, positive parking enforcement, and customer service training are included in other training sessions. Periodically, updates on existing issues and procedures are discussed with staff members from the residence life department.

The Director receives frequent correspondence on current trends and issues affecting campus safety, from the *International Association of Campus Law Enforcement Administrators*. All DCSS personnel are dedicated to enhancing the quality of life on campus through service.

WEAPONS

The unauthorized use, possession, or storage of firearms of any type, firearm look-alikes, fireworks, explosives, ammunition, and weapons of any type, dangerous chemicals, or noxious materials is strictly prohibited. Items prohibited include, but are not limited to, rifles, handguns, pellet guns, paintball guns, swords, bows and arrows, martial arts weapons, and any knife when used as a weapon. It is a felony to throw or place a bomb or other incendiary device.

Students found to be in violation of this rule are subject to the normal Student Conduct process in the Office of Student Conduct. Interim actions may be put in place pending the completion of the Conduct process. This includes, but is not limited to interim suspension and removal from campus until the process is complete.

Employees found to be in violation of this rule are subject to disciplinary action up to and including immediate termination of employment.

Please note, only employees whose job requires use of specific tools or materials are excluded from this rule when the possession of the tools or materials are directly related to their employment. For example, facilities maintenance staff often handles hazardous chemicals directly related to the purpose of their position such as cleaning and maintenance of buildings and treatment of grounds. Additionally, the College offers a martial arts class. Props used in the class for the class may be acceptable.

ADDITIONAL SITUATIONS

If you have an accident or witness an accident:

All accidents that result in injury, however slight, must be reported to DCSS. SS/O's will file reports on the incident and will notify the Human Resources office if the accident involves a staff or faculty member. Should you be involved in a serious accident, do not move until help arrives. Try to remain as calm as possible.

Should you find someone injured, do not move the victim. Call or have someone call for medical attention. Persons certified in first aid or CPR should proceed to stabilize the victim.

If you see a fire:

In the event of a fire, pull the fire alarm and immediately and safely evacuate the building. Close, but do not lock your door. It is mandatory that everyone leaves the building during a fire alarm and sanctions may be imposed for those who do not comply. Your resident advisor will give you detailed information on where to meet and when you may return to the building. Your safety comes first.

If your vehicle is vandalized or burglarized:

As soon as you discover your vehicle has been vandalized or burglarized, contact the DCSS by calling **863.680.4305**.

If you are the victim of a theft — auto or otherwise:

If you discover your vehicle missing or items missing from your residential facility, contact the DCSS by calling **863.680.4305**. Be prepared to complete a report listing as much detail, including serial numbers, if applicable, to the SS/O.

It is strongly recommended that all resident students acquire rental insurance to protect their personal belongings.

If you have any additional questions concerning this or any other safety issue, please contact the DCSS at **(863)680-4305**.



Administrative/Academic Facilities:

- A** Emile E. Watson Administration Building
- AD** Benjamin Fine Administration Building
- ADM** Admissions Center
- AP** Annie Pfeiffer Chapel
- AR** Sarah D. & L. Kirk McKay, Jr. Archives Center
- B** Branscomb Memorial Auditorium
- BA** L. A. Raulerson Building
- BB** Thad Buckner Building
- BBB** Becker Business Building
- BG** Facilities Maintenance Building
- BN** Joe K. & Alberta Blanton Nursing Building
- BT** Loca Lee Buckner Theatre
- C** Jack M. Berry Citrus Building
- CC** William F. Chatlos Journalism Building
- CH** DR. Marcene H. & Robert E. Christoverson Humanities Building
- DC** William H. Danforth Chapel
- E** Edge Hall
- ECE** Barnett Early Childhood Learning and Health
- GG** Ruel B. Gilbert Gymnasium
- GN** Ann Blanton Edwards Graduate Nursing Building

Administrative/Academic Facilities:

- GR** Greenhouse
- HC** Campus Safety & Security
- HP** Honeyman Pavilion
- HW** Nina B. Hollis Wellness Center
- JF** George W. Jenkins Field House
- JRB** Bishop Robert E. & Faye Fannin Campus Ministries Center
- M** Marjorie McKinley Music Building
- MA** Music Addition
- MG** Melvin Gallery
- MS** Military Science
- O** Lucius Pond Ordway Building
- P** President's Residence
- PL** Planetarium

Athletic Fields/Green Spaces:

- BF** Barnett Athletic Complex
- BH** Boat House
- BMG** Badcock Memorial Garden
- CG** Mr. George's Green
- CP** Centennial Tower and Presidential Garden Plaza
- DU** Dunes



Administrative/Academic Facilities:

- PMoA** Ashley Gibson Barnett Museum of Art
- PS** Polk County Science Building
- PT** Jean and Sal Campisi, Sr. Academic Center for Physical Therapy
- R** Carlisle Rogers Building
- RB** Roberts Academy
- RD** Robert A. Davis Performing Arts Center
- RL** Roux Library (TuTu's Cyber Cafe)
- RT** Marshall and Vera Lea Rinker Technology Center
- TB** Charles T. Thrift Building (Student Health & Counseling Centers)
- TO** Sharp Family Tourism & Education Center Usonian House
- TR** Office of Marketing and Communication
- W** Evett Simmons Multicultural Appreciation Center
- WCS** Carol & Marcus Weinstein Computer Science Center
- WDS** Wynee Warden Dance Studio

Dining Options:

- CAF** Herbert E. Wolfe Building (Wynee's Bistro, Bookstore, Moc Mart, Freshens, Terrace Cafe)
- BSG** Buck Stop Grill

Residence Halls & Apartments:

- 4** Dell Hall
- 6** Hollis Hall
- 27** Allan Spivey Hall
- 26** Joseph-Reynolds Hall
- 60-63** Greek Village: Jenkins Hall, 61, 62, 63
- 65** Miller Hall
- 66** Wesley Hall
- 67** Nicholas Hall
- C** Colony Arms
- G** Garden Apartments
- LM** Lake Morton Apartments
- LH** Lake Hollingsworth Apartments
- S** Star Apartments

Athletic Fields/Green Spaces:

- DU** Dunes
- H** Hester Plaza
- IF** Intramural Fields
- LG** Lynn's Garden
- LH** Southern Landing
- PP** Patriot's Plaza
- RF** Rogers Field
- SP** Swimming Pool
- WG** Willis Garden of Meditation
- WTC** Wynee Warden Tennis Center
- WD** Water Dome

DEFINITIONS OF REPORTABLE CRIMES AND OTHER ASSOCIATED TERMS

Clery reportable offense crime definitions are taken from the FBI *Uniform Crime Reporting Handbook (UCR)* and the FBI's *Uniform Crime Reporting Handbook Hate Crime Data Collection Guidelines and Training Manual*, unless otherwise noted.

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Criminal Homicide - Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Criminal Homicide – Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Dating Violence:** per Florida Statutes, means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:
 1. A dating relationship must have existed within the past 6 months;
 2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The 2016 Handbook for Campus Safety and Security Reporting from the U.S. Department of Education defines that violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim violates the VAWA. 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

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Domestic Violence: per the Florida Statutes, any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

The 2016 Handbook for Campus Safety and Security Reporting, further states it is a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article which is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - 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 victim.
 - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.
- Sexual Assault: per the 2016 Handbook for Campus Safety and Security Reporting sexual assault is an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668. (See above definition for “sex offenses”.) Florida Statutes do not provide a separate legal definition for sexual assault.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Stalking:** per Florida Statutes, stalking occurs when a person willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person. This includes 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.
- **Weapons – Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.





ON-CAMPUS Resources for Reports of Sexual Discrimination, Harassment, or Retaliation, Domestic Violence, Dating Violence, and Stalking

Safety: Emergency/Sexual or Violent Crime Report (863) 688-4305
 Safety: Assistance, non-emergency reports (863) 680-4305
 (4305 if dialing from campus phone)

Corner of Lake Hollingsworth Drive and Duke Place

Counseling Center *Thrift Building* (863) 680-6236 (confidential)

Chaplain Tim Wright *Fannin Campus Ministries Bldg.* (863) 680-4297 (confidential)

Student Health Center *Thrift Building* (863) 680-4292 (required to report
 incidents to the Title IX Officer)

Sexual Discrimination/"Just Ask"/Title IX Assistance

Title IX Compliance Officer, Katherine Pawlak

(863) 680-3964 (3964 if dialing from a campus phone); kpawlak@flsouthern.edu

Raulerson Bldg, near Water Dome

Student Affairs and Title IX Intake Team, Rick Gebauer

(863) 680-6216;

fscjustask@flsouthern.edu

Carlisle Rogers Building

Dean of Students, Mike Crawford

(863) 680-4209 (4209 if dialing from campus phone); mcrawford@flsouthern.edu

Carlisle Rogers Building

Vice President of Finance & Administration, Mr. Terry Dennis

(863) 680-4148 (4148 if dialing from campus phone); vdennis@flsouthern.edu

Raulerson Bldg., next to Water Dome



**OFF-CAMPUS RESOURCES for Reports of Sexual Discrimination, Harassment,
or Retaliation, Domestic Violence, Dating Violence, and Stalking**

Emergency

911 (9-911 from campus phone)

Will help you obtain medical attention for injuries and forensic examinations, in response to reported acts of violence. Hospital Emergency Rooms in the State of Florida are required to report sexual assault and other criminal acts of violence, and to provide forensic evidence to local law enforcement agencies.

Peace River Rape Crisis Service

(863) 413-2707 (confidential)

1860 S. Crystal Lake Dr., Lakeland FL

Provides 24-hour, 7 day/week confidential counseling and forensic examinations.

Your Personal Physician

(confidential in the State of Florida)

Known or Suspected Abuse of a Child or Vulnerable Adult

State of Florida Department of Children and Families

Abuse Hotline: 1-800-962-2973

<https://reportabuse.dcf.state.fl.us/>

Follow-Up Assistance

Lakeland Police Dept. Victim Assistance

(863) 834-6914 (confidential)

219 N. Massachusetts Ave., Lakeland FL

Can provide “next steps” if you wish to file civil or criminal charges in response to a reported act of violence.

Polk County Clerk of the Court, Domestic Violence Department, to file civil Domestic Violence reports and obtain “Injunctions for Protection Against Domestic Violence” (no fee).

Lakeland Branch: 930 E. Parker St., Lakeland FL, tel: (863) 603-6412

Bartow Branch (Polk County Courthouse): 255 N. Broadway St., Bartow FL, tel: (863) 534-4184

Clerk of the 10th Judicial Circuit Court of Polk Co. FL, to file injunctions (“Orders of Protection” or “Restraining Orders”) in response to reported Domestic Violence, Dating Violence, Stalking, or Sexual Violence (no fee). *Polk County Courthouse*: 255 N. Broadway St., Bartow FL, tel: (863) 534-4000

Legal Assistance

For questions regarding criminal or civil action please contact an attorney for legal counsel.



DEFINITIONS OF REPORTABLE CRIMES

Sex Offenses Definitions: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

SEXUAL ASSAULT

Sex Offenses Classified As Rape:

Rape: Rape is defined as the 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 victim. Many rapes are committed by someone the survivor knows, such as a date or a friend.

Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to unlawfully 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 where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible

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 statutory age of consent.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

OTHER REPORTABLE OFFENSES

DEFINITIONS OF REPORTABLE CRIMES

Other Offenses

Murder/Non-Negligent Manslaughter: The willful, non-negligent killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Negligent Manslaughter: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person 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 type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. This includes attempted acts as well.

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

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession or use of intoxicating alcoholic beverages, not including driving under the influence and drunkenness.

2024	Race				Gender				Gender Identity				Religion			
	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bulgarly	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Race				Gender				Gender Identity				Religion			
	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bulgarly	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Race				Gender				Gender Identity				Religion			
	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR	OC	NC	PP	CR
Murder/Non-Negligent Manslaughter	0	0		0	0	0		0	0	0		0	0	0		0
Robbery	0	0		0	0	0		0	0	0		0	0	0		0
Aggravated Assault	0	0		0	0	0		0	0	0		0	0	0		0
Bulgarly	0	0		0	0	0		0	0	0		0	0	0		0
Motor Vehicle Theft	0	0		0	0	0		0	0	0		0	0	0		0
Arson	0	0		0	0	0		0	0	0		0	0	0		0
Sex Offenses	0	0		0	0	0		0	0	0		0	0	0		0
Domestic Violence	0	0		0	0	0		0	0	0		0	0	0		0
Dating Violence	0	0		0	0	0		0	0	0		0	0	0		0
Stalking	0	0		0	0	0		0	0	0		0	0	0		0
Larceny/Theft	0	0		0	0	0		0	0	0		0	0	0		0
Simple Assault	0	0		0	0	0		0	0	0		0	0	0		0
Intimidation	0	0		0	0	0		0	0	0		0	0	0		0
Destruction/Damage/Vandalism	0	0		0	0	0		0	0	0		0	0	0		0
Other Crimes Involving Bodily Injury	0	0		0	0	0		0	0	0		0	0	0		0

OC = On-Campus
 NC = Non-Campus
 PP = Public Property
 CR = Campus Residential Facility