A SAFETY MESSAGE FROM THE PRESIDENT

To Our Seminole State College Community:

The safety and security of our students, employees, and visitors is vitally important to all of us at Seminole State College. We want everyone who studies, works or visits our campuses to feel that they are safe and in an environment conducive to learning. For this reason, the College sponsors a variety of educational programs that draw from best practices across the nation, as well as Federal law. All of these programs are intent on affording the student an excellent – and safe – educational experience.

Along with an emphasis on respect and civility, as drawn from the College’s Core Values, we also recognize the principle that education related to crime awareness can help reduce campus victimization. All members of our College community can contribute to a safer environment through awareness of their surroundings. In furtherance of our goal to provide safe campuses, we have offered “Stop the Bleed” training to help everyone know what to do to preserve life in the case of a traumatic injury. Our security team has engaged in professional development in critical incident response and management. We also continue our thriving partnership with the Seminole County Office of Emergency Management conducting annual emergency preparedness exercises with a special focus this year on establishing a Family Reunification Center after a crisis or catastrophic event.

The College complies with the Federal Jeanne Clery Act with the distribution of the Annual Security Report and Safety Guide (ASR). In this annual security report, you will find the College’s policies regarding various safety and security measures, crime prevention and safety tips, recent campus crime statistics, and other important information. Please read it carefully as we want to help insure that you have a great experience at Seminole State!

If you see a situation that concerns you, please notify the Campus Safety and Security Office on that campus. Our philosophy of “if you See something, Say something” ensures these matters are handled quickly and safely.

It is our goal to create a learning community where your educational experience meets your goals and launches you toward a successful future. Working together, we can make this possible.

Sincerely,
Dr. Georgia Lorenz
A MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY AND SECURITY

Your safety and well-being are very important to us in the Safety and Security Department. We strive to provide a safe campus for our students, faculty, staff and visitors by conducting frequent patrols on foot, vehicle and other available means. Additionally, we ensure our security team members are visible and provide a timely response to your calls for assistance.

We believe in “community” involvement to help us keep our campuses safe. We strongly encourage you to adopt our philosophy “if you See something, Say something” and report any suspicious behavior or activity to our campus security team members or law enforcement.

Our team members are expected to conduct themselves in a manner which garners the respect and support of the community we serve. The Security Team operates within the legal framework and expectations of the College. Because you entrust us with your safety, we make sure that the men and women who work as security professionals within our organization are aware of their responsibilities and are properly trained to perform their duties.

One of our primary goals is to provide professional and quality services to a diverse college community. We understand the importance of remaining current with evolving trends related to crime, technology, and risk management; as well as, local and national events to maintain or develop safety initiatives that meet the needs of our students and employees.

The Annual Security Report (ASR) contains information to assist you in our joint effort of maintaining safe campuses. We encourage you to review specific information about crime prevention, policies related to reporting crime, campus disciplinary procedures, and emergency protocols; along with our crime statistics for the past three calendar years. For your convenience, you may download a complete copy of the report at: www.seminolestate.edu/security. You may also request a paper copy by contacting us at (407) 708-2178 or by writing to us:

Seminole State College of Florida
Campus Safety and Security Department
100 Weldon Boulevard
Sanford, FL 32773
Attention: A. Maxine Oliver, Director

Be safe and have a wonderful year!!
Sincerely,

A. Maxine Oliver
Director of Campus Safety and Security
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In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990. This act requires all postsecondary institutions participating in Title IV student financial assistance programs to disclose campus crime statistics and security information. In 1998, the law was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA included amendments to the Clery Act. Among other changes, institutions are required to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking in its Annual Security Report (ASR).

The Clery Act requires colleges and universities to annually comply with the following guidelines:

- Collect, classify and count crime reports and crime statistics for all campus sites.
- Issue campus alerts:
  - Timely Warnings for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
  - Emergency Notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- Provide on-going educational programs and campaigns to promote awareness of dating violence, domestic violence, sexual assault and stalking.
- Must have procedures in place for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking.
- Publish an Annual Security Report (ASR) by October 1st.
- Submit crime statistics to the U.S. Department of Education each year.

In compliance with the Clery Act, we have disclosed the crime statistics for Seminole State College. We hope the statistics will assure students, faculty, staff and visitors that our campuses are safe places to learn, work and study.
Mission Statement:

The Campus Safety and Security Department of Seminole State College is committed to providing a safe and secure learning and work environment that supports the mission and goals of the College. We are dedicated to excellent customer service through partnerships that reduces crime, creates a safe environment, builds trust, and enhances the quality of life for our academic community.

Values:

We dedicate ourselves to upholding the highest standards of honest and ethical behavior to gain the trust of the community we serve. We adhere to the Core Values of the College: Integrity, Respect, Excellence, Academic Freedom, and Learning.

Vision:

We are a well-trained, highly professional, and customer-service oriented department. Our team members are positive and forward-thinking; ethical, honest and trustworthy. We focus on the needs of our students and employees to deliver quality services to a diverse and inclusive campus community.

Goals:

- Provide a safe and secure campus by conducting frequent patrols on foot, in vehicles, or by other available means.
- Support an environment for learning that promotes civility and respect toward others.
- Deliver quality and efficient services through timely response to calls for assistance.
- Interact with students, staff, faculty, administrators, and campus visitors in a friendly, courteous and professional manner.
- Provide professional development training for safety and security personnel.
- Remain current on trends and changes within the education, safety, security, and risk management fields. Adopt best practices within those fields.
• Support a collaborative, innovative and proactive approach in the development of partnerships with other College departments and community members.
• Maintain a visible presence through active patrols and monitoring techniques to prevent or minimize crime.
• Support the academic pursuits of a culturally diverse and inclusive community.
• Maintain and upgrade communications, alarm, key and access control, and security camera systems for effective security services.

Campus Security Department – Authority and Jurisdiction

It is the policy of the Board of Trustees that the College campus should be safe and secure (Policy 8.010). Seminole State College employs security officers and supervisors under the direction of the Vice President of Information Technology and Institutional Resources/Chief Information Officer. All security personnel are trained and licensed under Chapter 493 of the Florida Statutes. Security personnel respond to emergency and non-emergency incidents on campus, provide traffic control and direction, assists students and employees, evacuate buildings, and respond to campus emergencies and critical incidents.

Security personnel receive training in Basic First Aid/CPR/AED and other areas that include but are not limited to:

• Incident Command and the National Incident Management System (ICS/NIMS) for emergency response
• Legal Guidelines
• Evacuation procedures
• Evacu-Trak Chair training to assist during emergency evacuations
• Safety Procedures
• Emergency Response
• Active Shooter/Active Threats
• STOP the BLEED
• Conflict Resolution
• Domestic Violence and Crisis Intervention

Security officers actively patrol the campus at each site during operational hours. However, at the Sanford/Lake Mary Campus, security officers are available 24 hours a day/7 days a week to patrol the Campus during both operational and non-operational hours.

Additionally, the department has a Memorandum of Understanding (MOU)/contract for services with the Seminole County Sheriff’s Office for deputies assigned to the Sanford/Lake Mary and Lee Campuses. The department also maintains cooperative relationships with the Sanford Police
Department, Lake Mary Police Department, Altamonte Springs Police Department, and the University of Central Florida Police Department, all of whom may respond to our campuses to complete police or accident reports, conduct criminal investigations or to respond to other campus emergencies.

CAMPUS SAFETY AND YOU:
Seminole State College of Florida is committed to providing a safe and secure environment for students, staff, faculty, and visitors who study, work, or visit any of our campuses. We expect all individuals to conduct themselves in a manner that respects others and the property of others. We want you to enjoy a safe campus and the right to be free from acts of violence or threats of violence. However, you should also remember that no campus is totally immune from problems that may affect personal or institutional safety.

We all play a vital role in helping to ensure Seminole State College stays safe. We encourage you to review the information in this guide to help us foster a safe campus environment. Additionally, we offer the following suggestions for staying safe while on campus:

- At night, stay in well-lighted areas.
- 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. Rather, be prepared to provide us with a description of the individual(s) and the direction of travel.
- We actively promote, “If you See something, Say something.”
- Always lock your car doors and do not leave valuables visible on the seat.
- While on campus, do not leave your property unattended, even if you only plan to step away for a moment. It only takes seconds for a thief to steal your property.
- Lock your office when it is unoccupied. Secure your purse or other valuables in a locked desk or file cabinet drawer. Do not prop doors open.
- Carry your keys in hand so that you are ready to enter your car or building.
- Copy all important papers and cards in your purse or wallet and keep them in a safe place. This will prove invaluable if your purse or wallet is lost or stolen.
- Call Security for an escort to or from your car at night if you feel uncomfortable walking alone.
• Be alert to possible scams. If an offer sounds too good to be true, it may be a scam. Trust your instincts and use good business practices, particularly where your financial or personally identifiable information is concerned.

**Reporting Emergencies and Crime on Campus:**

Seminole State College 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 9-1-1. There are telephones in all classrooms, labs, conference rooms and office spaces. If you are inside a campus building, there are red-colored telephones in the corridors of some buildings that may also be used to call for assistance.

Individuals may also report crimes that are no longer in-progress by contacting any Campus Safety and Security Office:

• Sanford/Lake Mary Campus Security – Ph: 407.708.2178; Office(s) located in J-009, C-108C and B-115.
• Altamonte Springs Campus Security – Ph: 407.404.6100; Office located in A-132A (across from the Cashier’s windows).
• Heathrow Campus Security – Ph: 407.708.4410; Security Desk located in the front lobby.
• Robert and Jane Lee Campus Security – Ph: 407.971.5020; Security Office located in the OVF bldg., rm. 105 (next to Central Receiving).

If you are the victim of a crime and want to file a police report, campus security will contact the appropriate law enforcement agency to meet with you. Keep the following information in mind in order to provide as much information as possible for the police to investigate your case:

• If assaulted, try to provide a good description of the person such as height, weight, hair color, clothing description, and the method and direction of travel.
• If your car is damaged or burglarized, provide the time you arrived on campus and where you parked. Remember, a police report may be required to satisfy insurance company requirements.
• If your property is stolen, provide serial and model numbers (if known), a complete description of the item(s), along with any other identifying information to assist in the recovery of the property.
• If your office is burglarized, provide the time you left the office and whether or not the
door was locked when you left and when you returned. In addition, take a complete
inventory and report any items that may have been stolen; both college-owned and personal
property.

Campus Security Authorities:

Crimes and other offenses can be reported directly to Campus Safety and Security or to other
officials at Seminole State College who have been designated as Campus Security Authorities
(CSA’s). These individuals have significant responsibility for student and campus activities or are
law enforcement officers who are contracted by the institution to provide campus safety-related
services. The function of a CSA is to report Clery Act crimes that he or she receives to the official,
or office designated by the institution to collect crime information.

The following personnel have been designated as CSA’s to whom students and employees should
report criminal offenses described in the law for the purpose of making timely warning reports and
the annual statistical disclosure:

• All Campus Safety and Security Personnel
• Campus Deputies contracted through the Seminole County Sheriff’s Office
• Vice President of Student Affairs
• Associate Vice President for Student Development
• Associate Vice President for Student Services
• Dean of Students – Heathrow
• Dean of Students – Altamonte Springs
• Dean of Students – Oviedo
• Dean of Academic Foundations
• Director of Counseling and Advising
• Manager of Adult Education
• Director of Student Success Services
• Director of Student Life
• Assistant Director of Student Life
• Coordinator(s) of Student Life/Activities
• Coordinator of Intramural and Recreational Sports
• Intramural and Recreational Sports Specialist(s)
• Director of Intercollegiate Athletics
• Athletic Coaches
• Title IX Coordinator
Voluntary Confidential Reporting:

If you are the victim of a crime and do not want to pursue action within the College System or the Criminal Justice System, we encourage you to consider filing a confidential report. If you choose, we can file a report about the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of the campus community. The information will allow the Campus Safety and Security Department to keep an accurate record of the number of incidents occurring on campus, determine whether there is a pattern of crime with regard to location, method or assailant, and alert the campus community of the potential danger.

Timely Warning Policy:

To comply with the Federal Jeanne Clery Act concerning timely warning of crimes or other events that represent an on-going threat to the safety of those on campus and in the immediate area, Seminole State College uses the following criteria to determine whether a timely warning should be issued:

- A serious crime has been committed and a timely warning will assist in the prevention of similar occurrences.
- The suspect(s) has not been identified or apprehended.
- Because of this crime, there is a substantial risk to the physical safety of students and employees.
- The crime involves serious bodily injury or the threat of serious bodily injury.
- It is a Clery reportable crime (e.g. Aggravated Assault, Robbery, Stalking, or Sex Offenses).
- There is a pattern of crimes against persons or property and a timely warning will help the campus community protect themselves or their property.

When the above criteria are met, timely warnings known as “Timely Warning Notices” or “Crime Alerts” are issued to the campus community via college-wide e-mail, web pages, cellular phone text messaging, and sometimes printed flyers or posters. Other available means may be utilized to further disseminate the information.
Emergency Response and Notification System:
Seminole State College maintains a comprehensive Emergency Operations Plan, along with policies and procedures to respond to campus emergencies. The plan is based on an all-hazards disaster response platform which includes, planning, mitigation, response, and recovery actions. In the event of a significant emergency or situation involving an imminent threat to the health and safety of the campus community, the College uses multiple means in which to notify the community.

Additionally, each semester the College conducts a series of tests of the Emergency Notification System to ensure students and employees are familiar with the methods we use to inform the campus community about emergencies.

How You Will Be Notified:
Seminole State College uses several different platforms to reach students, faculty, staff, visitors, and the news media.

Follow these steps to receive emergency notifications:

- Listen for emergency broadcasts through the Emergency Alert Phone System. Speaker phones are located in all classrooms, labs and offices at Seminole State College. In addition, there are speakers installed in many of the open areas on our sites to broadcast important emergency messages.
- Visit www.seminolestate.edu for updates.
- Check the College's home page, online Newsroom, and Facebook, Twitter, and Instagram sites for updated information.
- Call the Emergency Hotline at 407.708.2290.
- Check your mobile phone for emergency text messages.
- Check your Seminole State e-mail account. When possible, Seminole State will e-mail messages to students, faculty and staff.
- Seminole State College Mobile Safety App (Lifeline Response) may be used to send emergency messages to our students and employees cell phones.
- Look for fliers, alerts on campus TV screens and regular updates from the news media.

We also recommend signing up for alerts via the Seminole County Office of Emergency Management via: www.alertseminole.org
**Emergency Evacuations:**

Emergency evacuation maps are posted on all floors of every building at each campus. We recommend you review the evacuation route, along with the designated staging/assembly areas for each building where you attend classes or work. In addition:

- Familiarize yourself with the two nearest exits and the location of fire extinguishers.
- Visit the designated staging/assembly area(s) for your building before an emergency occurs (identified on all College maps).
- If you smell smoke or observe a fire, activate the nearest fire alarm pull station and call 9-1-1 from a safe location.
- Evacuate as soon as you hear the sound of an alarm; do not assume it is a false alarm.
- Choose a safe exit.
- Help others evacuate if you can safely do so. Always use caution and remain alert.
- If you cannot safely assist others during an evacuation, immediately notify first responders of the location where persons may be trapped inside the building.

**Emergency Preparedness Exercises:**

Each year, the College partners with the Seminole County Office of Emergency Management to conduct an emergency preparedness exercise on one of our campuses. Typically, the exercise includes an evacuation component to assess the manner and method students, employees and guests use to evacuate during a simulated emergency or disaster. The exercise also tests the multi-jurisdictional coordination effort of first responders, security personnel, and the Emergency Response Team (ERT) of the College, along with emergency plans and capabilities of the institution. These exercises help the College prepare for real-life emergency situations.
Obtaining Information Regarding Security Procedures and Practices:

The Campus Safety and Security Department maintains a daily crime and activity log available for public view at the Sanford/Lake Mary Campus; Building J, Room 009.

- An electronic version of the Annual Security Report and Safety Guide is available online at www.seminolestate.edu/security
- A paper copy will be provided upon request.
- Security policies and procedures can be viewed on the college website at: https://www.seminolestate.edu/policies-procedures/policies/security

Security, Access and Maintenance of College Facilities:

The buildings and grounds of Seminole State College are maintained by the Facilities Department and patrolled daily by the Campus Safety and Security Department. The Facilities Department conducts regular inspections of campus buildings and makes repairs as needed. Facilities personnel also respond to potential safety hazards, such as broken windows, locks, and inadequate lighting. Campus Safety and Security personnel regularly test the panic buttons in various locations on campus, recommend trimming of shrubs or trees to enhance safety, conduct periodic lighting surveys, and report non-functioning lights or other hazards to the Facilities Department. We continuously evaluate lighting and other environmental improvements in the interest of our students and employees.

Access to administrative and academic buildings is normally limited to students, employees and visitors for the purposes of study, work, teaching, and conducting business with the College. At times, there may be cultural, athletic or other events held on College grounds or buildings that are open to the public.

Campus buildings are locked during non-business hours, on weekends and holidays. However, some buildings and labs are open extended hours to accommodate evening or week-end classes, labs, or other special events and programs.
After-hours access to campus buildings is limited to authorized faculty and staff with valid college identification or authorized contractors performing work for the college.

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

Requests for identification are not frequent but may be necessary for the protection of everyone on campus. Students and employees are encouraged to carry your Seminole State College Blue and Gold identification card with you at all times and be cooperative if a security officer asks to see your identification. Especially during non-business hours or in secluded or isolated locations.

- **Security Cameras and Access Control Systems** – The College maintains closed circuit television video cameras (CCTV) in strategic locations to assist the Campus Safety and Security Department in monitoring parking lots and buildings. Additionally, we utilize access-controlled electronic doors in many locations on our campuses to augment our safety measures.

- **Reporting suspicious persons or activity** – if you return to your office or classroom and find a stranger or someone exhibiting suspicious behavior inside, we recommend you simply ask, “may I help you?” Even if the individual(s) provide a cover story, such as; looking for a professor, trying to find employment, etc., you should make a mental note of the individual’s physical description (e.g. height, weight, hair color/style, clothing description, etc.). As soon as it is safe to do so, notify the Safety and Security Department. **Remember**, for your safety, do not confront or chase the individual if he/she flees. Such action has a high degree of personal risk and could result in injury to you or others.

**Weapons on Campus:**

Florida State Statute 790.115 and the Student Code of Conduct prohibit the possession, control, or display of any firearm, electric weapon or device, destructive device, or other weapon defined in Florida State Statute 790.011, while on College property. However, individuals 18 years of age or older may possess a concealed firearm or other weapon, for self-defense or other lawful purpose, within the interior of a private vehicle on Seminole State College property. Any possession outside the vehicle, or otherwise not
in compliance with the statute, is a felony under Florida law resulting in possible criminal and civil sanctions.

**Tobacco Free Campus:**

It is the policy of the District Board of Trustees that all campuses, parking lots, and grounds of Seminole State College are tobacco free. In the interest of the health and welfare of students, employees, and the public, smoking is prohibited on all campuses. This includes electronic or e-cigarettes. To review the policy and procedure, visit: [http://www.seminolestate.edu/policies-procedures/procedures/facilities/6.021](http://www.seminolestate.edu/policies-procedures/procedures/facilities/6.021)

**Alcohol and Other Illegal Drugs on Campus:**

It is the policy of Seminole State College and its District Board of Trustees, that alcoholic beverages be prohibited on all campuses and centers. 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 see: [www.seminolestate.edu/policies-procedures/facilities/6.011](http://www.seminolestate.edu/policies-procedures/facilities/6.011)

Seminole State College is a Drug-Free Workplace (Policy 2.100) and is committed to providing a drug-free environment for students, faculty and staff. The unlawful manufacture, sale, distribution, possession, or use of illicit drugs by students, employees, contractors, vendors, or visitors is prohibited.

Educational information about alcohol and other drugs is available to students in the Student Affairs Advising and Counseling Office. The Advising and Counseling Office is available to provide referrals to appropriate treatment facilities if any student is in need of help for alcohol or other drug dependency problems. Employees who need assistance may contact Human Resources or the Employee Assistance Program (EAP).
**Sexual Assault, Domestic Violence, Dating Violence, and Stalking: Primary Prevention and Awareness Programs; College Policies and Procedures:**

The Violence Against Women Act (VAWA) amended the Clery Act and expanded the rights offered to campus survivors of sexual assault, domestic violence, dating violence, and stalking.

In compliance with the Act, the College prohibits any physical, sexual, or psychological harm against any individual in the campus community. When a student discloses an incident of sexual or gender-based violence, domestic violence, dating violence, or stalking on any property owned or leased by the College or occurring at a College-sponsored event, the College will conduct a timely, fair and impartial investigation from the initial complaint to the final results. We will provide the student with an explanation of their rights, available options and resources throughout the process.

**Rape and Sexual Assault**

Seminole State College endeavors to ensure the health and safety of all individuals on its campuses. The College expects students and employees to adhere to College policies and procedures, along with applicable state and local laws. The College does not tolerate gender-based violence, sexual misconduct or abuse, such as sexual assault, rape, harassment, or any other form of nonconsensual sexual activity.

If you are the victim of a sexual battery, sexual assault, date or acquaintance rape, the College wants you to know that help is available. We also want you to 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; individuals who use cell phones or other recording devices to look under female's dresses or skirts; and those who make obscene or harassing telephone calls. Our goal is to immediately deal with sexual assaults and other related offenses. Therefore, it is important that these incidents be reported to the Campus Safety and Security Department, the Title IX Coordinator and law enforcement.

**Consent:** is the voluntary agreement to engage in specific sexual conduct, which may be given by verbal agreement or active and willing participation in the sexual activity. You should keep the following in mind:

- Someone who is incapacitated or impaired because of a physical or mental condition or the ingestion of drugs or alcohol cannot legally consent.
- Past consent does not imply future consent; silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
• The use of force, threat of force, or coercion invalidates consent.

If you are a victim:

• Get to a safe place as soon as you can.
• Know that you have rights and options.
• If you want to report the incident to police, or if you are in immediate danger, call 9-1-1. Stay on the phone with the police dispatcher as long as you can or until police arrive.
• Get medical attention as soon as possible.
• Try to preserve all physical evidence. Although it may be your first instinct, do not wash your body or your clothes. If possible, do not change your clothing. Do not alter or change the scene where the incident occurred.
• We encourage you to use the victim-assistance services offered by community or law enforcement agencies.
• Even if you are unsure about filing charges, we urge you to notify the police or the Campus Safety and Security Department. The police and security officers will help you whether or not you choose to prosecute or file a police report. Additionally, the Title IX Coordinator is also available to assist you.

What to expect from Campus Safety and Security:

• We will ensure that a student or employee of any sex offense is treated with dignity, privacy, care, and respect.
• If the reporting party is more comfortable speaking with an officer of the same gender, it will be arranged.
• Security officers will utilize a private office or room to meet with or interview the student, employee and any witnesses.
• Security officers will inform the student or employee of available resources and services.
• If the student or employee wishes to file a police report, security officers will contact the appropriate law enforcement agency to initiate a report and investigation.

Sex Offender Registration Policy:

The Campus Sex Crimes Prevention Act is a Federal law enacted in October 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

To comply with the Federal mandate, the College is required to advise the campus community of where to obtain information about registered sex offenders. Students, faculty, staff, and visitors
may access the Florida Department of Law Enforcement (FDLE) website to find information about sex offenders and sexual predators: https://offender.fdle.state.fl.us/offender/sops/home.jsf

**Domestic Violence:**

Florida Statute 741.28 defines Domestic Violence as 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 household member by another family or household member.

Seminole State College does not tolerate violence of any kind. We want any victim of domestic violence to know that resources and help are available. We strongly encourage students and employees to report domestic violence incidents occurring on campus to the Safety and Security Department, the Title IX Coordinator, and law enforcement.

**Dating Violence:**

Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. This definition does not include acts covered under domestic violence. If you are the victim of dating violence, we recommend you contact Campus Safety and Security, the Title IX Coordinator and law enforcement for assistance or referral to resources.
Stalking:

Florida Statute 784.048 defines Stalking as a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, which is a misdemeanor of the first degree, punishable as provided in § 775.082 or § 775.083.

Examples include, but are not limited to, repeatedly following such person, repeatedly committing acts that alarm, create fear, or are intended to intimidate such other person and that serve no legitimate purpose. It includes, in person, written and electronic communications. If you are the victim of stalking, contact Campus Safety and Security and law enforcement to report the incident. The Office of Equity and Diversity/Title IX Coordinator may also be contacted to provide assistance.

Rights and Options—Sexual Assault, Gender-Based Violence, Domestic Violence, Dating Violence and Stalking:

- To be safe and free from a hostile environment.
- To be protected from sexual harassment, sexual assault, domestic violence, dating violence, and stalking.
- To take legal action when a crime is committed against you.
- To work with campus security, law enforcement, other campus officials, and the State Attorney to investigate or prosecute your case.
- To be notified of counseling and other support services offered by the College and local resources.
- To make reasonable changes in your academic schedule.
- Be afforded the same opportunity as the accused to have others present in any disciplinary proceeding.
- To unconditionally be notified of the final outcome of any institutional disciplinary proceeding.
- To have your name kept confidential or report anonymously.
- To pursue the campus disciplinary process.
- To pursue criminal charges.
- To pursue both criminal charges and the campus disciplinary process.
- Choose to report the assault but not pursue charges.
The College has primary and on-going awareness programs to address domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide the victim with written notice of available options, remedies and services. If the accused individual is a student, the standard of evidence used in the judicial hearing will be preponderance of the evidence – whether it is more likely than not that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

**Resources for Sexual Assault, Domestic Violence, Dating/Relationship Violence and Stalking:**

<table>
<thead>
<tr>
<th>Campus Resources</th>
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<tbody>
<tr>
<td>Campus Safety and Security: 407.708.2178</td>
<td></td>
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<tr>
<td>Office of Equity and Diversity/Title IX Coordinator: 407.708.2963</td>
<td></td>
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<tr>
<td>Office of Human Resources: 407.708.2101</td>
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<tr>
<td>Dean of Students – Sanford/Lake Mary Campus and Heathrow Center: 407.708.2866</td>
<td></td>
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<tr>
<td>Dean of Students – Altamonte Springs Campus: 407.404.6014</td>
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<tr>
<td>Dean of Students – Oviedo Campus: 407.971.5010</td>
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<table>
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<tr>
<th>Other Resources</th>
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<tbody>
<tr>
<td>Florida Domestic Violence Hotline: 1.800.500.1119</td>
<td></td>
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<tr>
<td>Safe House of Seminole County – Hotline: 407.330.3933</td>
<td></td>
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<tr>
<td>Seminole County Sheriff’s Office Victim Advocates: 407.665.6650</td>
<td></td>
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<tr>
<td>Seminole County – Sexual Assault Hotline: 407.321.7273</td>
<td></td>
</tr>
<tr>
<td>National Domestic Violence Hotline: 1.800.799.7233</td>
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<tr>
<td>Harbor House of Central Florida: 407.886.2856</td>
<td></td>
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<tr>
<td>Florida Abuse Hotline – Children and Vulnerable Adults: 1.800.962.2873</td>
<td></td>
</tr>
<tr>
<td>University of Central Florida Victim Services: 407.823.1200</td>
<td></td>
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<tr>
<td>Victim Service Center of Central Florida: 407.497.6701</td>
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<tr>
<td>National Sexual Violence Resource Center: <a href="http://www.nsvrc.org">http://www.nsvrc.org</a></td>
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### Primary Prevention and On-going Awareness Programs

In-coming/new student orientation includes information regarding the prevention of sexual assaults, domestic violence, dating violence and stalking.

Quick Reference Guide for employees assisting students who disclose that they were victims of sexual or gender-based violence.

**Hand-out: Students: Your Title IX Federal Rights; Seminole State College guide to prevent and correct sex discrimination in all forms.**

**Workshops:**

- Be the Hero: Active Bystander Training
- Beyond the “Bro” Code
- Music and Relationships
- Effective Communication in Relationships
- Breaking the Silence – Discussion Panel
### On-Line Workshops:

- Be the Hero Active Bystander Training
- Sexual Violence Awareness and Prevention: Training for Students

### Sexual Assault Awareness Month Activities:

- Coffee/Tea Consent Information Tabling Events
- Human Trafficking – Discussion Panel
- Participation in Denim Day
- Awareness/Prevention – flyers posted in restrooms at all campus sites

<table>
<thead>
<tr>
<th>Partnership with Victim Services Center to provide training and educational workshops for students.</th>
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<tbody>
<tr>
<td>Discussion with Professional Employees Council – Equity and Diversity/Title IX.</td>
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<tr>
<td>Discussion with Student Affairs Leadership Team – Equity and Diversity/Title IX.</td>
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<tr>
<td>Mass Communication to all employees: Resources Related to Preventing and Correcting Sexual Misconduct.</td>
</tr>
<tr>
<td>Mass Communication to all employees: Title IX Information – Prohibitions Against Sexual Misconduct.</td>
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<tr>
<td>Mass Communication to all employees: Notice of Non-Discrimination.</td>
</tr>
<tr>
<td>Discussion with Academic Affairs Associate Deans – Equity and Diversity/Title IX.</td>
</tr>
<tr>
<td>Discussion with President’s Cabinet – Sexual Assault Awareness/Prevention.</td>
</tr>
<tr>
<td>Mass Communication to all students: Notice of Non-Discrimination.</td>
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<tr>
<td>Mass Communication to all students: Notice of definitions of sexual misconduct.</td>
</tr>
<tr>
<td>Mass Communication to all students: Notice of procedures to claim rights and access resources.</td>
</tr>
<tr>
<td>Discussion with Respiratory Therapy Clinical Faculty – Equity and Diversity/Title IX.</td>
</tr>
<tr>
<td>Annual Notification to Designated Campus Security Authorities (CSAs).</td>
</tr>
<tr>
<td>New Employee Orientation – Awareness/education regarding VAWA Crimes (Sexual Assault, Domestic Violence, Relationship/Dating Violence and Stalking).</td>
</tr>
</tbody>
</table>

### Role of the Title IX Coordinator:

The Title IX Coordinator at Seminole State College has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106. Title IX prohibits sex discrimination in all operations of this College. It also prohibits retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students (including sexual harassment, sexual assault, rape, and sexual exploitation) is
considered a form of sex discrimination under Title IX. The Title IX Coordinator oversees the College’s response to reports and complaints that involve allegations of sex discrimination. That oversight includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate. The outcome of the oversight is to position the College to effectively address issues that affect the wider campus community.

A student should contact the Title IX Coordinator in order to:

- seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct
- file a complaint or make a report of sex discrimination, including sexual misconduct
- notify the College of an incident, policy, procedure, or practice that raised potential Title IX concerns
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct
- ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct

Functions and Responsibilities of the Title IX Coordinator:

The Title IX Coordinator’s functions and responsibilities include the following:

- Training for Students, Faculty, and Staff
  - Provide or facilitate ongoing training on Title IX for all students, faculty and staff.
  - Communicate regularly to students, outlining their rights and responsibilities under Title IX. This includes options to report to the College; options to file a complaint with the College or an external source; and other College practices such as confidentiality of reported information.
  - Communicate regularly to faculty and staff outlining their rights and responsibilities under Title IX. This includes the appropriate response to reports of sexual misconduct and the obligation to report sexual misconduct when observed or reported.
  - Provide or facilitate ongoing consultation and technical assistance on Title IX for all students, faculty and staff.
  - Serve as a resource for student questions on Title IX, which do not constitute reports of sex discrimination. The questioner may choose to report or file a complaint separately and will know when that process is entered.
  - Serve as a resource for faculty and staff questions on Title IX, with appropriate communication regarding responsibility to report known situations.

- Monitoring and Advising
  - Adopt practices that facilitate the identification of patterns within Title IX reports. Examples might include sexual assaults by fellow students or stalking by non-associates with local law enforcement involvement. Act on those patterns to correct and prevent discrimination against students.
 Coordinate with Student Conduct when a student chooses to report sexual misconduct of another student and participate in the Student Conduct process against the accused. Ensure that a separate investigation to Title IX standards is completed, with a report to each party, regardless of the Student Conduct outcome.

 Coordinate with Campus Safety and Security, the College’s Clery Act Compliance Office. Receive all reports related to sex discrimination, including sexual harassment, stalking, sexual assault, and related actions that may overlap other statutes. Ensure completion of a separate investigation to Title IX standards, with a report to each party regardless of the outcome from Campus Safety and Security or local law enforcement.

 Serve as a member of the President’s Cabinet. Record periodic reports to the Executive Team regarding Title IX compliance and initiatives. Participate in executive-level review of all College policies and procedures to ensure compliance with various laws, including Title IX.

 Assess athletic participation and academic program enrollment to ensure that any disproportionality is examined for evidence of sex discrimination.

 Conduct a periodic assessment of the campus climate in relation to sexual misconduct. Use data to assess the rates and nature of sexual misconduct, any location hot-spots or risk factors. Determine the level of students’ knowledge relating to the College’s sexual misconduct policies, procedures and resources, the consequences of violating such policies, and the effectiveness of the College’s efforts to ensure that the College is free from sexual misconduct.

 Ensure that local school systems, community groups, and relevant advocates maintain awareness of the College’s policies, procedures, and practices regarding Title IX compliance. This may include the Sexual Assault Task Force for this region, as well as local victim services providers.

### Investigation

 Receive reports in a confidential manner. This may include masking non-relevant facts to ensure candid witness responses. It may include advising a reporting party that the situation is readily identifiable and there may be little the College can do to protect the identity.

 Investigate the report in the most thorough manner possible, given the information provided by the reporting party. That party may authorize the use of name, date, time, and location of alleged offense, or ask that all such information be held confidential. The College will review this request based on the expected impact. The College must prevent and correct the situation for the reporting party and the College itself.

 Conclude the investigation with a finding, notifications to reporting and accused parties, and preventive and/or corrective actions.

 The Title IX Coordinator implements programs to prevent, investigate, and correct incidents and patterns of sex discrimination. The programs cover all facets of Seminole State College of Florida operations, including (but not limited to) recruitment, admission, progression, graduation, athletic participation, reports alleging discrimination, complaints alleging discrimination, and campus
programs to educate and prepare students, faculty and staff for effective action if they receive reports of, observe, or experience sexual misconduct.

**Title IX Programs Supporting Clery Reporting Requirements**
**January – December 2018:**

I. Institutions must provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs.

   A. Incoming students
      1. Orientation covers the Student Code of Conduct. In that document, the College has defined the four crimes listed above and provided information on the policies and procedures available if such offenses occur.
      2. Students are reminded that the Code of Conduct may be accessed both through the College Catalog and the Student Handbook, or they may talk with their campus’s Dean of Students.
      3. The presentation also covers the College’s core values, including Respect, with its description of the expectations for interaction in general.
      4. Information on risk reduction includes a unit on campus safety: central dispatch, Seminole State Alert, LifeLine Response Emergency app, the Annual Security Report and Safety Guide, the phone number for the College’s After-Hours Crisis Line, and the existence of the Florida Department of Law Enforcement’s Sexual Predator and Sexual Offender website. Additional element of cultural relevancy: TDD number 7-1-1 for hearing impaired individuals.
      5. Prevention of Sexual Harassment training for student athletes, August 16, 2018.
      6. Face-to-face Orientation was updated August 27, 2018 to present the definition of consent. All other elements required by Clery were present.
      7. Online Orientation was updated August 31, 2018 to present the definition of consent. All other elements required by Clery were present.
      9. Display ad placed by Equity and Diversity/Title IX in the Seminole State Scribe (student-produced newspaper), stating non-discrimination policies and required information, October 11, 2018.

   B. New employees
      1. New Employee Beginnings Orientation is required of all new full and part time employees.
      2. Orientation covers the College’s core values, including Respect, with its description of the expectations for interaction in general.
      3. Orientation covers safety and security guidelines: Campus Safety and Security confirmed in August 2018 that Orientation covers the four crimes listed in the Clery Act, the definition of consent, bystander options, risk reduction, and policies and procedures after a sexual violence incident is reported.
4. Orientation covers policies and procedures, including Non-Discrimination, Resolving Discrimination Concerns (including the four crimes listed above), timely warnings and emergency notifications.
5. Human Resources added the verbally-presented curriculum to the New Employee Orientation Booklet, so all new employees can retain the information for future use. August 2018.
7. Materials from Equity and Diversity/Title IX provided to all new faculty at Welcome Back August 15, 2018. “First Reference for Faculty and Staff Assisting Students Who are Survivors of Sexual Violence.”

II. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution’s policies and procedures after a sex offense occurs.

A. Prohibition stated: confirmed.
B. Definitions provided: confirmed.
C. “Consent” defined: confirmed.
D. Bystander options defined: confirmed.
E. Risk reduction discussed: confirmed.
F. Actions after an offense is reported defined: confirmed.
G. Information on policies and procedures after a sex offense occurs: confirmed.
H. Incoming students (new in Spring 2018) received three email messages with this information in varying forms. Dates: April 20, 2018; April 25, 2018; May 2, 2018.
I. New employees (starting dates August 31, 2017 – January 2, 2018) received three email messages with this information in varying forms. Dates: February 15, 2018; February 21, 2018; February 28, 2018.
J. Incoming students (new in Fall 2018) received three email messages with this information in varying forms. Dates: September 6, 2018; October 1, 2018; October 9, 2018.
K. New employees (starting dates January 3 – August 31, 2018) received three email messages with this information in varying forms. Dates: September 28, 2018; November 19, 2019; November 28, 2018.
L. Bystander program offerings: report prepared by Student Development.

III. Require institutions to provide, and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program.

A. Students
1. Email April 20, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definition of "consent," referring to sexual activity, in the applicable jurisdiction; video information
on risk reduction; and information on the institution's policies and procedures after a sex offense occurs.

2. Email April 25, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; and information on the institution's policies and procedures after a sex offense occurs. Partnered with Victim Service Center for resource listing.

3. Email May 2, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; information on campus and community resources; “Consent is Like Tea” video embedded.

4. Email September 6, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; listing of resource personnel (internal and external) who can assist following one of the crimes; and information on the institution's policies and procedures after a sex offense occurs.

5. Email October 1, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; discussion of methods of resolution; and information on the course in Canvas titled Be the Hero, with an embedded video.

6. Email October 9, 2018 to all students: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; and information on the institution's policies and procedures after a sex offense occurs. Partnered with Victim Service Center for resource listing.


9. Updated information July 2018: Guidelines Regarding Requests from Transgender Students. Clarified the processes to change to a preferred name in the course management system online; change to a different name legally for official records and identification cards. This was a specific revision as a step to combat sexual violence in the transgender community by identifying individuals as they express their identity. Florida recorded multiple murders of transgender women in early 2018, including in nearby Orlando.

10. Student Handbook prepared by Student Life (area within Student Affairs), August 2018. Pertinent sections:
   c. Core Values, page 10.
   d. Online orientation (required of all new students), page 21.
   e. Emergency Response and Notification System, page 27.
   g. Tips to Lower the Risk of Sexual Violence, page 29.
   h. FERPA, page 3.
i. Information on Sexual Predators and Offenders, page 31.

j. Student Code of Conduct, beginning on page 33. Published in its entirety August 2018, with web address and reminder to check for the most current version online.


B. Employees

1. Email February 21, 2018 to all employees: notification of Title IX Coordinator contact information.

2. Email February 28, 2018 to all employees: prohibited discrimination; procedures for reporting sexual misconduct; definitions of sex discrimination, sexual harassment, retaliation, domestic violence, dating or acquaintance violence, stalking, or sexual violence including sexual assault and rape; Title IX news related to proposed guidelines; restatement of the rights of survivors and students accused of sexual misconduct; descriptions of interim measures; procedures for observers to notify the College.

3. Email to Executive Team, full- and part-time faculty: Academic Affairs newsletter March 14, 2018: article from Equity and Diversity/Title IX, tips for faculty to address sexual harassment.

4. Email September 28, 2018 to all employees: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; and information on the institution's policies and procedures after a sex offense occurs.

5. Email November 19, 2018 to all employees: prevention, correction, and remedying unlawful discrimination; contact information.

6. Email November 28, 2018 to all employees: a description of the College’s process to assess the proposed Title IX regulations; information on the institution's policies and procedures after a sex offense occurs; and a description of processes to resolve discrimination concerns, with contact information.

7. Materials from Equity and Diversity/Title IX provided to all faculty at Welcome Back, August 16, 2018. “First Reference for Faculty and Staff Assisting Students Who are Survivors of Sexual Violence.”

8. Email to Executive Team, full- and part-time faculty: Academic Affairs newsletter August 10, 2018: article from Equity and Diversity/Title IX, tips for faculty to address sexual harassment.

IV. Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction".

A. Awareness programs – contained in “First Reference for Employees,” updated annually. Last update: August 27, 2018. Distributed via email, at Faculty at Spring 2018 and Fall 2018 Welcome Back, and at Convocation to all employees.
B. Bystander intervention – conveyed in 2018 by “Be the Hero” campaign led by Student Development.
C. Ongoing prevention and awareness campaigns – periodic information to prevent and correct behaviors related to the four crimes listed above and increase information available to all, even when they do not experience or observe such conduct.
D. Primary prevention programs – those that are available to each student and each employee providing required items of information.
E. Risk reduction – safety and security information related physical and emotional freedom from actions related to the crimes listed above.

V. Require institutions to describe each type of disciplinary proceeding used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding.

C. Decision-making process for each type of disciplinary proceeding – contained in Policy 3.090, Student Code of Conduct, and Procedure 1.0600, Resolving Discrimination Concerns.
E. How the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking – contained in Policy 3.090, Student Code of Conduct, and Procedure 1.0600, Resolving Discrimination Concerns.
F. Standard of evidence that will be used during the disciplinary proceeding – contained in Policy 3.090, Student Code of Conduct, and Procedure 1.0600, Resolving Discrimination Concerns.

VI. Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking.

A. Students – contained in Policy 3.090, Student Code of Conduct.
B. Employees – contained in Procedure 1.0600, Resolving Discrimination Concerns, and Procedure 2.1900, Employee Discipline.

VII. Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking.
A. Students – contained in:
   i. Student Title IX Rights, updated August 3, 2018. See
      https://www.seminolestate.edu/media/equity-diversity/STUDENT-TITLE-IX-
      RIGHTS-final-8-2-18.pdf.
   ii. Quick Guide for Faculty and Staff Assisting Students – Sexual Violence. August
       27, 2018.

B. Employees – contained in Quick Guide for Faculty and Staff Assisting Students – Sexual

VIII. Require institutions to provide students or employees who report being victims of dating
violence, domestic violence, sexual assault or stalking with a written explanation of their rights and
options, regardless of whether the offense occurred on campus, including written notification of
counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance,
student financial aid, and other services available for victims both within the institution and in the
community, and the availability of changes to academic, living, transportation, and working situations,
or protective measures regardless of whether the victim reports to law enforcement.

A. Students
   1. Student Information Template, Equity and Diversity/Title IX, last update August 3,
      2018.

B. Employees
   1. Employee Information Template, Equity and Diversity/Title IX, last update July 11,
      2017.

IX. Require institutions to provide for a prompt, fair, and impartial disciplinary proceeding in cases
of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials
are appropriately trained and do not have a conflict of interest or bias for or against the accuser
or the accused; (2) the accuser and the accused have equal opportunities to have others present,
including an advisor of their choice; (3) the accuser and the accused receive simultaneous
notification, in writing, of the result of the proceeding and any available appeal procedures; (4)
the proceeding is completed in a reasonably prompt time frame; (5) the accuser and accused
are given timely notice of meetings at which one or the other or both may be present; and (6)
the accuser, the accused, and appropriate officials are given timely and equal access to
information that will be used during informal and formal disciplinary meetings and hearings.

A. Officials are appropriately trained and do not have a conflict of interest or bias for or against
the accuser or the accused. Training for Title IX Coordinator, 2018:
   1. Evolving Landscape of Title IX training, January 22, 2018.
   3. American Association for Access, Equity and Diversity national conference, June 6-8,
      2018.
B. The accuser and the accused have equal opportunities to have others present, including an advisor of their choice – Procedure 3.090 for students, Procedure 2.1900 for employees.
C. The accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures – Procedure 3.090 for students, Procedure 2.1900 for employees.
D. The proceeding is completed in a reasonably prompt time frame – Procedure 3.090 for students, Procedure 2.1900 for employees.
E. The accuser and accused are given timely notice of meetings at which one or the other or both may be present – Procedure 3.090 for students, Procedure 2.1900 for employees.
F. The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings – Procedure 3.090 for students, Procedure 2.1900 for employees.

X. Define the terms "proceeding" and "result".

Procedure 3.090 for students, Procedure 2.1900 for employees.

A. Procedure 3.090 for students.

Equity and Diversity/Title IX, 5/29/19

**Student Disciplinary Procedures:**

Seminole State College expects students to conduct themselves as mature, responsible citizens at all times and in all places. Any student whose conduct, whether on or off campus, or at any time is in violation of the law, or is disruptive to the College, may be subject to disciplinary action, including but not limited to probation, suspension and dismissal.

The Vice President of Student Affairs is responsible for administering student discipline. The Deans of Students are the Student Conduct Officers and have primary responsibility for the administration of student discipline, including the investigation of alleged violations of the College’s Student Code of conduct. The Dean of Academic Foundations or designee is delegated authority to serve as the Student Conduct Officer of Academic Foundations at all sites.
A disciplinary sanction is a consequence for violations of the Student Code of Conduct. Disciplinary sanctions will be determined and administered by college officials to encourage greater adherence to the Student Code of Conduct, as well as hold violators accountable, and to maintain a safe and healthy learning environment.

For allegations of sexual assault, domestic violence, dating violence or stalking, the subsequent investigation may be conducted by the Student Conduct Officers and the Title IX Coordinator. Both of whom have an obligation to investigate such complaints. These officials are trained annually to perform their assigned duties.

- The accuser and the accused shall have equal opportunities to have others present, including a representative of their choice.
- The Conduct Officer will provide timely notice of meetings to the accuser and the accused at which one or the other or both may be present.
- The Conduct Officer will provide timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings to the accuser, the accused and appropriate officials.
- The accuser and the accused shall receive simultaneous notification, in writing, of the result (outcome) of the proceeding and available appeal procedures.

The following are possible sanctions the College may impose following the results of any disciplinary proceeding involving an allegation of sexual assault, domestic violence, dating violence or stalking:

- **Warning**: a written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action; copies of which are placed in College Student Conduct files.
- **Disciplinary Probation**: placing the student(s) on notice that a repetition of this or other misbehavior will be grounds for more serious disciplinary action; this may include exclusion from certain College activities. Students currently on disciplinary probation or
suspension may not hold or run for any elected or appointed positions. Student Life will consult with the Student Conduct Officer responsible for student conduct files to validate students’ eligibility. Additional conditions appropriate to the violation may be imposed.

- **Restitution**: Repayment to the College or others affected for damages resulting from a violation of this Procedure.
- **Suspension**: Exclusion from College premises and other privileges or activities for a period of time as set forth in the notice of suspension.
- **Dismissal**: Permanent termination of student status.
- **Other**: Other types of sanctions as set forth in College regulations and consistent with the incident involved, such as a letter of apology to aggrieved parties, community service, mandatory attendance of an anger management seminar, or reflective learning statement, etc.

**Emergency Administrative Action/Temporary Suspension from Classes and College Premises**

- In an emergency, the College may waive, suspend, alter, or amend any policies, procedures, or guidelines to ensure the safety of students, employees, guests and the community. The decision whether to take Emergency Administrative Action is vested within the discretion of the Vice President for Student Affairs, or designee.

- In cases of conduct violations, within three working days of the Emergency Administrative Action, a letter of alleged violation(s) will be provided to the student by the Vice President of Student Affairs or designee. The Student Conduct Officer handling the matter will schedule a meeting within five working days after the letter has been presented to the student. Pending the meeting, the Vice President of Student Affairs, or designee can modify the conditions of the emergency administrative action.

- If a student appears to pose a risk of danger or disruption to the campus community, or any individual, emergency administrative action may be taken, including the removal of the individual from College premises by law enforcement. This action does not require an admission of responsibility on the part of the accused student.

The College will abide by all Florida Statutes and Florida Board rules applicable to student discipline. Due process, as addressed in College Procedure 1.220, will be provided to ensure students receive fair and equitable treatment and are clearly aware of their rights and responsibilities.

For more information, visit:

http://www.seminolestate.edu/policies-procedures/procedures/studentinfo/3.0900
Crime Prevention and Safety Tips:

**Workplace Safety:**

Workplace violence is any act of physical violence, threats of physical violence, harassment, intimidation, bullying, stalking, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, visitors, contractors, students, and other non-college individuals.

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of nonwork-related situations such as domestic violence, stalking, or road rage. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, family member, or a stranger. Whatever the cause, or whomever may be responsible for the act, the College does not tolerate violence of any kind.

We also want you to understand that there is no sure way to predict human behavior and while there may be warning signs, there are no specific profiles of a potentially dangerous individual. We believe the best prevention comes from identifying and dealing with problem behaviors early on.

Employees should contact the Office of Human Resources or Campus Safety and Security for assistance. Students should contact Campus Safety and Security or the Dean of Students at any campus site.

**Examples of Behaviors of Concern:**

- Yelling
- Cursing
- Waving arms or fists
- Verbally abusing others
- Refusing reasonable requests to calm down
- Moving close to you in an aggressive manner
- Throwing things, pounding on a desk or door
- Verbal abuse of co-workers or others through phone calls, e-mails, etc.
- Statements such as “You better watch your back;” “I’ll get you;” or “You’ll be sorry.”
- Frequent outbursts
- History of threats/violent acts
- Fascination with guns and weapons

For more information regarding Campus and Workplace Violence, see Seminole State Policy 6.032 at [https://www.seminolestate.edu/policies-procedures/policies/security/8.030](https://www.seminolestate.edu/policies-procedures/policies/security/8.030)
**Personal Safety:**

- Walk or jog in groups of two or more.
- Be aware of your surroundings.
- Be aware of crimes on and around campus.
- Avoid isolated or dark areas.
- Travel with confidence and purpose.
- Do not wear earphones or earbuds while walking or jogging; you may not hear noises or sounds that could alert you to danger.
- If you feel unsafe walking alone on campus, contact Campus Safety and Security for an escort to your office, classroom or vehicle.
- Download the free Seminole State College Mobile Safety App; for instructions, visit: [https://www.seminolestate.edu/security/lifeline](https://www.seminolestate.edu/security/lifeline)
- Before exiting a building or car, look around the area for anything or anyone suspicious.
- Do not use the ATM alone at night, or when someone suspicious is nearby.
- If you are being followed, go to the nearest area of safety; preferably a public place with others around.
- Practice safe cell phone use to avoid distraction.
- Stay alert and develop a personal safety plan.

**Theft:**

The “open concept” of College campuses can make us vulnerable targets for crime. However, if you remain vigilant and aware, you can help us prevent many crimes from occurring. Here are a few recommendations:

- Engrave or mark all valuable personal property with your driver’s license number. It will help the police in tracking or recovering stolen goods.
- Lock your doors when you leave your office. Oftentimes, theft of College or personal property occurs when an area is left unlocked.
- Refrain from propping doors open. If a lock is broken, report it to Maintenance via the MySeminoleState Facilities Work Order System.
- Do not carry large sums of cash with you.
- Don’t leave laptop computers, iPads, cell phones, book bags, or other personal property unattended in labs, classrooms or libraries, even if you only plan to step away for a few minutes. It only takes a thief seconds to steal your property.
- Carefully guard all College PINS and passwords, credit cards, bank account information, and ATM PINs. Do not write your PIN on the back of your card(s).
• Copy all the important papers and cards you carry in your purse or wallet, including your driver’s license. Keep the copies in a safe place. This will prove invaluable if your purse or wallet is lost or stolen.

• Report thefts to the Campus Safety and Security Department.

**Auto Burglary and Grand Theft Auto:**

The Central Florida region has a fairly high rate of auto thefts and vehicle burglaries. Cars are stolen for joyriding or for stealing parts, such as hubcaps and electronics. Stolen vehicles are also used to commit other crimes. We offer these tips to help prevent vehicle thefts and burglaries:

• Lock all doors and windows.
• Remove visible valuables from your car. Do not hide them under the seat and refrain from allowing others see you place items in your trunk.
• Never leave your vehicle running while unattended.
• In parking lots, be aware of people wandering through the lot, looking into parked cars.
• Do not hide spare keys where others can find them.
• Record the serial numbers of your belongings.
• Anti-theft devices and alarms are installed in many of the newer vehicles. If your car does not have these features, explore after-market options.
• Do not leave important papers such as bank statements, credit card statements, or other important documents in your car. If your car is stolen, this may lead the thief to your home or place of employment. The documents can also be used for identity theft.
• Photocopy your registration and insurance information and keep the copies in a safe place other than your vehicle.
• Do not offer rides to anyone you do not know, even if he/she claims to be a student.
• Do not mark your key chain with your name, address or license number. Lost keys can lead to other thefts.

**Active Shooter/Attacker:**

An active shooter/attacker is an individual actively engaged in killing or attempting to kill people in a confined and/or, populated area. In most cases, active shooters/attackers use firearms; however, other weapons could be used such as knives, machetes, and vehicles. There is no pattern or method to their selection of victims.

Active shooter/attacker situations are unpredictable and evolve quickly. Because these situations are often over within minutes and sometimes before law enforcement arrives, it is important that
students and employees prepare themselves mentally and physically to deal with this type of incident. We offer the following:

- Be aware of your environment and any possible dangers.
- Always make note of the two nearest exits in any facility you visit.
- Be sure to have an escape route and plan in mind.
- **Run** - evacuate if there is a safe escape route.
- If possible, help others escape.
- Call 9-1-1 when it is safe to do so and provide as much information possible about the shooter/attacker, number and types of weapons, and location.
- **Hide** - if evacuation is not possible. Find a place to hide where the shooter/attacker is less likely to find you.
- Remain calm and quiet.
- If you must hide out, remember to silence your cell phone and other devices.
- **Fight** - as a last resort, and only if your life is in immediate danger, attempt to disrupt, and/or, incapacitate the active shooter/attacker so that you can get away.
- When law enforcement arrives on scene, follow the officers’ instructions; immediately raise hands and spread your fingers; avoid making quick movements toward officers; and avoid pointing, screaming or yelling.
- Take advantage of training and workshops offered by the College.

**Identity Theft:**

Identity Theft is a crime in which someone obtains and uses the personal identification or information of another person, without that person’s knowledge or permission. The personal information can be bank account and credit card information, social security numbers, college identification, driver’s license, or other personal identifiers. Once identity thieves have your personal information, they can access and withdraw money from your bank account, make charges on your credit cards, open utility accounts, or get medical treatment on your health insurance. They can also file a tax return in your name and get your refund.
There are measures you can take to minimize the risk of becoming a victim of identity theft:

- Do not give out personal information to others unless you have a reason to trust them or it is for legitimate business purposes.
- Limit the information on personal checks; do not have your social security number, driver’s license number, or telephone numbers printed on them.
- Regularly check financial information and examine records or monthly statements 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 are accessible via the internet. Remember, you may obtain up to three free credit reports each year.
- The United States Federal Trade Commission is an excellent resource for information regarding identity theft. For more information about Identity Theft visit: https://www.identitytheft.gov
- Maintain computer security by installing firewalls and any number of spyware programs and do not share your passwords with anyone. Be careful with e-mails and attachments from people you do not know or trust. Remember, if you are asked for personal information from a source you do not recognize, it could be a scam.
- Report any suspected identity theft or identity fraud to the police.

To comply with the Fair and Accurate Credit Transactions (FACT) Act of 2003, Seminole State College established a Red Flag Identify Theft Prevention Program to detect, prevent, and mitigate identity theft. For more information: http://www.seminolestate.edu/policies-procedures/general/1.6000
# CAMPUS SAFETY AND SECURITY EMERGENCY PHONE NUMBERS

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<tr>
<th>Department/Office</th>
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<tbody>
<tr>
<td>Sanford/Lake Mary Security Office</td>
<td>407.708.2178</td>
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<tr>
<td>Altamonte Springs Security Office</td>
<td>407.404.6100</td>
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<tr>
<td>Heathrow Security</td>
<td>407.708.4410</td>
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<tr>
<td>Lee Campus/Oviedo Security Office</td>
<td>407.971.5020</td>
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<tr>
<td>Director of Campus Safety and Security</td>
<td>407.708.2492</td>
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<td>Risk Management and Insurance</td>
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<td>Director of Facilities</td>
<td>407.708.2401</td>
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<tr>
<td>Associate Vice President of Human Resources</td>
<td>407.708.2170</td>
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<tr>
<td>Marketing and Communications/PR Media, Institutional Communications</td>
<td>407.708.2418 or 407.708.2272</td>
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<tr>
<td>Vice President/CFO Administrative Services</td>
<td>407.708.2410</td>
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<tr>
<td>Vice President of Information Technology/CIO/ERT Leader</td>
<td>407.708.2258</td>
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<tr>
<td>Academic Advising and Counseling</td>
<td>407.708.2337</td>
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<tr>
<td><strong>Hotline:</strong> 407.416.9976</td>
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<tr>
<td>Associate Vice President of Equity and Diversity/Title IX Coordinator</td>
<td>407.708.2963</td>
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<tr>
<td>Sanford Police Department</td>
<td>407.688.5199</td>
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<tr>
<td>Seminole County Sheriff’s Office</td>
<td>407.665.6650</td>
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<td>Campus-Based Deputies: Sanford/Lake Mary</td>
<td>407.708.2144 or 407.708.2167</td>
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<tr>
<td>Altamonte Springs Police Department</td>
<td>407.339.2441</td>
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<tr>
<td>Emergency Police/Fire/Rescue</td>
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*Note: Please call 9-1-1 for any emergencies.*

All Institutions of postsecondary education that participate in the Federal student financial assistance programs are required by section 485(f) of the Higher Education Act of 1965, commonly known as the Clery Act, to publish three years of campus crime statistics and basic security policies each year.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed which requires institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking. The final regulations have been effective since July 1, 2015.

The Clery Crime Definitions and the Crime Statistics for Seminole State College are listed below:

**Definition of Clery Crimes:**

**Murder/Manslaughter** – the willful killing of one human being by another.

**Manslaughter by Negligence** – the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** – any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** – is 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. This offense includes the rape of both males and females.
- **Fondling** – is 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 capacity.
- **Incest** – is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – is sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence** – is defined as 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.
Stalking – is defined as 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.

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

Robbery – is 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.

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

Burglary – the unlawful entry of a structure to commit a felony or theft.

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, or personal property of another.

Liquor Law Violation – the violation of laws, ordinances, or college policy prohibiting the sale, purchase, possession of alcoholic beverages.

Drug Law Violation – the unlawful cultivation, manufacture, distribution, sale, purchase, possession or transportation of any controlled drug or narcotic substance.

Weapons Law Violation – the violation of laws, ordinances, or college policy prohibiting the manufacture, distribution, sale, purchase, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Hate Crime – a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim based on the following categories:

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**Hate Crimes**

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