

College Operating Procedures (COP)



Procedure Title: Annual Security Report
Procedure Number: 08-0802
Originating Department: Public Safety

Specific Authority:

6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Board Policy 1001.64; 1001.65; 1013.12(5); 1006.67
Florida Statute Federal reporting regulations for the Department of Education, 34
Florida Administrative Code CFR, Part 668

Adopted: 01/01/04; 07/01/09

Procedure Actions:

Purpose Statement:

Public Safety shall be responsible for compiling the Annual Security Report by the required deadline. The report will be posted on the Florida SouthWestern State College website and as part of the annual College catalog. Printed copies may be distributed to College faculty, staff and currently enrolled and prospective students. A copy of the Annual Security Report shall be submitted to the U.S. Department of Education, in compliance with federal reporting requirements.

Guidelines:

Public Safety shall be responsible for compiling the Annual Security Report by the required deadline. The report will be posted on the Florida SouthWestern State College website and as part of the annual College catalog. Printed copies may be distributed to College faculty, staff and currently enrolled and prospective students. A copy of the Annual Security Report shall be submitted to the U.S. Department of Education, in compliance with federal reporting requirements.

Procedures:

The report shall contain campus crime statistics, state campus policies on criminal activity on and off campus, programs to inform students about campus crime prevention programs, illegal/underage drinking, drug and alcohol abuse programs available to students and employees and sexual assault prevention programs. This report covers all Florida SouthWestern State College campuses. The report shall be approved by the Director of Public Safety and shall be submitted to the Facilities Planning & Management Database and Systems Manager for review and submission. The report shall be placed on the Florida SouthWestern State College website and catalog after approval by the U.S. Department of Education.

With posting on the College website and publication in the annual catalog, the report is available to current and potential students and employees and external mailings will be provided as requested.

A copy of the report shall be kept in the Public Safety Office.

Reference: Florida SouthWestern State College Clery Act Crime Reporting Compliance and Crime Statistics Data Reporting Form - accessible through the Florida SouthWestern State College Website at www.fsw.edu.