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**Purpose**

The purpose of this procedure is to establish a process to ensure Florida State College at Jacksonville (FSCJ) compliance with the Jeanne Clery Campus Safety Act (Clery Act) and the Violence Against Women Reauthorization Act of 1994 (VAWA). This procedure establishes the process to identify and notify Campus Security Authorities, maintain daily crime logs, gather and report crime statistics and issue timely warnings (as defined below) in response to events that represent ongoing or continuing threats to the campus community.

**Procedure**

- A. All incidents involving a crime or otherwise affecting health, safety, welfare or property occurring in the following locations shall be reported to an appropriate Campus Police/Public Safety Office and local law enforcement, as appropriate:
  - 1. On campus property;
  - 2. Any off-campus property that the College owns or controls and that is used in direct support of, or in relation to, the College’s educational purposes;
  - 3. Public property within the campus or immediately adjacent to and accessible from the campus; or
  - 4. Off-campus in the course of College business.

When reported, each incident shall be documented using a College security incident report and/or a College police report. The responsibility for the preparation of an incident report rests with appropriate security police supervisory personnel. Each incident report will be reviewed and approved by the appropriate Police Lieutenant, or designee, of the campus on which the incident occurred.

- B. Incidents shall be reported to any College security or police officer or by calling the number for the appropriate Campus Police/Public Safety Office listed, the FSCJ SAFE mobile safety app or the phone number listed on the College’s [Public Safety and Security](#) webpage. In the event of an immediate and life-threatening emergency individuals shall first call direct to 911. Good faith reports may be made in confidence subject to State of Florida public record laws.
- C. Campus Security Authorities
  - 1. Certain individuals by nature of their position of authority and responsibility at the College are classified as a Campus Security Authority (CSA), as defined by federal law. These include:

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- a. Officials with significant responsibility for student and campus activities;
- b. Individuals or offices designated to receive crime reports; and
- c. Campus security and police officers and others who have responsibilities for campus security.

**NOTE:** The individuals whose job functions have been identified below have the obligation to report incidents to appropriate officials for the purposes of the Clery Act.

2. CSA's may include, but are not limited to:

- a. Vice President of Student Development
- b. Associate Vice President, Student Success
- c. Associate Director of Student Engagement
- d. Campus or Center Deans;
- e. Director of Athletics, Associate Director of Athletics;
- f. Athletic team coaches;
- g. Director Campus/Center Enrollment and Student Services;
- h. Campus security and police officers;
- i. Faculty advisors to student organizations.

3. Faculty members who do not have responsibility for student or campus activities beyond the classroom, clerical staff, cafeteria staff or physical plant/maintenance personnel should report campus crime incidents to Campus Security/Police or a designated CSA when such incidents are brought to their attention.

- D. The Provost/Vice President of Academic Affairs and the Vice President of Student Affairs and Enrollment Management shall determine which employees on each of the campuses and centers are CSA's. This determination is based upon job function.
- E. The College's Chief of Police, Director of Public Safety, or designee, shall send a written notification to CSA's describing their obligation to report crimes to their campus security office. This notification shall be sent annually, on or about the start of the fall term, and immediately upon the appointment of any individual to a position designating them as a CSA (a copy of this APM shall be sent to anyone appointed as a faculty advisor to a student organization). Each fall, the offices listed in D. above shall send a list of its CSA's to the College's Chief of Police, Director of Public Safety who will provide a copy of each notification to the Office of Human Resources. The notification shall be placed in each recipient's personnel file and shall be retained for at least seven (7) calendar years. In addition to written notification of reporting responsibilities CSA's will be provided a list of crimes and the elements of each that have been identified within the Clery Act and VAWA in conjunction with a Campus Security Authority Report Form and link to a training video.
- F. Each Campus and Center shall maintain a daily crime log listing crimes for the specific Campus or Center, and make it available to students, employees and the public upon request. The log shall only

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display criminal offenses. The logs must be publicly available during normal business hours. The log shall include the nature, date, time, general location of each crime and the disposition of the complaint, if known. Logs shall display the most recent sixty (60) days of crime information. Prior crime logs must be made available within two (2) business days of a request.

#### G. Annual Clery Act Reporting


1. The Chief of Police, Director of Public Safety shall annually request crime statistics from the Jacksonville Sheriff's Office, Nassau County Sheriff's Office and the Jacksonville Aviation Police Department for geographic areas of each College Campus or Center.
2. The Chief of Police, Director of Public Safety shall annually compile and publish crime statistics for the College as mandated by the Clery Act and VAWA which will include all applicable crimes occurring within the Clery Act geography. The statistics shall be published on the College webpage, and annually reported to the District Board of Trustees (DBOT). Clery Act crime statistics shall be reported to the U.S. Department of Education by October 1st of each year, as required under section 485 of the Higher Education Act of 1965 (HEA), and shall contain the three (3) most recent year's crime statistics.
3. Reportable Crimes under the Clery Act and VAWA are:
  - a. Criminal Homicide (includes: murder and non-negligent homicide and manslaughter by negligence);
  - b. Sexual Assault (includes: rape, fondling, incest, statutory rape);
  - c. Robbery;
  - d. Aggravated Assault;
  - e. Burglary;
  - f. Motor Vehicle Theft; and
  - g. Arson.
4. Any crime committed that is perceived or is actually based upon an individual's or groups: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability will be reported as a hate crime. Pertinent offenses in addition to the ones listed above include:
  - a. Larceny – Theft;
  - b. Simple Assault;
  - c. Intimidation;
  - d. Destruction/Damage/Vandalism of property; and
  - e. Any crimes reportable under the Clery Act.
5. Any crime associated with domestic violence, dating violence and stalking shall be reported and investigated in accordance with state law as directed in this policy.

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## H. Timely Warnings

1. When any member of the Police and Public Safety Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all members of the campus community, that member shall, without delay notify their supervisor and inform them of the complete details of the event. The supervisor shall immediately, upon receiving the information, contact the Chief of Police, Director of Public Safety in order to relay the information and enable the process of determining if a timely warning should be issued. In the event the Chief of Police, Director of Public Safety is not available to consult or issue a warning or notification the responsibility rests with the Police Lieutenant for the campus on which the incident occurred, who will ensure the message is issued in a timely manner.
2. In addition to the mandatory crimes listed in section G.3 above there may be certain offenses/crimes that occur within our Clery geography that pose a serious or continuing threat to students and employees of our campus community (e.g., a shooting incident or other violent crime occurring on campus or public property within the vicinity of the campus). These may require a “Timely Warning” to be issued in order to allow individuals to protect themselves.
3. Prior to issuing a “Timely Warning” or Emergency Notification,” the Police Lieutenant for the campus shall immediately confer with the Chief of Police, Director of Public Safety and the Chief Communications Officer in order to prepare the appropriate warning message/s. In the event of an immediate life safety threat a “Timely Warning” may be issued without delay.
  - a. **TIMELY WARNINGS:**
    - i. Must be quick (timely). As soon as pertinent information is available.
    - ii. Community-wide. Likely to reach the entire campus community.
    - iii. Aide in the prevention of similar crimes.
  - b. **TIMELY WARNINGS INCLUDE:**
    - i. Information that promotes safety;
    - ii. Allows individuals to protect themselves; and
    - iii. the time, location and type of crime that occurred.
  - c. **TIMELY WARNINGS – CONFIDENTIALITY**
    - i. Withhold as confidential the names and other identifying information of victims.
    - ii. Emergency Notification on College’s website and FSCJ SAFE mobile safety app.

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4. The Chief of Police, Director of Public Safety shall ensure the College President, Vice President of Finance and Administration and Executive Leadership Team members are advised of any emergency situation and that they receive timely situation updates until an “all-clear” message is disseminated signaling the conclusion of any emergency or threat.
5. The timely warning shall be distributed to employees and students on the affected campus through the College’s Mass Emergency Notification System (ENS), the FSCJ SAFE mobile safety app or using other means, as appropriate.
6. Timely warnings may also be distributed on the affected campus by posting a notice at a location or locations on the campus frequented by students and staff, or delivered by campus security officers.

I. Emergency Notification

1. Under the Clery Act, the College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. An immediate threat includes but is not limited to:
  - a. Fires;
  - b. Outbreak of contagious diseases or other serious illness (e.g. meningitis, norovirus, etc.)
  - c. Dangerous or extreme weather conditions (e.g., tornado, hurricane, severe thunderstorm warning);
  - d. Gas leak; or
  - e. Terrorist incident.
2. Upon confirmation that an emergency situation exists that impacts all or any segment of the campuses an emergency notification will be crafted and disseminated as quickly as possible following the process in section H.

- J. The Chief of Police, Director of Public Safety will be responsible for the development and implementation of additional College policies and procedures to ensure effective ongoing compliance with the Clery Act, VAWA and any other applicable laws, codes and regulations.

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REFERENCES: F.S. 1001.64, 1001.65, Jeanne Clery Campus Safety Act (Clery Act), Section 485(f) of the Higher Education Act (HEA), Violence Against Women Reauthorization Act of 1994 (VAWA), 42 U.S.C. § 13701-14040, Higher Education Act of 1965 (HEA) section 485

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