



ANNUAL SECURITY REPORT 2017

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements. This act also requires that First Coast Technical College to circulate information regarding certain on-campus crimes to all current and potential students and to employees.

First Coast Technical College (FCTC) is a component school of the St Johns County School District (SJCS). Both FCTC and the SJCS are committed to providing safe surroundings for all students, guests and employees. These individuals must feel safe at all times and must be able to report criminal actions or other emergencies. The Main and Putnam County campuses maintain an information desk where students, employees and guests are encouraged to promptly report any criminal or suspicious activity.

REPORTING CRIME & SUSPICIOUS ACTIVITY

All incidents involving a crime or otherwise affecting health, safety, welfare, or property occurring on First Coast Technical College property or on public property adjacent to First Coast Technical College should be reported to the Reception Desk located in Building A on the Main Campus, or the Front Desk staff at the Palatka Campus. The Reception Desk at the Main Campus may be reached by dialing “1111” in an emergency from any campus phone. It may also be reached by calling 904-547-3282. The Palatka Campus Front Desk may be reached by calling 386-326-9000. The general public, students, faculty, staff, and guests are encouraged to report all crimes immediately. Crimes at the Bargeport, Public Safety, or any other campuses may be reported to the Main Campus Reception Desk via the phone numbers listed above. Crimes should also be reported to local law enforcement via 911, especially after hours or on weekends when the reception desks may not be staffed.

Furthermore, any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should also be reported immediately. In the event of imminent danger, individuals should call 911. Contact numbers for the information desk and other Campus personnel that an individual may report crimes to are located below.

Timely Warnings

In the event that a Clery Act crime arises either on or off campus, that, in the judgment of the school district administration, FCTC Principal, or other designated administrator constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. As defined by the Clery Act and implemented by The United States Department of Education regulation, a timely warning is issued to the campus community as soon as pertinent information is available regarding a crime that has been reported to campus authorities or Local Law Enforcement and is considered to represent a serious or continuing threat to students or employees. The warning will be issued through the P.A. system over the phones to the faculty and staff. The faculty will be responsible for notifying the students. Furthermore, a two way radio system will be utilized to warn all response team members. Supplemental notifications may also be distributed via the FCTC or school district websites. It is expected that later this school year FCTC staff and students will also be able to receive such notifications via the school district’s mass notification system. Anyone with information warranting a timely warning for any campus should report the circumstances to the Main Campus reception desk by phone (904 -547-3282) or in person.

Disclosure of Crime Statistics

First Coast Technical College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.fctc.edu/about/safety. You will also be able to connect to our site via the FCTC home page at www.fctc.edu. This report is prepared in cooperation with the

local law enforcement agencies surrounding the St. Johns County and Putnam County campuses. The previous year crime statistics for each campus are listed at the end of this report.

Campus crime, arrests and referral statistics (of a Clery nature) include those reported to the St. Johns Sheriff's Office and the Putnam County Sheriff's Office. Those crimes used in compiling statistics include the following: murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, forcible sex offenses, non-forcible sex offenses, hate crimes, domestic violence, dating violence, and stalking.

Each year this report is provided to all current students, faculty and staff via the First Coast Technical College web page. It is also made available to prospective students, faculty, employees, and staff via the First Coast Technical College web page.

Voluntary Confidential Reporting

A member of the college community who is a victim of a crime who does not wish to pursue action within First Coast Technical College system or through the criminal justice system has the option of making confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Crime Logs

FCTC maintains a crime log listing crimes for each specific campus and makes it available to students, employees, and the public upon request. The logs are publicly available during normal business hours at eth Main Campus reception desk. The log includes the nature, date, time and general location of each crime, and the disposition of the complaint, if known. Logs shall include the most recent 60 days and prior logs must be made available within two business days of a request.

Campus Security Authorities

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the term Campus Security Authorities includes members or individuals who have significant responsibility for student campus activities. Campus Security Authorities may include but are not limited to the Principal, Assistant Principal, Coordinator of Operations, Coordinator of Adult Education, Coordinator of College Advancement, Financial Analyst, and Career Pathway Specialists, reception desk staffers, and Student Advisors. The Principal or her designee determines which employees on the individual campuses are Campus Security Authorities. The Principal or her designee annually sends a written notification to the Campus Security authorities describing the obligation to report crimes to the campus security office.

Access to Facilities

First Coast Technical College strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public so that they are not unreasonably concerned for personal safety. The College, as with any other public or private entity cannot guarantee a crime-free living or working environment. Access to First Coast Technical College instructional locations during business hours is open to students, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or electronic access badge, if issued, or by admittance via the President's office or by Campus Security Authorities. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Emergencies may necessitate changes or alterations to any posted schedules.

Pastoral Counselors and Professional Counselors

First Coast Technical College does not employ Pastoral Counselors or Crisis Counselors to encourage individuals to report crimes on a confidential basis.

Student Organizations

First Coast Technical College does not have student organizations with off campus locations.

Crime Awareness for Students and Employees

First Coast Technical College employs a variety of technologies and processes to deter crime on its campuses. In addition to the presence of a St. Johns County Sheriff's Office Deputy (Main Campus Only), the college uses surveillance cameras in many areas of its facilities. Each campus implements efforts to educate students and employees regarding crime prevention, such as awareness training during orientation. In addition to awareness training students and employees also receive e-mails during the school year about safety on campus. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Campus Law Enforcement Authority

First Coast Technical College in conjunction with St. Johns Sherriff's office has a Deputy on the Main Campus during parts of the year, in daytime hours. The officer has complete authority to apprehend and arrest anyone involved in illegal acts on the Main or Public Safety Campus and areas immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a College Student the Deputy may refer the individual to a Student Advisor or Administrator.

Drug and Alcoholic Beverage Policy

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, First Coast Technical College prohibits the possession, use or distribution of illegal drugs and/or alcohol on College premises or as part of any College sponsored event. The college has developed this policy in an attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within the college community. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or place open to the public is illegal. Information on the effects of specific drugs and alcohol and drug counseling resources are available in the Student Services Office of Advising. Below are some of the resources that are available to FCTC students and employees.

St. Johns County Community Resource Center

1955 US 1 South Suite 110 St. Augustine, FL 32086

(904) 209-6100

Services: Parenting classes, Family Team Conferences, resource and information, prevention services, social work assistance.

Al-Anon & Al-Ateen

1 (800) 508-2512 www.northfloridaal-anon.org

info@northfloridaal-anon.org

Services: Support groups for family members and friends of alcoholics, information and educational, prevention

Daisy Adams Center

701 Anastasia Blvd. Unit B St. Augustine, FL 32085

(904) 826-0424/Fax (904) 826-0422

Services: Day Treatment

Narcotics Anonymous Hotline

1(800) 576-4357/(904) 723-5683

www.firstcoastna.org

Services: Support services for people addicted to narcotics

Psychological Services

Possession of Illegal Drugs

First Coast Technical College has been designated “Drug Free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are obeyed by Campus officials and enforced by St. Johns County Sheriff’s Office. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

Lock Down Procedure

Purpose: The Lock Down Procedure is used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (I.E. Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.) Options include the use of either a “hard” or “soft” lockdown.

Site Administrator or Designee:

- The Site Administrator or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, and/or megaphone:

For a hard lockdown: “At this time we are announcing a hard lockdown. Students and staff are to return to the nearest classroom or office. Ignore all alarms and bells unless advised otherwise. Lock your doors, cover your door window pane, turn off all lights, and retreat to an area away from doors and windows. Students should sit on the floor. Please remain quiet and in place until we announce the end of the lockdown.”

For a soft lockdown: “At this time we are announcing a soft lockdown. Please lock your doors and cover your door window panes. Please continue classroom instruction. All students are to remain in their classroom until notification is given that the lockdown is over. There will be no class changes or lunch until notification is given.”

In many cases a lockdown will be initiated by district administrator based on information received from local law enforcement officials about a threat in the vicinity of a school campus. If the threat is detected first by campus staff, the administrator or designee will also instruct someone to Call 911, identify the name and address of the college, describe the emergency, state the college is locking down, provide intruder description and weapon(s) if known, and identify the location of the college command post. Staff should remain on the phone to provide updates and additional information.

Evacuation

In the event of a fire or any other emergency that requires an evacuation the Site Administrator or designee will immediately initiate an EVACUATION announcement and direct staff to call 911 to verify the fire or emergency and notify the Principal.

Staff, students, and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Rally Points. The Site Administrator will notify students and staff of termination of emergency and return to the building to resume normal operations. In case of a fire no one will re-enter the building(s) until it is declared safe by the Fire Department.

Sex Offense Policy, Procedures and Programs

Sexual assault is a serious crime which has a major impact on the campus as well as on those who are victimized. The College will not tolerate sexual assault in any form, including date rape, domestic violence, sexual assault, and stalking. The College educates the student community about sexual assaults and date rape through student orientation. Literature on date rape education, risk reduction and the College's response is available through the Office of Student Services.

If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College's Safety Authorities strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. If possible, it is recommended that the assault be reported directly to local law enforcement and to a First Coast Technical College campus official.

When the college is notified that a rape or sexual assault has occurred to a student or staff member the college must protect the identity and right to privacy of the rape survivor and the alleged perpetrator. Any student or employee reporting a sexual assault to FCTC will be treated with respect and sensitivity. Additionally, students who believe they have been sexually assaulted and wish further information or assistance may contact Principal or Assistant Principal for assistance. All reported cases will be referred to local law enforcement.

The campus administrators will follow specific guidelines when a sexual assault has occurred. The guidelines are listed below as well as contact emergency numbers.

- Notify law enforcement
- Do not move anything from the site of the rape/sexual assault. Remember the area is a crime scene until released by law enforcement.
- Notify the Principal's Office and the School District Office.
- Notify a First Responder if trauma/injuries are present. Call 911 if severe.
- Notify the student or staff member's emergency contact.
- Do not allow the victim to wash, including their hands

Imminent Danger Call 911	Main Campus	Public Safety Campus	Putnam County Campus	Barge Port Campus
Emergency On Campus	Dial 911	Dial 911	Dial 911	Dial 911
Principal Chris Force	904-547-3469			
Asst.Principal Donna Donovan	904-547-3369			
Coordinator/ College Advancement Arleen Dennison	904-547-3386			
Coordinator / Operations Frank McElroy	904-547-3400			

Procedures for Disciplinary Action

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed simultaneously in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offence. Depending upon the severity of the incident, those persons found guilty of a sex crime would be subject to a range of penalties: criminally prosecuted, mandatory counseling, suspension, or dismissal from First Coast Technical College, as well as other sanctions outlined in the Student Handbook, Employee Handbook, and School District Policies. The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding are outlined in the Student Handbook, Employee Handbook, and School District Policies.

Due Process Procedure

A school official must inform students of school rules that have been violated. Students have the right to present evidence or witnesses concerning the charges using the following procedures:

- Individuals must have Proper Notice of the charge or complaint being made against them.
- Individuals must have the Opportunity to Know what the specific charges or complaints are and who is making these charges or complaints
- Individuals must be given a Fair and Impartial Hearing and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing.
- Individuals must have had prior Opportunity to Know that their actions were in violation of established rules and regulations.

- Individuals must be advised that they have the Right to Appeal to the next higher authority if not satisfied with the action or decision rendered at the hearing. However, if the appeal rises to the level of School Board, the decision of the School Board is final.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offense

First Coast Technical College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who was the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense First Coast Technical College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Rights/Support for Victims

Every effort will be made to provide victims of sexual assault with support from the Student Services Office.

- **Changing Academic Arrangements:** When appropriate, and in the respect for the rights of victims and accusers, academic arrangements may be modified as the direct result of an alleged sexual assault. This action may be taken when requested by the victim or accuser and if such modifications are reasonable and available. These arrangements would be coordinated through the Dean of Students office.
- **Counseling Services:** Those students who have become victims of a sex crime are eligible for and encouraged to take advantage counseling services. First Coast Technical College does not offer on-campus counseling services however we will provide a list of services that are located in the city of St. Augustine. Additional information as well as literature is available in the FCTC student advisors' office.

Local Counseling Services

Betty Griffin House
PO Box 3319 St. Augustine, Florida 32085
1375 Arapaho St. St. Augustine, FL 32084
(904) 808-8544

EPIC

1400 Old Dixie Highway, Suite C St Augustine, Florida 32084
(904) 829-2273/Fax (904) 824-0724
<http://userpages.aug.com/epic/epic@aug.com>

Psychological Services

1100-1 South Ponce de Leon St. Augustine, FL 32086
(904) 824-7733/Fax (904) 829-9768 www.pssacare.com

Sex Offender Registration Policy

The Campus Sex Crimes Prevention Act (CSPA) of 2000 is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The relevant web site addresses for obtaining this information in Florida is:

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

HEA (Higher Education Act)

Definition of

Domestic Violence means a felony or misdemeanor crime of violence committed by

- a. current or former spouse or intimate partner of the victim
- b. person with who the victim shares a child in common
- c. person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- d. person similarly situated to a spouse of the victim under the domestic of family violence laws of the jurisdiction receiving grant monies or
- e. person against an adult or youth victim who is protected from the person's act under the domestic or family violence laws of the jurisdiction

Dating Violence means violence committed by a person

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors
 1. the length of the relationship
 2. the type of relationship
 3. the frequency of the interaction between the person involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- a. fear for his or her safety or the safety of others or
- b. suffer substantial emotional distress

All of the above policies, procedures and protocol have been adopted as best practices by First Coast Technical College in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Higher Education Act of 1965 and amendments made by the Violence Against Women Reauthorization Act of 2013

Request a copy of this Annual Security Report by Contacting First Coast Technical College
904-547-3282

First Coast Technical College Annual Crime Statistics

Crime Statistics for January – December 2016

Criminal Offenses on Campus	Location			
	Main Campus	Public Safety Campus	Putnam County Campus	Barge Port Campus
Murder/Non-Negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses- Non Forcible Incest Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Aggravated assault	0	0	0	0
Arrests On Campus				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0
Disciplinary Actions on Campus				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0

First Coast Technical College Annual Crime Statistics

Crime Statistics for January – December 2016

Criminal Offenses on Public Property	Location			
	Main Campus	Public Safety Campus	Putnam County Campus	Barge Port Campus
Murder/Non-Negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses- Non Forcible Incest Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Aggravated assault	0	0	0	0
Arrest on Public Property				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor Law Violations	0	0	0	0
Disciplinary Actions on Public Property				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor Law Violations	0	0	0	0

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Crime Statistics for January – December 2015

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Criminal Offenses on Campus				
Murder/Non-Negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses- Non Forcible Incest	0	0	0	0
Statutory Rape	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Aggravated assault	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Arrest on Campus				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	1	0	0	0
Liquor law violations	0	0	0	0
Disciplinary Actions- On Campus				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	1	0	0	0
Liquor law violations	0	0	0	0

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Robbery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Aggravated assault	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Arrest on Public Property				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0
Disciplinary Actions on Public Property				
Weapons: carrying, possessing	0	0	0	0
Drug abuse violations	0	0	0	0
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Rape	0	0	0	0
Fondling	0	0	0	0
Sex Offenses- Non Forcible Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
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