

2008 ANNUAL SECURITY REPORT AND SAFETY GUIDE



SEMINOLE STATE COLLEGE OF FLORIDA
CAMPUS SAFETY AND SECURITY DEPARTMENT

CAMPUS SAFETY AND YOU

Mission Statement

The Campus Safety and Security Department of Seminole State College of Florida is committed to delivering quality services to the college community. We are dedicated to providing a safe and secure environment, through partnerships, that reduces crime, builds trust, and enhances the quality of life in our academic community. We are committed to delivering a high standard of customer service to our community in an effective, responsive, and professional way.

Values

The values of the Seminole State College Campus Safety and Security Department reflect those of the college and our community. We dedicate ourselves to upholding the highest standards of ethical performance to garner the trust of the community we serve.

Vision

The Seminole State College Campus Safety and Security Department will support a student-centered environment by anticipating the current and future needs of the college. We will deliver services that are professional, helpful, and proactive. We will continuously look for ways to improve safety. We will document, review, and plan our services based upon the needs of an expanding institution.

Goals

- Provide a safe and secure campus by conducting frequent patrols on foot, via golf cart or vehicle, or using other available means.
- Deliver quality and efficient services by timely response to calls for assistance.
- Interact with students, staff, faculty, administrators and campus visitors in a courteous and professional manner.
- Maintain professional development and training of safety and security personnel to enhance or increase skill levels.
- Develop partnerships with other college departments or community entities that will provide enhanced services to the campus community.
- Be proactive in patrolling and monitoring techniques to prevent or minimize crime.
- Support the academic pursuits of a culturally diverse community.
- Maintain and upgrade communications, alarm, and security camera systems for effective security services.

CAMPUS SAFETY AND YOU

Seminole State College of Florida is dedicated to protecting the rights of all individuals and ensuring the safety and well-being of everyone in the Seminole State community. All individuals are expected to conduct themselves with proper respect for one another and the property of each other. We want you to enjoy a safe campus and the right to be free from acts of violence and threats of violence. Be mindful that no campus is totally immune from problems that may affect personal or institutional safety. We need your help to ensure that Seminole State College stays safe. We offer the following suggestions for staying safe while on campus:

- At night, stay in areas that are well lit.
- Remain alert to your surroundings and report suspicious activity to campus security.
- If you suspect someone you see on campus is a potential threat to the safety of others, call security immediately and do not approach the person yourself.
- Lock your car doors and do not leave valuables visible on the seat.
- While on campus, do not leave your property unattended.
- Call security for an escort to or from your car at night if you feel uncomfortable walking alone.

Seminole State College employs security officers and supervisors under the direction of the Vice President of Administrative Services. All officers are trained and licensed under Chapter 493 of the Florida Statutes. Officers receive training in CPR/AED/First Aid; Incident Command and the National Incident Management System (ICS/NIMS); Emergency Notification System and evacuation procedures.

REPORTING EMERGENCIES AND CRIME ON CAMPUS

Seminole State College of Florida encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Safety and Security Department. All students, employees and visitors should immediately report crimes in progress, medical emergencies or fire by calling security, or by calling the appropriate police or fire agencies by dialing 9-1-1.

- Sanford/Lake Mary Security – (407) 708-2178
- Altamonte Springs Security – (407) 404-6100
- Heathrow Security – (407) 708-4410
- Oviedo Security – (407) 971-5020

Individuals may also report crimes that are no longer in progress by contacting any of the campus security offices. If you are the victim of a crime and wish to file a police report, campus security will contact the appropriate law enforcement agency to meet with you.

Seminole State College of Florida also provides an emergency telephone system (Code Blue Emergency phones) in strategic locations around each campus. You can activate the phone by pushing the button on the call box. It will immediately connect you to campus security. These phones are for emergency use only

Access to College Facilities

The buildings and grounds of Seminole State College are well-maintained by the Facilities Department in the interest of students, staff, faculty and visitors. Access to administrative and academic facilities is generally limited to students, employees and visitors for the purpose of study, work, teaching, and conducting college business. At times, there may be cultural or other events held in college facilities that are open to the public.

- **Seminole State Identification** – there may be times because of exigent or emergency circumstances when it becomes necessary for Campus Safety and Security to request proper identification from an individual. These requests may be the result of a complaint from a member of the community, or the personal observation of suspicious activity by a security officer on patrol or special security checks.

Requests for identification are not frequent, but may be necessary for the protection of everyone on campus. Remember to carry your Seminole State College identification card with you at all times and be cooperative if a security officer asks to see your identification. This is especially true during non-business hours or in secluded or isolated locations.

- **Reporting intruders or suspicious activity** – if you return to your office or classroom and find a stranger inside, it is advisable to simply say “may I help you?” The stranger may have a cover story, such as: looking for a friend, trying to find employment, etc. Regardless of the story provided, make a mental note of the individual’s appearance, age, height, weight and clothing so that you can notify the Safety and Security Department as soon as it is safe to do so. **Remember**, do not confront them or chase them if they flee. Such action has a high degree of risk and could result in injury to members of the college community. Typically, the individual will leave once they provide you with a cover story. You should then notify the Safety and Security Department.

Obtaining Information Regarding Security Procedures and Practices

- Seminole State College Campus Safety and Security Department maintains a daily crime log available for review at the Sanford/Lake Mary campus.
- Security procedures and policies can be viewed on the website: www.scc-fl.edu/security

Alcohol and other Illegal Drugs on Campus

It is the policy of Seminole State College and its board of trustees, that alcoholic beverages be prohibited on campus. However, the President is authorized to grant approval for alcoholic beverages at college facilities for individual events under certain restrictions and guidelines. For further information, please refer to <http://www.scc-fl.edu/policies-procedures/policies/facilities/6.011>.

Seminole State College is a Drug-Free Workplace (Policy 2.100). The unlawful possession, use, sale or distribution of illicit drugs by students or employees is prohibited. Educational information on alcohol and other drugs is available to students through Student Success Services. Anyone in need of treatment for alcohol or other drug problems will be assisted with referrals to Student Success Services. Employees will be referred to the Office of Human Resources.

Rape and Sexual Assault

Seminole State College strives to ensure the health and safety of all individuals on campus. We expect students and employees to adhere to college policies, procedures, state and local laws.

If you are the victim of a sexual battery, sexual assault, date or acquaintance rape, know that help is available. Oftentimes, a victim may feel embarrassed or ashamed; feel guilty as though they did something wrong or were somehow responsible; fear retaliation or humiliation; or want to keep what happened to themselves. While these are all normal emotions, we encourage you to seek help from a trusted friend, counselor, or other trained professional. Also, know that sex crimes are not limited to rape and sexual assault. There are other types of unacceptable or offensive behaviors that are crimes, such as, persons who expose themselves, voyeurs, and those who make obscene or harassing telephone calls. In order for the college to effectively deal with sexual assaults, it is vital that these incidents be reported to the Campus Safety and Security Department or law enforcement.

If you are a victim:

- Get to a safe place as soon as you can.
- Know that you have rights and options.
- If you wish to report the incident to police or are in immediate danger, call 9-1-1. Stay on the phone with the dispatcher as long as you can until police arrives.
- Get medical attention as soon as possible.
- Try to preserve all physical evidence. Do not wash your body or your clothes. If possible, do not change your clothing. Do not alter or change the scene of the crime.
- Use the victim-assistance services offered by community or law enforcement agencies.
- Even if you are unsure about filing charges, notify the police or Campus Safety and Security Department. We will help you whether or not you choose to prosecute or file a police report.

What to expect from Campus Safety and Security:

- We will ensure that sexual assault victims are treated with sensitivity and respect.
- Security officers are trained to treat victims with dignity and understanding.
- We will act without prejudice or blaming the victim.
- If the victim is more comfortable with speaking to an officer of the same gender, it will be accommodated.
- Officers will utilize a private office or room to meet with or interview the victim.
- Officers will inform the victim of available resources and services.
- If the victim wishes, officers will contact appropriate law enforcement agencies to initiate a report and investigation.

Sex Offender Registration Policy

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act, the college is required to advise the campus community about where to obtain information on registered sex offenders.

Students, faculty, staff and visitors may use the following website that is maintained by the Florida Department of Law Enforcement (FDLE), to access the sex offender and sexual predator website:

<http://offender.fdle.state.fl.us/offender/homepage.do>

Timely Warning Policy

To comply with the Jeanne Clery Act concerning timely warning of crimes or other events that represent a threat to safety for those on campus and in the immediate area, Seminole State College uses a multi-layered approach to notify the community:

- The Office of the President or Vice President of Administration or other Executive Team members will work closely with the Safety and Security Department to initiate a warning through the Emergency Notification System (ENS) to all campuses to provide information regarding threats to the safety of those on campus.
- Notifications may also be sent through the college e-mail system to all students, faculty and staff.
- Text messages can be sent to those signed up with the “Alert Seminole” system.
- All warnings will be posted on the Seminole State College of Florida website at <http://www.scc-fl.edu>
- College Relations and Marketing personnel will work with local media to assist in disseminating timely warnings for Seminole State College.

Safety in the Workplace

Workplace violence is any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, contractors, and other non-College employees.

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or “road rage.” Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not tolerated.

There is no sure way to predict human behavior and, while there may be warning signs, there is no specific profile of a potentially dangerous individual. The best prevention comes from identifying any problems early and dealing with them.

Employees should contact the Office of Human Resources or Campus Safety and Security Department for assistance.

Crime Prevention and Safety Tips

Theft

Campuses and surrounding areas are frequent targets for thieves. Vigilance is your best defense. Here are a few suggestions:

- Never leave personal belongings unattended, regardless of how long you will be gone. It only takes a thief seconds to steal your property. Do not provide an opportunity for crime.

- Lock your doors when you leave your office or lab. Oftentimes, theft of college property occurs when an area is left unlocked.
- Refrain from propping doors open. If a lock is broken, report it to Maintenance or Security.
- Engrave or mark all valuable personal property with your driver's license number. This will aid the police in tracing or recovering stolen goods.
- Don't carry large amounts of money with you.
- Never reveal your automatic teller machine (ATM) number to anyone and do not write your PIN on the back of your card.
- Keep a list of your credit cards and their numbers in a safe place.
- Report thefts to the Campus Safety and Security Department.

Auto Burglary and Theft

Central Florida has a fairly high rate of auto thefts. Cars are stolen for joyriding or the thief may strip it for parts. Stolen vehicles are also used to commit other crimes. To reduce your chances of becoming the victim of auto theft, consider the following:

- Lock all doors and windows. Use an alarm or wheel-locking device (i.e. "The Club").
- Remove visible valuables from your car. Do not hide them under the seat.
- Never leave your vehicle running unattended.
- In parking lots, be aware of people wandering through the lot, looking into parked vehicles.
- Don't hide spare keys.
- Record the serial numbers of your belongings.
- Install an anti-theft device, such as a starter disabler; kill switch or a fuel shut-off switch. These can render your vehicle un-drivable.
- Don't leave important papers such as bank statements, credit card statements, or other important documents in your car.
- Photocopy your registration and your insurance information and keep it in a safe place other than your vehicle.
- Report all thefts or attempts, and suspicious activity to Campus Safety and Security.

Identity Theft

Identity theft is a crime in which someone obtains and uses another person's personal identification or data in some way that involves fraud or deception, typically for financial gain, and without that person's permission or consent. The personal data can be a Social Security number, bank account and credit card information, or other personal identifiers. There are measures to take to minimize the risk of becoming a victim of identity theft.

- Be wary of giving out personal information to others unless you have a reason to trust them. Limit the information on personal checks; don't have your Social Security number, driver's license number, and telephone number printed on them.
- Check financial information regularly and examine records for any unrecognized or unauthorized transactions. If you notice any suspicious transactions, contact your financial institution immediately.
- Periodically, check your credit report with the three principal credit reporting companies: Equifax, Experian, and TransUnion. These companies and the United States Federal Trade Commission are accessible via the web.

- Maintain computer security by installing firewalls and any number of spyware programs.
- Report any suspected identity theft or identity fraud to the police.
- For additional information, see Seminole State College Red Flag Identify Theft Procedure – Policy 1.260.

CAMPUS SAFETY AND SECURITY EMERGENCY PHONE NUMBERS

Seminole State College Security – Sanford/Lake Mary	(407) 708-2178
Altamonte Springs Security Office	(407) 404-6100
Oviedo Security Office	(407) 971-5020
Heathrow Security Office	(407) 708-4410
Director, Campus Safety and Security	(407) 708-2492
Security Supervisor	(407) 708-2228
Environmental Health and Safety	(407) 708-2486
Risk Management and Insurance	(407) 708-2005
Director, Facilities and Planning	(407) 708-2401
Plant Manager, Facilities	(407) 708-2366
Director, Human Resources	(407) 708-2096
Director, Legal Affairs	(407) 708-2363
Vice President of Administrative Services	(407) 708-2430
Sanford Police Department	(407) 688-5199
Seminole County Sheriff’s Office	(407) 665-6650
Altamonte Springs Police Department	(407) 339-2441
Emergency Police/Fire/Rescue	9 -1 -1

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

The Clery Act is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. The Clery Act requires colleges and universities to publicly publish three years of campus crime statistics and basic security policies.

The Seminole State College of Florida crime statistics have been disclosed in compliance with the Clery Act. It is the hope of the college that the statistics will reassure students, faculty, staff, and visitors that all college campuses and locations are safe and secure.

Seminole State College of Florida Crime Statistics

- S/LM – Sanford /Lake Mary Campus
- ALT – Altamonte Springs Campus
- GEN – Geneva Center
- HEA – Heathrow Center
- OV – Oviedo Campus

Category	Location	2006					2007					2008				
		S/LM	ALT	GEN	HEA	OV	S/LM	ALT	GEN	HEA	OV	S/LM	ALT	GEN	HEA	OV
Murder/non-negligent manslaughter	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Aggravated Assault	On campus	3	0	0	0	0	0	0	0	0	0	1	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft	On campus	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Arson	On Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Burglary (Total)	Location	2006					2007					2008				
Forcible Burglary	On campus	1	0	0	0	0	0	0	0	0	1	3	2	0	0	4
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public property	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0
Non-Forcible Burglary	On campus	0	0	0	0	0	4	0	0	0	1	4	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attempted Burglary	On campus	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	On campus	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category	Location	2006					2007					2008				
Liquor Law Violations	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations referred for Disciplinary Action	On campus	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	On campus	1	0	0	0	0	4	0	0	0	0	5	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Drug Law Violations Referred for Disciplinary Action	On campus	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapon Possession	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapon Possession referred for Disciplinary Action	On Campus	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0
	Non Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Category																
Hate Crimes	Location	2006					2007					2008				
Race	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	On campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Non campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0