

Florida Christian College
2009 Campus Security Report, Policies, and Procedures

1. Current Crime Statistics

Crimes	On Campus			In Residential Facilities			On Adjacent & Accessible Public Property			On Non-campus Building or Property		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Criminal Homicide: Murder	0	0	0	0	0	0	0	0	0	0	0	0
Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1*	0	0	1*	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0

* The 2008 burglary incident that occurred in the college's residential facilities did not manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

2. Reporting Criminal Actions and Other Emergencies

- a. The College seeks to provide an environment free of unreasonable risks to the campus community. The Student Life Office accepts the role of providing leadership and structure in the area of campus safety and security. The Executive Director of Student Life, along with the College administrators and the Residence Director, implements the safety and security procedures of the College. However, the Student Life Office seeks to partner with all the campus community in

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maintaining campus safety and security. In doing so, the campus family as a whole works to protect the safety and security of the campus community.

- b. All members of the campus community, students and employees alike, are empowered to aid in the task of providing a safe, secure campus by following personal safety and security practices. In addition, students and employees are obligated to report to someone in a higher position of authority any infraction of the college's Code of Conduct; which includes biblical standards, legal standards, and college standards of conduct. All members of the campus community are also obligated to report any perceived threat to the campus community, including immediate fire- or weather-related emergency situations and terrorist threats. The specific positions of campus authority are listed below, by level of such authority:
 - i. Student, Visitor
 - ii. Residence Assistant, Part-time College Employee (non-FCC student)
 - iii. Campus Security, Full-time College Employee
 - iv. Residence Director, Student Life Receptionist
 - v. Executive Director of Student Life
 - vi. Student Life Disciplinary Committee
 - vii. Dean of the College
 - viii. President of the College
- c. **At a minimum, any serious campus safety, campus security, or campus crime concern should be reported immediately to the Student Life Office, the Residence Director, and/or the appropriate off-campus authority (9-1-1, fire department, police department, as needed).** The College will respond appropriately and immediately to a serious safety situation or threat, including the issuance of a campus-wide warning, if necessary or prudent.
- d. All members of the campus community are instructed to report all criminal behavior to both the Student Life Office and to the local authorities. Non-emergency concerns are to be reported to a member of the Student Life Office for appropriate intervention.
- e. Incident reports will be used by the Student Life Office to complete the College's Annual Campus Crime and Security Report by October 1 each year. The Annual Campus Crime and Security Report is electronically submitted to the U.S. Department of Education and is distributed to currently enrolled students and current employees through this annual Campus Security Report, Policies, and Procedures document, which is also made available to prospective students and prospective employees, upon request.
- f. The biblical, legal, and college standards within the College's Code of Conduct are further categorized into on-campus and lifestyle standards. On-campus standards include apartment cleanliness; no damaging or defacing of campus apartments, furniture, or buildings; no pets on campus; curfew; no inappropriate

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mixed-gender loitering; no misuse of campus technology; no weapon on campus; no endangerment; no unauthorized visitation in campus housing; and vehicle operation, parking, repair, and removal. Lifestyle standards include no disrespect; no unacceptable entertainment, employment, body grooming, piercing, tattooing, attire, or display of affection; no sexual misconduct; no theft or vandalism; no assault or battery; no falsification; no unauthorized access or entry to campus facilities; and no violation of established laws.

- g. The Student Life Handbook also contains general housing notices, specific housing notices, and statements of good practices. These notices and statements contain detailed information about personal safety, campus housing security, entertaining guests on campus, campus housing assignments, additional concerns for families living on campus, campus apartment maintenance, occupant rights for campus residents, and protection of personal property.
 - h. Please refer to the entire Campus Community Standards of Conduct section of the Student Life Handbook for more information.
3. Security of and Access to Campus Facilities
- a. The College seeks to provide vigilant stewardship of its campus facilities, including the security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible college property and equipment.
 - b. The College provides sub-contracted, professional security services on campus. The campus security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. They do, however, have complete authority to contact the appropriate legal authorities.
 - c. Access to the Chapman Center, the main multipurpose building on campus, is available to students and college employees from 7:30 a.m. until 9:00 p.m. on most weekdays. All classroom doors lock at 5:00 p.m. The Chapman Center is open on weekends for scheduled events. Building use is scheduled with the Campus Operations Office.
 - d. Access to the Student Union Building (also called “the SUB”) is available from 6:00 a.m. until midnight; however, the doors will lock at 9:00 p.m. and can only be opened with a currently active key card.
 - e. Access to the Library is open to the campus community and to the general public during regular, posted hours of operation.
 - f. Access to assigned campus housing is granted to duly-authorized individuals via the use of security-coded identification and key cards, which may be obtained in the Student Life Office on weekdays during normal hours of operation.
 - g. Students are not permitted to enter areas, either locked or unlocked, that are not zoned for their use. The following is intended to be both specific and illustrative of the type of access that is not acceptable:
 - i. Entering an apartment without a resident of that apartment being present

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- ii. Entering an office without the occupant of the office being present
- iii. Using another person's key or keycard to gain access
- iv. Loaning a keycard to another to gain access
- v. Entering any building, room, mail room, mailbox, or personal property without proper permission
- vi. Entering the gymnasium or other area of the Chapman Center building without permission
- vii. Accessing another's computer, laptop, or any other information storage/retrieval device without proper permission
- viii. Unless otherwise announced, the pool is open for use between 6:00 a.m. and 10:00 p.m. The use of the pool during other times is not permitted. The pool is occasionally closed to general use for maintenance and other purposes. Such closings will be posted.

- h. Maintenance and custodial services of all campus facilities are performed by properly authorized college personnel; including full-time staff members, part-time staff members, and part-time student workers; or by properly supervised, sub-contracted professional service providers. Maintenance and custodial personnel are required to adhere to the safety and security policies and practices established by the College. Please contact the Executive Director of Operations for more information or to refer to the Operations Policies and Procedures Manual for the specific safety and security policies, procedures, and practices used in maintenance and custodial services.

4. Campus Law Enforcement

- a. There are legal standards on everyday life that all citizens of the United States, including Christians, are required to obey. The College will enforce all applicable legal standards and support all law enforcement groups investigating any alleged local, state, or federal crime.
- b. Normally, on-campus misconduct by students will result in disciplinary action being taken on campus through the Student Life Committee of the Faculty. On some occasions, however, the College may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged criminal activity on campus. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the College to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by an official of the College. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered to be a crime.
- c. The College will cooperate fully with all law enforcement officials should it be alleged that a member of the campus community has been involved in an illegal activity.

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- d. The College may also impose its own consequences for choices that members of the campus community make that result in legal consequences. However, the Student Life Office will also attempt to support any students that encounter legal difficulties. While the College cannot provide legal advice or counsel, it will attempt to assist in the situation, if possible and prudent.
 - e. Policies regarding student conduct and disciplinary consequences are clearly stated in the Student Life Handbook and followed in practice. Standards, consequences, and due process are all clearly outlined in the Student Life Handbook.
5. Information on Campus Security Procedures and Practices
- a. The Campus Security Report, Policies, and Procedures are published and distributed annually by October 1 to all currently enrolled students and all current employees of the College, as required by Title IV Campus Crime and Security regulations. In addition, the Campus Security Report, Policies, and Procedures will be provided in a timely manner to prospective students or prospective employees upon request.
 - b. The Student Life Handbook contains detailed information about various personal safety and security issues, as well as institutional safety and security issues. The Student Life Handbook is reviewed, published, and distributed annually. It is also provided on the college's web site at <http://www.fcc.edu/students/default.asp>.
 - c. The College maintains a detailed Continuity of Operations Plan to guide the institution in case of a campus emergency.
 - d. The College periodically reviews its physical facilities, programs, policies, procedures, and practices to ensure compliance with insurance requirements, applicable laws and regulations, including the Student Right-to-Know Act, Campus Crime and Security regulations, and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
6. Crime Prevention
- a. In addition to the information contained in the Student Life Handbook and in the Campus Security Report, Policies, and Procedures, the College routinely provides crime prevention information to students at New Student Orientation, Campus Housing Meetings, Chapel Announcements, Campus Community Newsletters, campus-wide memorandums, and bulletin board postings.
 - b. In addition to some of the methods mentioned above, employees also receive some crime prevention information in the Faculty and Staff Handbook.
7. Monitoring Off-campus Locations
- a. The College does not currently own, lease, or otherwise operate any off-campus locations. If the College utilizes off-campus locations in the future, compliance with this portion of the Campus Crime and Security regulations will be included in future Campus Security Reports, Policies, and Procedures.

8. Alcohol and Drug Policy

- a. Rationale. The use and abuse of alcohol and illegal drugs by any member of the Florida Christian College family is incompatible with the goals of this institution and ministry within the Christian Community and is, therefore, prohibited. Florida Christian College participates in a federal program (Public Law 101-226, Drug-Free Schools and Campuses Act) to prevent the illicit use of drugs and the abuse of alcohol in all educational contexts.
- b. Purpose. Florida Christian College is dedicated to providing an educational environment that encourages students to:
- Develop a lifestyle that's free from the use and abuse of alcohol and illegal drugs
 - Respect the laws and rules prohibiting the use of alcohol and the use of illicit drugs (on and off campus)
 - Understand the effects of using drugs and alcohol on personal health and safety
 - Value personal, spiritual, mental, and physical well-being
- c. Policies. Possession, use, or sale of alcoholic beverages or illegal substances is strictly forbidden by the College. The following activities are clearly **prohibited** by any member of the college family on or off campus:

ALCOHOL

possessing alcoholic beverages*,
using alcoholic beverages*,
manufacturing alcohol,
distributing alcohol, or
selling alcoholic beverages.

**unless prescribed by a physician*

DRUGS

possessing illegal drugs or
drug paraphernalia,
using illegal drugs,
selling illegal drugs, or
otherwise distributing illegal
drugs.

Students are instructed to report to the Executive Director of Student Life any incident of use or any criminal violation of laws related to any type of alcohol abuse or illicit drug use. Employees are required by contract to notify the institution of any criminal conviction for a violation related to alcohol abuse or illicit drug use within five days after such conviction.

- d. Violation. The Dean of the College and/or the Student Life Committee are authorized to impose disciplinary sanctions on students (the President on employees) consistent with local, state, and federal law, up to and including expulsion, termination of employment for employees, and referral for prosecution, for violations of standards of conduct required by this policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program (at personal expense).

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- e. Resources. Students, faculty, and staff are encouraged to seek referral for chemical abuse concerns through the office of the Drug Awareness Coordinator or the Executive Director of Student Life. For a private interview, you are encouraged to call The Episcopal Counseling Center at 1-800-544-1817. Additional resources include the Student Life Handbook at <http://www.fcc.edu/students/>, the Center for Substance Abuse Treatment, the National Drug and Alcohol Treatment Referral Service, 1-800-662-HELP, 1-800-ALCOHOL, 1-800-COCAINE, and the National Clearinghouse for Alcohol and Drug Information, 1-800-729-6686. Additional information on the effects of drugs and alcohol, state laws concerning drug use, and state laws concerning alcohol is located in the Student Life Handbook and in the office of the Drug Awareness Coordinator.
 - f. Security Report. FCC's Annual Campus Security Report, Policies, and Procedures includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Florida Christian College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the Student Life Office or by accessing the following web site: <http://www.fcc.edu/students/documents/campus-security-policies.pdf>.
9. Sexual Assault Policy
- a. The College desires to maintain an environment in which the dignity and worth of all members of the institution are respected. Therefore, it is the policy of the College that sexual misconduct of students is unacceptable and will not be tolerated. Examples of behaviors that are prohibited by the College include, but are not limited to, sexual assault, sexual harassment, and public indecency.
 - i. Sexual Assault. Rape, acquaintance rape (date, friend, or someone the victim knows casually), defined as coerced sexual intercourse against the victim's will.
 - ii. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature that prevents or impairs that person's full employment of educational benefits, climate, or opportunities.
 - iii. Public Indecency. Exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.
 - b. Educational Programs. The college desires to have in place educational programs to promote the awareness that rape and other sexual offenses may occur among students. These include the annual distribution of a written summary of the Sexual Assault policy to all new students, an explanation of the policy at New

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Student Orientation, and annual instruction given to female students in sexual assault awareness and avoidance, usually taught by a law enforcement officer.

- c. **Disciplinary Actions.** The College will cooperate fully with law enforcement authorities should alleged sexual misconduct crimes occur involving the campus community. Should the College's investigative process sustain any allegation of sexual misconduct, the College will pursue appropriate disciplinary actions. Penalties for sexual offenses follow general guidelines established for all student behavioral offenses, as outlined in the college's disciplinary policy. Victims may request a change in housing assignment or class schedule following an alleged sexual assault incident, subject to the judgment of appropriate administrators concerning reasonable availability.
- d. **Rights of the accused and the accuser.**
 - i. Accuser and accused may request the opportunity to have another person present during disciplinary hearings, per the guidelines in the discipline section of this handbook. These persons may be present in an advisory capacity only; they may not participate in the hearing.
 - ii. Accuser and accused shall be informed of the outcome of any disciplinary actions involving an allegation of sexual assault.
 - iii. Accuser may submit a list of questions related to the alleged incident that he/she feels the accused should be asked during any hearing process.
 - iv. Accuser may make a victim/survivor "impact statement" and suggest an appropriate penalty.
- e. **Procedures to be followed by victims of sexual assault:**
 - i. Maintain any possible evidence.
 - ii. Seek immediate medical attention, which will also help to gather information.
 - iii. Write down the details of the incident.
 - iv. Talk to someone. Report the incident to a college employee or another student immediately. A report should be made to the FCC Executive Director of Student Life as soon as possible. She and other college authorities will assist in notifying law enforcement personnel, should the victim deem that as necessary.

10. Information on Registered Sex Offenders

- a. The following web address may be accessed to obtain local law enforcement agency information about registered sex offenders who may be present in the immediate area. <http://offender.fdle.state.fl.us/offender/Search.jsp>
- b. Additional information may also be obtained by calling the Florida Department of Law Enforcement's toll-free hotline at 1-888-357-7332.

11. Missing Student Notification

- a. *Missing Student Notification Policy* – Student residents (those students who reside in campus housing) have the option to identify an individual that the College can contact no later than 24 hours after the time the student is determined to be missing, according to the official notification procedures described below. Confidential contact information is collected below, and it will be used by the Residence Director, the Student Life Office, or other appropriate campus personnel in the event that a student resident is determined to be missing.
- b. *Missing Student Notification Procedures:*
 - *Single-Student Residents* – Residents of Single-Student Housing will be determined to be missing if they remain unaccounted for during a 24-hour time period, normally determined by two consecutive nightly curfew checks of the apartments, unless arrangements to be absent from the apartment were previously made with a Residence Assistant or the Residence Director. If a student is not present in the apartment when a Residence Assistant checks curfew for the second consecutive night, the Residence Assistant will immediately notify the Residence Director or Student Life Office that the student is missing.
 - *Student Residents of Family Housing* – Student residents of Family Housing will be determined to be missing if a resident family member reports them as having been missing for 24 hours or more to the Residence Director or Student Life Office.
 - Once a student resident is determined to be missing, attempts to contact the missing student will be made within 24 hours via telephone, cell phone, personal pager, e-mail, and/or a physical search of the campus.
 - If a student resident is determined to have been missing for more than 24 hours and has not returned to campus, the College will initiate the emergency contact procedures that the student designates on the Missing Student Resident Notification Form.
 - If a missing student resident is under 18 years of age and is not emancipated from a custodial parent or guardian, the College will notify a custodial parent or guardian no later than 24 hours after the time the under-aged student resident is determined to be missing.
 - If a missing student has not submitted a Missing Student Resident Notification Form to the Student Life Office, the College will notify the appropriate law enforcement agency (Osceola County Sheriff's Office) that the student has been missing for more than 24 hours. In addition, the College will make a reasonable attempt to contact the missing student's family members.
 - If a missing student resident is located on or off campus, the student will no longer be considered missing.

12. Fire Drill / Emergency Procedure

- a. Fires don't always happen at convenient times. In order to be prepared for a fire or other type of emergency, the College will be conducting a fire drill each semester. This information is provided to inform you of your responsibilities during a fire or fire drill.
- b. All occupants in the housing area must go directly to the grass area beyond the parking lot in front of Foundation Hall (The Light Side).
- c. Make sure everyone in your apartment is awake and aware of what is going on.
- d. Married students and their families will gather on the grass area beyond the end of the parking lot adjacent to the Residence Director's apartment. The Residence Director will be there to verify your presence.
- e. Single male students will gather in the grass area beyond the middle of the parking area directly in front of Foundation Hall. Residence Assistants will be there to verify your presence.
- f. Single female students will gather in the grass area beyond the end of the parking lot adjacent to Beazell Hall. Residence Assistants will be there to verify your presence.
- g. Do not leave your designated area until notified that it is okay to do so.
- h. All Residence Assistants will give accountability to the Residence Director, who will report to the Fire Department upon their arrival.

13. SOLAR Alert Messaging (Opt In)

- a. Florida Christian College uses the text-messaging system built into SOLAR (*powered by SonisWeb*) to alert students, faculty, and staff of emergency situations on campus. The system is opt-in only, meaning that users must register in order to receive the text message alerts. The SOLAR Alert Messaging Opt-In Form is available from the Information Technology or Student Life Offices.
- b. Emergency alerts will be sent **ONLY** if:
 - Classes are cancelled due to inclement weather or another urgent situation; or
 - A tornado warning or other urgent weather alert is issued by the weather service; or
 - Any other situation occurs on campus that requires students, faculty, and staff to *immediately* take shelter.
- c. Emergency alerts will **NOT** be sent for campus announcement or other routine information.
- d. *Please Note:* Students, faculty, and staff will be responsible for any charges accrued on their cell phone bill for text messages.