

## College Operating Procedures (COP)



**Procedure Title:** Monthly Activity Report  
**Procedure Number:** 08-0819  
**Originating Department:** Public Safety

### **Specific Authority:**

Board Policy 6Hx6:1.02; 6Hx6:7.03  
Florida Statute 1001.65  
Florida Administrative Code 34 CFR, Part 668

**Procedure Actions:** 01/01/04; 07/01/09; 11/1/10

**Purpose Statement:** This procedure ensures that Florida SouthWestern State College is in compliance with 34 CFR, Part 668.

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### **Guidelines:**

This procedure ensures that Florida SouthWestern State College is in compliance with 34 CFR, Part 668.

### **Procedures:**

- I. At the end of each month, statistics for incidents, accidents, injuries, crimes, and other activities are collated into a monthly report from the Daily Radio Log Reports.
- II. The Monthly Activity Report is distributed to the President of Florida SouthWestern State College, Senior Vice President, Operations, Campus Presidents and department heads. A file copy is also kept in the Public Safety Office and used for statistical purposes in filing the Annual Security Report with the Department of Education.