

Campus Safety Guide

Department of Public Safety



EDISON STATE
COLLEGE

2011-2012

Edison State College Campus Safety Guide 2011-2012

Message from Edison State College Department of Public Safety

The Department is committed to providing a safe, secure, and orderly environment in which learning, working, and administrative operations of the College have the opportunity to excel. But, the safety of our campuses is a cooperative effort of students, faculty, staff and visitors and all of us must assume responsibility for our own personal safety as well as the protection of our personal and college property.

The Campus Safety Guide is to provide important information concerning your safety and security on campus. This information allows students, faculty and staff to be informed and involved in making decisions about personal safety.

The public safety staff works to provide a safe environment, but your participation is needed. Removing the opportunity for criminals by locking and removing valuables from your car, utilizing escort service if traveling alone, increasing safety by driving cautiously and defensively, and finally by acting responsibly and respectfully to others, will assist in making the campus as safe and friendly as possible.

If we can be of any assistance, please contact any public safety staff member you encounter on campus or call the campus public safety office. Additionally, please check our website for helpful hints and information. Together we can make everyone's College experience a positive and enjoyable one.

The Edison State College Department of Public Safety

The Department is responsible for law enforcement, public safety, security, and emergency response at Edison State College with the District Office located on the Lee Campus. Public Safety officers are assigned to provide a highly visible, proactive patrol on campus property.

The Charlotte, Collier and Lee campuses have sworn law enforcement officers in addition to non-sworn public safety officers. The law enforcement officers of the Department receive their enforcement authority through provisions of Florida Statutes, Chapter 1012.88. All College law enforcement officers are certified by the State of Florida after completion of training requirements as set by the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission. Law enforcement officers at Edison State College have full law

enforcement authority including arrest powers on all property owned or controlled by Edison State College.

The Public Safety officers are all experienced in public safety and although they do not have arrest powers they are permitted to use reasonable and necessary force to protect themselves and others from bodily harm.

The Department has an excellent working relationship with all regional law enforcement agencies, including the sheriff's offices of Charlotte, Collier, Hendry and Lee counties which are the agencies having jurisdiction where our campuses are situated. The sheriffs' offices are available to assist upon request and the College maintains mutual aid agreements with the sheriff's offices for cooperative services.

Access to College Facilities

As a public College we have many buildings and events open to the public. The College maintains normal hours of operation and permits access after-hours only on specific needs. Any individual who is not authorized by their employment or status as a student or does not have legitimate business or any other authorization, license or invitation to enter or remain or anyone committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of such facility or is being destructive of college property may be directed to leave, escorted from campus or arrested.

How to Report Crimes and other Emergencies on Campus & Guidelines that Encourage Accurate Reporting Crimes

Generally, the Public Safety office should be the first department contacted after an incident occurs at a campus or College site. Upon preliminary investigation, other appropriate local law enforcement agencies may be notified and the incident may be referred to that agency. NOTE: For medical or life-threatening emergencies, or threats or assaults that require immediate attention by police should be reported first by calling 911 and then each campus public safety office, if possible. Additionally, for emergencies or assistance you may use the telephones in each classroom, our Code Blue emergency phones or courtesy phone boxes located at various places on campus.

Prompt reporting of criminal actions, suspicious persons or behavior, potentially hazardous situations and emergencies to Public Safety is encouraged to allow the department to respond as quickly as possible. Evidence should be preserved for use in criminal prosecution.

TOP 5 EMERGENCY TIPS

1. **Common Sense:** Your best asset is basic common sense and logic.
2. **Stay Calm:** Panic only leads to confusion and inactivity.
3. **Scene Safety:** Stay mindful of what is occurring around you.
4. **Call 911:** Never hesitate to call.
5. **Information:** Emergency personnel will need information from you when you call, and when they arrive; be aware and do your best to remember what you can.

The phone numbers for the Public Safety offices and local emergency numbers are as follows:

Lee Campus	Off Campus	On Campus
Public Safety	239-489-9203	1203
Local Emergency	911	9911
Charlotte Campus	Off Campus	On Campus
Public Safety	941-637-5608	5608
Local Emergency	911	9911
Collier Campus	Off Campus	On Campus
Public Safety	239-732-3712	3712
Local Emergency	911	9911
Hendry/Glades Center	Off Campus	On Campus
Public Safety	863-674-6017	6017
Local Emergency	911	9911

Hearing, sight, or speech impaired, who use specialized telephone equipment please call the Florida Relay Service 711 which can communicate with people who use standard telephone equipment. To call Florida Relay, dial 7-1-1.

Policies: Alcohol, Drugs, Tobacco, Weapons, & Sexual Assault

Policies set a standard of conduct which is most conducive to a safe environment. It is not the intent to reprint these policies in this guide, but to give you some general knowledge of those

policies which most affect your safety and security here at Edison State College. You should consult the Student Code of Conduct and College Policies, as needed.

The College is committed to preserving the safety and security of students, staff, faculty and visitors to the college and will not tolerate breaches of the peace or other violent or disruptive behavior, including but not limited to direct or implied threats, assault, batteries, sexual batteries, physical conduct that results in harm to people or property; possession of deadly weapons on College property; unwelcome sexual advances, requests for sexual favors, and other verbal (including written and electronic communications) or physical conduct of a sexual nature, or intimidating conduct or harassment that disrupts the teaching/learning and/or work environment or results in fear for personal safety.

These acts carried out off College-owned or leased property but directed at College employees, students, or visitors while conducting official College business are a violation of this policy. Off-site threats include but are not limited to threats, oral or written statements, gestures, or expressions that may communicate a direct or indirect threat of physical harm made via telephone, fax, electronic or conventional mail, or any other communication medium.

Those violating these laws are subject to criminal prosecution and further action by the College. Any student found in violation of these policies will be subject to disciplinary action up to and including dismissal. Any employee found in violation will be subject to disciplinary action up to and including termination.

Edison State College Sexual Harassment Policy is available on the college website. Specific information can be obtained from the Department of Human Resources.

Students or employees who feel they have been harassed should contact the following:

For Students,

Vice President of Student and Academic Services

For Employees,

Department of Human Resources

Board of Trustees Policies

<http://www.edison.edu/district/board/policies.php>

Student Information and Policies: including

Code of Conduct

College Catalog

Click on "Current Students" link on the Edison State College webpage

Alcoholic Beverages

Use, possession, or distribution of alcoholic beverages is strictly regulated.

State law prohibits consumption or possession of alcoholic beverages by persons younger than 21 years old. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. A person misrepresenting his or her age to obtain alcoholic beverages is in violation of the law. County ordinances prohibit consuming alcohol and open containers in public areas. With a few exceptions possession of alcoholic beverages on Edison State College campuses is prohibited.

Violators of alcohol policies are subject to the provisions of applicable state laws as well as College disciplinary actions.

Assistance and alcohol abuse counseling is available for both students and employees through the College Student Assistance program (SAP) and the Employee Assistance Program (EAP).

Illegal Drugs

Florida State law and College regulations prohibit the use, possession, or distribution of narcotics or controlled drugs without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws as well as College disciplinary actions.

This policy is based on the Florida Comprehensive Drug Abuse Prevention and Control Act, Florida Statutes, Chapter 893 and the Drug-Free Schools and Communities (Campuses) Act of 1989 and Federal Anti-Drug Abuse Act of 1988 and is supplemented by College administrative policies and procedures.

Edison's drug policy is published online. Consult this policy for detailed information. Board of Trustees Policy (Drug and Alcohol Policy 6Hx6:2.04). Assistance and drug abuse counseling is provided for both students and employees available through College Employee Assistance Program (EAP) and Student Assistance Program (SAP).

Tobacco

Edison State College is dedicated to providing a safe, healthy, comfortable, and productive learning environment for students, faculty, staff, and visitors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. Therefore, Edison State College declares the College to be a Tobacco-Free organization and sets the following rules regarding tobacco use. Tobacco use, distribution, or sale, including, but not limited to smoking, is prohibited on College-owned, operated or leased property. Enforcement of this policy depends upon the cooperation of all faculty, staff,

and students not only to comply with this policy, but also to encourage others to comply with the policy.

1. Violations of this policy should be referred to the appropriate administrative office for review and appropriate action.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Edison State facilities are required to abide by this policy. Organizers of such events are responsible for communicating this policy to attendees and its enforcement. For the purposes of this policy, tobacco is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, and any and all chewing tobacco products.

Weapons

Florida State Statutes and College Policy prohibit the carrying of firearms on campus. Firearms are not permitted on campus, except for those carried by law enforcement officers or members of the military engaged in authorized training.

The unauthorized use or possession of weapons, which includes, but not limited to: electric weapon or device, destructive device, or other weapon including a razor blade, box cutter, or knife on campus is prohibited.

Campus Violence Prevention (Sexual Assault) Policy

The College is committed to preserving the safety and security of students, staff, faculty, and visitors to the College. Breach of the peace and other violations, including threats, intimidation, violence, assault, batteries, sexual batteries, or other disruptive behavior will not be tolerated. Any student found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.

The Department of Public Safety provides immediate assistance to the victim of sexual offenses and initiates immediate investigative processes to apprehend the perpetrator of the crime. The Department will notify the sheriff's office to investigate and work closely with them in the investigation. Complaints of sexual battery/rape are serious criminal offenses that will be processed within the criminal justice system. Sexual battery/rape committed by students is also a violation of the Edison State College student code of conduct and perpetrators are subject to institutional disciplinary sanctions as provided by the code of conduct.

The College understands and commits its efforts toward successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow.

Preventing Sexual Battery

In Florida, the legal term for the crime of rape or sexual assault is sexual battery. More often than not, the victim and the attacker know each other. Sexual battery is the touching of another person in a sexual manner without consent. It may or may not involve actual injury. The lack of verbal or physical resistance because of force, or threat of force, does not mean consent.

The best defenses against sexual battery and assault are alertness and awareness. At all times, including dating situations, you should:

- Let a friend or roommate know with whom you will be, where you will be, and when you expect to return. Leave an address and phone number.
- Do not let peer pressure influence the amount of alcohol you consume.
- Trust your feelings and instincts. If you feel threatened, there's probably a good reason. Get away fast.
- Report any assault or threat of assault to public safety or, if off campus to a police department having jurisdiction, as soon as possible.

What to do if you are sexually assaulted

The Major Choice Points Are:

- Get to a safe place
- Medical attention
- Police contact - What to expect
- Prosecution - What does it involve
- Bringing College charges
- Telling family and significant others
- Seeking professional counseling/therapy

Get to a Safe Place

Once you are safe, call 911 and/or the public safety office.

Medical Attention

Get immediate medical attention. You may also have injuries of which you are unaware. Seeking medical attention does not mean that you need to press charges.

Evidence Collection:

Try to preserve all physical evidence.

- It is important to remember not to bathe, shower, douche, brush teeth, or change clothing as this destroys evidence. Evidence is also destroyed or compromised by smoking, drinking or eating. If possible, these activities should be avoided prior to evidence collection. The evidence collection process is completed at a hospital.
- Calling the police or even talking with them does not mean that you have to follow through on prosecution or file a formal report.
- If you choose to receive medical care from an emergency room or hospital, a Sexual Assault Forensic Exam (SAFE) Kit will be completed and there is no fee for this examination.
- All survivors have the right to have an advocate present during the entire exam and hospital visit. A victim advocate is available to accompany you.
- If you believe you were drugged prior to the sexual assault, it is important to disclose that information so that a drug screen can be done.
- HIV testing is available and should be discussed. You can ask for more information about testing and testing sites, or contact the Victim Advocate for information regarding free, anonymous and confidential HIV testing.

Police Contact - What to expect

Deciding to press criminal charges and involve the police is a personal decision. If you decide to report the incident to the police, below are some points to take into consideration:

- Contact the police in the municipality where the sexual assault took place as they have jurisdiction to investigate. If you are unsure of the location, contact the police where you think the crime occurred. If the assault occurred on college property, contact 911 and/or Public Safety. If you are unsure, contact the Public Safety office and they will assist you.
- Although a patrol officer/deputy is generally the first to respond, a trained detective will do the investigation.
- The survivor has the right to have a Victim Advocate present during all medical and law enforcement procedures.
- The interview will usually focus on the events prior to the initial contact with the assailant, a detailed account of the behavior and words used by the survivor and the assailant, a detailed account of the assault and a description of the assailant.

Prosecution - What does it involve

There are several steps involved in this process. Some information to take into consideration about prosecution:

- Once the police finish their investigation, all evidence is turned over to the State Attorney's Office, where it is reviewed. A Prosecutor is assigned and will then make decisions regarding the case. The survivor becomes a witness if the case moves forward.
- The law also limits the admissible evidence concerning the survivor's prior sexual activity.
- There are several levels of the prosecution process, including issuance of a warrant, arrest, arraignment, suppression hearing and the trial. Some steps require the survivor's presence in court.

Protection Orders

Victims of sexual crimes who fear for their safety or fear the offender might contact them can seek a sexual violence injunction sometimes referred to as a restraining order or protection order.

Bringing College Charges

Sexual assault is also a violation of the College Student Code of Conduct.

- If found responsible, the respondent may be expelled or suspended from the college. A range of other penalties may be chosen by the Conduct Board that hears the complaint.
- The standard of proof is different than for criminal prosecution, which must have proof beyond a reasonable doubt. In college cases, there must be clear and convincing evidence that the accused individual did violate the regulation. The Conduct Board does not use formal rules of process, procedure and/or technical rules of evidence as are applied in criminal or civil courts but in cases involving allegations of sexual assault, the Board will ensure that protections afforded under Florida Statutes are followed which protect the rights of the survivor.
- Survivors have the option of bringing college and/or criminal charges or neither.

Seeking professional counseling/therapy

Professional counseling is often helpful for survivors because it provides a safe place to talk about your experience at your own pace with someone who is objective and trained in these issues. When thinking about the option of counseling, the following points can be taken into consideration:

- Each survivor has his/her own recovery timetable. Some people are ready for counseling right away and others delay. Some never seek assistance. Remember, no matter how long ago or recently the assault occurred, counseling can be considered.
- Counseling is usually an on-going process. It provides a place for survivors to process the impact of the assault over time.

Contact Information

Charlotte County: Center for Abuse and Rape Emergencies, Inc. (CARE) (941) 627-6000

Collier County: Collier County Sheriff's Office Victim/Witness Assistance Section (239) 793-9213

Lee, Glades, Hendry Counties: Abuse Counseling and Treatment, Inc. Advocacy and Counseling Services (239) 939-3112

Edison State College Student Assistance Program (SAP) Call Counseling Office

Theft

Our Campuses are not immune from thieves, largely because so many students and employees leave doors unlocked and valuables unprotected. As with crimes against the person, your best defense against thieves is vigilance. Recognize that danger exists and take precautions. Here are a few suggestions for on and off-campus:

- Keep your doors and windows locked.
- Don't hide your spare key outside your apartment.
- Don't lend your key to anyone.
- Don't keep large amounts of money in your room or apartment. Keep money in a bank.
- Don't advertise that you aren't home by letting mail or newspapers accumulate on your doorstep or by recording a revealing message on your answering machine. Ask friends not to leave messages on your door.
- Don't leave valuables unattended.
- Keep your checkbook, jewelry, and cash in a locked drawer.
- Engrave your driver's license or state identification number on valuable possessions.
- Make a list of your valuable possessions including make, model, serial number, and description. Keep one copy in a safe place and another with your insurance papers.
- Ask service or repair persons to show their identification before admitting them to your room or apartment.
- Never reveal your calling card number or automatic teller machine (ATM) number to anyone.
- Lock your bicycle with a sturdy lock, weaving it through frame, spokes, and rack.

- Always lock your car. Don't leave valuables inside.
- Don't leave laundry unattended in laundry rooms.
- Don't lend your credit cards to anyone. Keep a list of your cards and their numbers with your insurance papers.
- Maintain adequate insurance coverage.
- Report thefts to the police at once.

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal data in some way that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account and credit card info, telephone calling card numbers, and other valuable identifying data.

With identity theft and fraud, which are often computer-aided, there are measures that can be taken to reduce or minimize the risk of becoming a victim. These measures can be taken by remembering the word "SCAM."

S — Be STINGY about giving out personal information to others unless you have a reason to trust them. Limit the information on personal checks; don't have your Social Security, driver's license, and telephone numbers printed on them. Should someone telephone or send an electronic message (e-mail) with an "unbelievable" credit card offer or notification of an alleged "prize" being won, do not offer any personal data, but rather ask that they mail an application or written notification of some type. If one is later received from a company, the Better Business Bureau can be contacted in an effort to determine whether or not the company is legitimate.

C — CHECK financial information regularly and examine records for any unrecognized/unauthorized transactions. Should such transactions be noted, the banking institutions and credit card companies should be contacted immediately.

A — ASK periodically for a copy of your credit report. The three principal credit reporting companies are Equifax, Experian, and TransUnion. These three companies, as well as the United States Federal Trade Commission, are accessible online.

M — MAINTAIN careful records of banking and financial transactions as well as maintaining your personal computer security. Computer security can be fortified by installing any number of spyware programs and by installing firewalls. Changing passwords frequently and reducing any file sharing also can aid in the security of personal computers. Report any suspected identity theft or identity fraud to the police.

Florida's Identity Theft Victim Kit:

Office of the Attorney General Florida

<http://myfloridalegal.com/pages.nsf/Main/CBBEBA3F2583433385256DBA004BC600?OpenDocument>

Suspicious Person

1. What is suspicious behavior?
 - a. Anything that is "out of place" given the time and conditions.
 - b. Abnormal behavior, clothing, or activity.
 - I. Examples include:
 1. Person running as though they were being pursued.
 2. Carrying certain property at odd hours or locations (i.e. office machinery, laboratory equipment, locked bicycle, property inside their clothing, etc.)
 3. Person(s) walking slowly in hallways attempting to open doors.
 4. Person(s) attempting to hide at the sign of others.
2. Make note of the person(s):
 - a. Sex
 - b. Race
 - c. Clothing Description
 - d. Approximate Age
 - e. Location
3. Contact Public Safety.
4. If possible, maintain sight of the individual from a safe distance.
5. Do NOT attempt to apprehend, identify or detain the individual.

Bomb Threat - Suspicious Package / Vehicles

1. Suspicious packages, bags, or cars should be reported immediately.
2. Evacuate the surrounding area. Stay at least 300 feet away from the affected building/ vehicle.
3. DO NOT USE CELL PHONES OR TWO-WAY RADIOS.
4. Contact Police from a landline phone at 911.
5. Direct police personnel upon arrival.

What are characteristics of a suspicious package?

- Powdery substance on outside, or inside of a package.
- Excessive postage, incorrect titles or titles with no name, handwritten or poorly typed address.
- Disproportional weight to size
- Oddly shaped

What are characteristics of a suspicious vehicle?

- Low riding vehicles, especially with disproportionate weight toward the back of the vehicle.
- Vehicles left running with no driver
- Vehicles parked haphazardly in apparent effort to hurriedly ditch, instead of properly parking the vehicle.

Safety Guidelines for Armed Subjects, Hostile Intruder Situations

Hostile Intruder/ Active Shooter/ Shooting

- ✓ Direct all students, staff, and visitors in the immediate area into securable rooms or out of the area.
- ✓ Lock interior and exterior doors.
- ✓ Close and lock all windows, and close all blinds.
- ✓ Barricade points of entry using available resources (i.e. chairs, desks, tables, etc.)
- ✓ Turn off the lights.
- ✓ Get all persons inside the room out of visible range from the exterior.
- ✓ Once the room has been secured, do not allow any additional persons inside.
- ✓ Contact Police at 911.
- ✓ Provide the last known location of the shooter.
- ✓ Keep noise and movement to a minimum.
- ✓ Remain calm; it may be an extended period of time before being contacted by Police whose first duty is to address the armed person(s).
- ✓ Do not respond to any voice commands until it can be verified that they are being issued by police.
- ✓ Do not question any instruction or command issued by police. Following all directions will provide evidence that you're a victim, not suspect.

Hazardous Material Incidents

1. Immediately vacate the area. If you are willing and able, locate and assist persons with special needs (including those injured) on your way out.
2. Evacuate the surrounding area. Stay at least 300 feet away from the affected area.
3. Contact 911 and be prepared to share the following information:
 - a. Has anyone been exposed to the substance?
 - b. Do you know what type of substance it is? Specific material name? Solid, liquid, gas?
 - c. Where does it appear to be coming from?
 - d. Is the substance contained?
 - e. Are there any hazardous material placards on the container?
4. Direct police and fire personnel upon arrival.

Fire and First Aid

Sick or Injured Person

1. Determine basic nature of sickness, or injury.
2. Stay with the patient.
3. Contact 911 and Public Safety.
4. Follow all directions given by the Dispatcher.
5. If available, send someone to the nearest access point to meet and direct police / fire personnel to the patient.
6. Get additional patient information:
 - a. Name
 - b. Age
 - c. Medications Taken
 - d. Chronic Problems

In the Event of Fire

1. If you discover a fire in your area: alert others in the immediate area, get out, and close the door behind you. Immediately pull fire alarm. *If comfortable and trained with the use of a fire extinguisher (see below).
2. If you are willing and able, locate and assist persons with special needs (including those injured) in the immediate area.
3. Evacuate the building through the nearest exit. **DO NOT USE ELEVATORS!**
4. If the building is filling with smoke, exit the building by crawling on the floor.
5. Once outside the building, move to a safe area, Contact 911 from a safe place.
6. Direct emergency personnel upon arrival. Notify them of pertinent information regarding possible individuals still in the building.

***Using a Fire Extinguisher**

1. Pull fire alarm.
2. Contact 911.
3. Only use a fire extinguisher on small fires, and when comfortable and trained to do so.
4. Should any doubt exist on whether the fire can be extinguished, immediately exit the building and await response from Fire/Rescue.
5. Use the **PASS** method to extinguish the fire.

Pull the pin

Aim low, at the base of the flames

Squeeze the handle

Sweep from side to side

Should the fire re-ignite, repeat the steps as needed.

If You Are Trapped or Unable to Exit

- Stay calm, and take steps to protect yourself.
- If possible, move to a room with an outside window.
- If there is a working phone, call 911 and tell the dispatcher where you are. Do this even if you can see the fire department from the window.
- Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
- Stuff clothing, towels, or blankets around the cracks in the door to help keep smoke out of your refuge.
- If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. The rescue of occupants of large structures could take time.

Evacuation Procedures

1. Building Evacuation
 - a. Notice to evacuate the building(s) will be transmitted via the fire alarm system (continuous horn blast) or, in the event of an alarm failure, by verbal instructions from designated authority.
 - b. When the fire alarm horns sound, immediately evacuate the building in accordance with the evacuation instructions posted adjacent to each door.
 - c. Proceed to the designated assembly area and await further instructions. Do not interfere with emergency equipment or personnel.
 - d. Instructors:

- (1) Ensure all students evacuate in a prompt, orderly manner. Assist physically challenged students as required.
 - (2) Close any windows that may be open.
 - (3) Close the classroom door as you exit.
 - (4) Account for all students upon reaching the assembly point.
- e. The all-clear signal shall be passed verbally by the Emergency Coordinator or designee.

Note: The building alarms sound only in the building in which activated. You must report the emergency via telephone. Portable communications devices i.e., radios/walkie-talkies, pagers or cellular phones are not to be used during a bomb threat due to the fact that some bombs may be detonated by transmitted signals. **DO NOT USE THE ELEVATOR DURING A FIRE!**

2. Campus Evacuation

- a. Evacuation of all or part of the campus grounds will be announced by the emergency personnel as directed.
- b. All persons (students and staff) shall immediately vacate the site in question and relocate to another part of the campus, or off campus, as directed.

Security considerations in the maintenance of campus facilities

The College buildings and grounds are maintained to provide a safe environment for all who come to campus. A variety of personnel from various departments, including Facilities Planning & Management, Auxiliary Services, Student Life, and Public Safety work together to ensure all components that comprise the safety system are operational. This includes exterior lighting, fire and smoke detection systems, emergency call boxes, and maintenance of landscaping, sidewalks and traffic control. If you observe any safety issue, please contact the campus public safety so corrective action can be initiated.

Conduct Standards

The College is committed to maintaining a civil environment that fosters learning and personal development. The administration, faculty, and staff assume that our students are adults and, as such, are responsible for their own behavior. All members of the College community understand that our participation in this community is voluntary. It is the responsibility of each student to become familiar with and to abide by the College policies and regulations published in its policy statements, current Catalog and Student Handbook, official manuals and other publications. Failure to comply with these rules may result in the initiation of disciplinary action.

The College reserves the right to discipline a student for activities that take place off campus when those activities adversely affect the college community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subjected to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

The published rules of conduct enable the College to meet its mission of contributing to the well-being of society. Failure of students, student organizations, faculty or staff to comply with duly established laws or College regulations may subject the violator(s) to appropriate action by College or other civil authorities.

College Disciplinary System

The Office of the Dean of Student Services coordinates all student judicial proceedings. Complete information on the judicial process can be found within the Student Code of Conduct.

Students charged with violations of a Student Code of Conduct will be given adequate notice of the charges and allegations against them, and be provided an opportunity to address these charges during a hearing. In cases where the alleged offender's conduct poses a threat to the College community, the Dean of Students may choose to impose an immediate interim suspension until a hearing can be convened to determine the facts of the case. Both the alleged victim and the alleged offender are allowed to be accompanied by an advisor of their choice during the proceedings, and will be informed of the final outcome of any campus disciplinary hearing.

Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined in the Student Code of Conduct. This can include suspension, or expulsion from the College.

The *Student Conduct Board* includes all Conduct Administrators or their designees; the board is authorized to determine whether students have violated the Code and to recommend sanctions based on these determinations.

Student Conduct Administrator(s) are designated by the District Vice President for Academic and Student Services; this college official is authorized to impose sanction upon any student found to have violated the Code. Student Conduct Administrators may serve as a member of the Student Conduct Board.

Crime Prevention Education and Awareness

Personal Safety/Crime Prevention

Department of Public Safety members provide personal safety information at various programs and presentations upon request to any group on campus. Such presentations include available pamphlets, handouts and prevention tips.

Sexual assault awareness programs are offered periodically to any and all interested individuals or groups. Programs may be scheduled by calling Public Safety.

RAD (Rape Aggression Defense)

The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques for women offered all over the United States, Canada, South America and Europe. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program.

Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth, and is the key to RAD's free lifetime return and practice policy for R.A.D. graduates. Therefore, the women participants acquire self-defense skills in a relatively short period of time, and, moreover, are offered the opportunity to relearn, master, and practice these skills throughout their lives.

The RAD System's instructional objective is to develop and enhance the options of self-defense, so such options become viable considerations to the woman who might be attacked. RAD is a nine or twelve-hour course, which is broken up into three evening sessions.

Drug/Alcohol Education Programs

The public safety department, along with other College offices and local social service agencies, provides periodical educational programs on the effects of alcohol and drug abuse. The programs include dissemination of information critical to the participants' ability to make informed, responsible decisions regarding the role of these substances in their lives.

Victim Services

The Public Safety Department is required by Florida State Statute to inform victims and witnesses of crime, of their rights within the legal system. If you are the victim of, or a witness to a crime, the investigating officer will provide you with the required information. Our close relationship with other service providers allows us to refer you to them for services beyond that which we can offer.

Information on Victim's Rights can be found in Chapter 960 of the Florida Statutes.

Florida Victim Services Directory

<http://myfloridalegal.com/vicdirect.nsf/Twentieth%20Judicial%20Circuit!OpenView>

Escort

Felling uncomfortable? An escort by public safety staff is available during evening or night-time hours on campus by calling the campus public safety office. A public safety or police officer will be sent to escort you to your car.

Physical Facilities

The Department of Facilities Planning & Management is responsible for the operational maintenance of all College buildings and grounds. Safety or maintenance problems should be reported to campus public safety or Facilities Planning & Management.

Lighting

To provide a safe environment for the College community, we periodically evaluate our lighting system. This system encompasses the roadways, pathways, and parking lots to provide visible paths of travel to and from buildings and parking lots. With construction and environmental changes, illumination may not always appear the same. Students, faculty and staff are encouraged to report lighting problems to public safety.

Key Control

Protection of issued keys and entry cards is extremely important. Do not lend keys or cards, particularly if you are unsure of a person's authorization.

Code Blue Phones for Assistance

The Lee, Collier and Charlotte campuses have Code Blue phones at locations where we have a lot of pedestrian traffic. The phones are marked 'Assistance' and can be used to contact public safety on each campus. There are other 'Courtesy' phones on our campuses which also ring to public safety.

Registered Sexual Offenders

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act's intent is to extend the protection of the sex offender registries and Megan's Law to college campuses. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

In accordance with state statutes, registered sexual predators and sexual offenders must register with the Department of Law Enforcement. Convicted sex offenders from out of state must register in Florida within 48 hours of establishing residence.

The Florida Department of Law Enforcement has created a web tool for interested parties to search their database. This database may be used to find sex offenders and predators by name, address, city, county, or zip code. That site is located at:

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

Safety Committees

Each campus has a Safety Committee composed of employees and others to promote a safe, secure and healthy college educational and learning environment by fostering a strong awareness of safety/security and carrying out its basic responsibility of minimizing accidents, injury and illness to faculty, staff, students and visitors and damage to Edison State College property.

ANNUAL REPORT OF CRIME STATISTICS

Policy for Reporting the Annual Disclosure of Crime Statistics

The Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Edison State College Annual Security Report can be accessed on the Web by visiting the Campus Safety link on the Edison home page at <http://www.edison.edu/publicsafety> or through the U. S. Department of Education website: <http://ope.ed.gov/security/Index.aspx>. This report 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 Edison State College and on public property within, or immediately adjacent to and accessible from, the campus. The report shows campus crime, arrest, and referral statistics including those reported to public safety, designated campus security authorities (including but not limited to directors, deans, department heads), and local sheriff's offices'. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

The *Campus Safety Guide* may be downloaded from the College public safety webpage.

Lee Campus

Criminal Offenses - On campus	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0

Aggravated assault	1	0	0
Burglary	0	0	0
Motor vehicle theft	2	0	0
Arson	0	0	0

Caveat:

Criminal Offenses - Public Property	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Caveat:

Hate Crimes - On Campus	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Hate Crimes - Public Property	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0

Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Arrests - on Campus	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

Caveat:

Arrests - Public Property	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - On campus			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	1	0

Caveat:

Disciplinary Actions - Public Property			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Charlotte Campus

Criminal Offenses - On Campus	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0

Motor vehicle theft	0	0	1
Arson	0	0	0

Caveat:

Criminal Offenses - Public Property	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Caveat:

Hate Crimes On Campus	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Hate Crimes - Public Property	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/ vandalism of property	0	0	0

Caveat:

Arrests - On campus	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

Caveat:

Arrests - Public Property	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - On campus			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	1	0

Caveat:

Disciplinary Actions - Public Property			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Collier Campus

Criminal Offenses - On campus	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	0
Motor vehicle theft	0	0	0

Arson	0	0	0
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Caveat:

Criminal Offenses - Public Property	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

* No on-campus student housing

Caveat:

Hate Crimes - On Campus	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Hate Crimes - Public Property	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0

Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Arrests - On campus			
	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

Caveat:

Arrests - Public Property			
	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - On campus			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	1	0

Caveat:

Disciplinary Actions - Public Property			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Hendry-Glades Center

Criminal Offenses - On campus			
	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Caveat:

Criminal Offenses - Public Property	2008	2009	2010
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Caveat:

* No on-campus student housing

** January-June 2009 campus was at 1035 Cowboy Way, Labelle, FL
 July-December 2009 campus moved to 1092 E. Cowboy Way, Labelle, FL

Hate Crimes - On Campus	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0

Caveat:

Hate Crimes - Public Property	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0

Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft		0	0
Intimidation		0	0
Destruction/damage/ vandalism of property		0	0
Caveat:			
Arrests - On campus	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

Caveat:

Arrests - Public Property	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Disciplinary Actions - On campus			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	1	0

Caveat:

Disciplinary Actions - Public Property			
Violation	2008	2009	2010
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Caveat:

Crime Statistics: The above charts reflect criminal offenses reported directly to ESC or through other law enforcement agencies or campus safety authorities. The Student Right To Know and Campus Security Act requires certain information regarding crime and policies relating to security be prepared, published and distributed to all students, employees and any applicant. These statistics are compiled through the Department of Public Safety.

Timely Warnings, Crime Alerts, Evacuations and Daily Crime Logs

The Department issues campus “Crime Alerts” promptly to the campus community upon the discovery of a crime that is determined to pose a threat to public safety on campus, or that are in the public interest. Crime Alerts are normally placed on the Edison website at www.edison.edu or posted in conspicuous places around campus. Emergency alerts are also sent to members of the campus community via the Edison Emergency Notification System which sends messages via telephone, email, text messages.

The Department maintains a daily crime log database. The log includes the date, time nature, and general location of each crime reported to the Department. The log is available for review at the Department of Public Safety.

Stay Connected Edison State College Alert System

The Edison State College Emergency Notification System is a text messaging and e-mail emergency notification system for events on campus. Sign up for the Text Messaging System **(Faculty, Staff & Students)**

- Instructions can be found at: <https://www.edison.edu/alert/index.php>

Campus Wide Evacuation

Should you receive word through the Emergency Notification System or verbally from people around you to “evacuate” the campus, the following procedure should be used:

- ✓ If inside a campus building, shut down all electronic devices in your area and leave the building in an orderly and calm manner.
- ✓ If you have means to leave campus, do so in an expeditious yet safe manner. Follow traffic directions from officials while departing from campus.
- ✓ If you do not have transportation, follow instructions given in the emergency notification message and by emergency personnel on campus.
- ✓ For additional information and details check the Edison website.

Behavioral Intervention Team (BIT)

The Behavioral Intervention Team is part of a comprehensive effort designed to foster a safe learning environment for students, faculty, and staff. This team is intended to intervene in student behavioral issues before allegations regarding code of conduct violations occur. When necessary, the BIT will help students to modify their behavior so that they may avoid formal

allegations of student conduct violations. This assistance can take the form of mandatory assessments, referrals to the student assistance program, recommendations concerning enrollment/course schedules, and a variety of alternative interventions. When student behavior represents a clear violation of the Student Code of Conduct, the BIT can refer students to the appropriate campus conduct administrator.

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