

# **Southeastern University Campus Fire Safety and Security Annual Compliance Report 2015**

## **Mission Statement**

Southeastern University (which will be referred to throughout this report as: SEU or university or campus), a dynamic, Christ-centered university fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally, so they can creatively serve their generation in the Spirit of Christ.

## **Introduction**

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) includes the Campus Fire Safety Right-to-Know Act of 2007, which was enacted by Congress and signed into law by the President in August, 2008. This Act requires each institution that participates under the Act to provide an annual fire safety report for its institution; i.e., Southeastern University.

The Act requires that all information be reported annually to the campus community and encourages the prevention of similar episodes. Information is to be collected from all student housing residences owned by the university. Fire safety education and training is encouraged for all members of the campus community.

## **Annual Report**

Each year, by October 1, the Department of Education requires that all colleges and universities that participate in federal financial aid programs disclose specific policies and crimes that occur on or near their campuses as well as off campus locations owned or utilized by the college or university. The policies and statistics are compiled in an Annual Security Report prepared by the Director of Safety and Security. Statistical information is gathered from local law enforcement agencies, safety and security reports, campus security authorities, and reports from the Resident Life section.

To keep in compliance with, “The Campus Fire Safety Right-to-Know Act of 2007,” all fire incidents need to be reported to the Department of Safety & Security for the university. It is the responsibility of the safety and security department to provide an annual fire report which contains the safety practices and standards set by the university.

The fire safety report includes all on-campus fires, date, time, location, cause, false alarms. This report also defines how a fire shall be reported by the campus community to the Department of Safety & Security, any fire prevention services and other services which are available to the campus community.

Fire statistics are provided along with descriptions of the fire safety systems installed for all residential buildings belonging to the university. The statistics for the university include cause of fire, property damage, injuries, and deaths. A copy of the report can be picked up at Safety & Security Headquarters (across from South Pointe, beside the Laundromat), Monday to Friday,

8:00 to 4:30 p.m. The report will be posted, can be viewed, and printed from the Southeastern University website.

### **Authority of the University Security Department**

Southeastern security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. Security officers have the authority to issue parking violations to students, faculty, and staff. Security officers do not have law enforcement authority or possess arrest powers. Criminal incidents are referred to local law enforcement or state agencies that have jurisdiction on campus. The University Security Department maintains a good working relationship with the Lakeland Police Department and Polk County Sheriff's Office. The officers often collaborate when the police officers respond to the campus for a report of a crime or other incident requiring a law enforcement response.

The University contracts one law enforcement officer holding the rank of lieutenant from the Polk County Sheriff's Office. The lieutenant oversees Southeastern University security, acts as a liaison, and provides general law enforcement services. The lieutenant has full arrest powers and the authority to enforce all state and local laws.

### **To Report a Crime or Emergency**

To report a crime or emergency on campus, members of the campus community are to call 911 to reach the local police department (Lakeland Police Department). Campus community members also call the SEU Safety & Security Department at (863) 667-5190, 5990, or emergency cell at (863) 712-3950. Members of the campus are verbally encouraged to accurately and promptly report a crime to Lakeland Police Department. SEU security officers will assist the SEU community and visitors in contacting the Lakeland Police Department if requested. Crimes should be reported directly to the Safety & Security Department for the purpose of making timely warning reports and annual statistical disclosure. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported immediately to the Security Department. Safety & Security will assist students in notifying authorities, if the student requests the assistance of these personnel.

Clients of the Campus Counseling Center are communicated their rights, by the professional counselor(s), if and when they deem it appropriate, of the procedures to report crimes on a voluntary, confidential basis.

### **Voluntary Confidential Reports**

When a crime is reported to security, a SEU report is generated and forwarded to the appropriate SEU staff. If a SEU community member desires to report a crime anonymously, the community member must notify the security guard of this desire. The University recommends and will assist victims and witnesses in contacting local law enforcement agencies to report and investigate violations of the law upon request. SEU community members and/or guest may contact Heartland Crime Stoppers at 1-800-226-TIPS(8477) to remain anonymous.

### **Victims of Crimes of Violence or Non-forcible Sex Offenses**

Southeastern University, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any SEU disciplinary proceeding against an

alleged perpetrator of the offense/crime. If the alleged victim is deceased as a result of the offense/crime, SEU will release the results to the alleged victim's next of kin if requested.

### **Response to Reports of Crime and other Emergencies**

In response to a call, Southeastern Security will take the required action, either dispatching a security officer or asking the victim to report to the Security Office to file an incident report. In an emergency, the department will summon the additional resources, as necessary, to respond to an emergency, including but not limited to, the local police department, the local fire department, and emergency medical services. All incident reports are forwarded to the Vice President of Student Development and the Associate Vice President of Student Development for review and potential action, as deemed appropriate.

While Southeastern Safety & Security does not have a written agreement of understanding with the Lakeland Police Department for the investigation of criminal incidents, by virtue of their law enforcement authority and jurisdiction, LPD is responsible for the investigating all criminal activity that occurs on campus.

### **Drugs and Alcoholic Beverages**

The federal government mandated on October 1, 1990, that there would be no illegal drug use by students, staff, or faculty on college campuses anywhere in the United States.

On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et. seq.). This statute requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a federal agency.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at university work sites and/or while performing university activities, events, or business. The Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) amends the 1988 law, stating that it is also unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any university activities or events, or while performing university business.

The University makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment.

The possession, use, or distribution of alcohol, non-medicinal drugs, narcotics and other chemical substances (except as specifically prescribed by a physician), or other intoxicants is prohibited for on and off-campus students.

Southeastern does not permit students to provide alcohol to minors and/or possess or consume alcohol while under the legal age.

Information concerning drug or alcohol abuse is available to students from the Campus Counseling Office.

### **Timely Notification/Warnings**

In the event of an ongoing or continuing threat to the SEU community, a campus wide “timely notification” will be issued. The warning will be issued through the emergency text e2 system, email, website updates, and social networking sites.

Internal communication released in regard to a campus emergency via text messaging system, e-mail, website updates, and social networking sites shall be approved and/or issued under the direction of the Vice President of Student Development.

External information released in regard to a campus emergency shall be approved and/or issued by the Department of Advancement. (The Emergency Response Plan can be found online at <http://sfnet.seu.edu/docs/emergencyresponseplan2014.pdf>)

### **Immediate Emergency Notification Procedures**

In the event of a significant threat to the safety or health of the campus community, Southeastern Security, with the approval of the Director of Safety and Security or V.P. of Student Development, will immediately notify the community upon confirmation of the threat. Security will give direction for the response to the threat via some or all of the notification systems available through the Southeastern’s E2Campus emergency notification system. The E2Campus system enables the school to send urgent news to the campus community. Threats will be considered confirmed after the facts known at the time are analyzed and determined to be credible. At any time the Lakeland Police Department, Lakeland Fire Department, Polk County Health Department or other official agency responds to or contacts the campus and notifies of an emergency, it will be considered confirmed. As soon as SEU has confirmed that a significant emergency or dangerous situation exists, the university will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process. The only reason SEU would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

E2Campus is a free service available to all current students, faculty and staff of Southeastern University. To learn more or to sign up, go to <http://myseu.seu.edu/services/safety-and-security/e2-text-alerts/>, and click on Sign up for Text Alerts.

Information will be distributed through text messaging, email communications, bulletin postings in residential hall lobbies and through verbal communications. These systems will be used to communicate important information during a potential significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, such as a severe weather warning, gas leak, fire, bomb threat, crime watch, power failure, boil-water advisory, or other emergency event. The entire campus community will be notified when the potential that an emergency has occurred that is likely to affect a large portion of the campus. The director of safety and security conducts ongoing assessments to determine

the need to widen or restrict the scale of notifications. Based on the type of emergency, campus security will determine how much information is appropriate to disseminate.

In the event of an emergency, immediately call 911. To report an emergency to Southeastern University, immediately call security at 863-667-5190 or 863-712-3950.

In the event of a campus evacuation, students and employees will be directed to a safe location. Safety and Security officers, working in conjunction with Resident Directors / Resident Assistants (emergencies involving housing), and faculty members (emergencies involving classrooms and educational buildings) will assist in directing community members to the safe location.

In the event of a campus lock down, residence halls and other campus buildings will be secured. Key personnel, including staff, faculty, and resident assistants are provided with campus lockdown training.

### **Testing Emergency Response and Evacuation**

SEU's Emergency Response Plan (ERP) contains operational responses and guidelines for incidents occurring on the University's campus. The ERP is available to staff, faculty and students via [http://sfnet.seu.edu/docs/emergency\\_response\\_plan2014.pdf](http://sfnet.seu.edu/docs/emergency_response_plan2014.pdf).

The University conducts at least one emergency response exercise each year. The exercise, usually in the form of a table top, is designed to train staff and/or faculty and evaluate the capabilities of the university.

An evacuation drill is conducted each semester, in conjunction with Campus Life, for all residential facilities on the SEU campus. Students are directed to use the proper evacuation routes and meet at predetermined safe rally points. Students are not notified prior to the drills.

### **Shelter in Place**

Incidents may occur where the air outdoors becomes toxic. During these times, a "shelter in place" may be safer than remaining outside. "Shelter in place" simply means to enter or remain in the nearest building until it is deemed safe to go outside.

To shelter in place:

Regardless of location, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, campus community members should follow these steps, unless instructed otherwise by local emergency personnel:

1. People inside a building will stay where they are. They will collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If outdoors, they will proceed into the closest building quickly; or follow instructions from emergency personnel on the scene.
2. They will locate a room to shelter inside. It should be:
  - an interior room

- above ground level
- without windows or with the least number of windows
- if there is a large group of people inside a particular building, several rooms may be necessary

They will also:

3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as they are able.
6. Turn on a radio or TV and listen for further instructions.
7. Remain calm and make themselves comfortable.

### **Sexual Harassment**

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employee are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by the Student Development Department.

Sexual harassment and misconduct have been determined to be a form of “sex discrimination” prohibited by state and federal civil rights laws. Sexual harassment is prohibited under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students.

A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but are not limited to, the following:

- 1) Unwelcome, physical contact of a sexual nature including touching, patting, hugging, or brushing against a person’s body;
- 2) Explicit or implicit propositions or offers to engage in sexual activity;

- 3) Comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience;
- 4) Exposure to sexually oriented graffiti, pictures, posters, or materials; or
- 5) Physical interference with or restriction to an individual's movements.

It shall be the responsibility of the President of the university and the university's executive administration to make sure that all employees and students are aware of this policy.

Complaints of harassment or misconduct may be conducted as follows:

Please contact the Executive Assistant to the President of the university to arrange a time and place to meet with a university official. Complaints about sexual harassment will be responded to promptly and equitably. The confidentiality of all members of the university community will be respected insofar as possible. The university official will assist the individual in choosing an option to process a complaint, which may include expressing concern to the person who allegedly engaged in the offensive activity (either verbally or written), mediating the issue, or filing a formal written complaint detailing what occurred.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following formal process of filing a written complaint:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Executive Assistant to the President. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will confer with the appropriate Vice President and the employee's supervisor, or when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings and both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.
3. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President of the University.
4. The Director of Human Resources will confer with the appropriate Vice President and then will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation or reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment.

If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.

5. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

Victims shall receive verbal communication about existing counseling, health, mental health, and other services available for victims both on campus and in the community.

The above policy is the written, accessible policy in the Student Handbook that is available online; however, there is an informal process where students are communicated to report to their Residence Life staff, Safety & Security, or any Student Development office. At which time the report is forwarded to the office of Discipline and Mentoring who then begins the investigations, makes a determination based on the reports and evidence involved and communicates that outcome to the parties involved. Faculty/Staff are communicated to report to Human Resources.

### **Annual Disclosure of Crime Statistics**

The Southeastern University Safety & Security Department prepares the Annual Security and Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The report is prepared in cooperation the Lakeland Police Department, the Polk County Sheriff's Office, and the appropriate jurisdictions of any/all off-site locations.

Campus crime, arrest, and referral statistics include those reported to Southeastern's Safety & Security Department and to designated campus officials. Personnel identified as "campus security authorities" include the Title IX Coordinator, Title IX Deputy Coordinator, Dean of Student Services, Ass V.P. of Student Learning, Director of Safety and Security, any campus security officer, Director of Athletics and coaches, as well as campus Resident Directors and Housing Coordinator.

Each year annual disclosure notification is given to all enrolled students. Notification will be made by e-mail message to each student's Southeastern e-mail address. Faculty and staff will also receive similar notification through the university's e-mail system. A hard copy of this report may also be obtained on Southeastern University's website under Safety & Security.

### **Unfounded Crimes**

The University may, in very limited circumstances, remove reports of crimes that have been "unfounded." In these instances, the University must obtain written notification from the law enforcement agency responsible for conducting the investigation indicating how they concluded the crime did not occur. If the complainant elected to notify the University of a Clery crime and not law enforcement, overwhelming evidence that the crime did not occur must be obtained, documented, and presented to the Director of Safety and Security prior to the crime being "unfounded." The number of "unfounded" crimes will be included in the annual crime report.

## **General Statement of Southeastern University Owned/Controlled Facilities and Student Housing**

### **Security and Access**

Southeastern University is considered an open campus and with the exception of housing facilities will be open to students, parents, employees, contractors, guests, and invitees. The main entrance is equipped with a security building that is occupied by security officers at all times. For security purposes and to limit entry points, the northwest entrance gate is secured at dusk each evening. All vehicles entering campus are stopped each night at 10:00 pm.

Residence dorm rooms are secured 24 hours a day, and security officers frequently check doors to ensure they are locked. If a lock is found to be defective, facilities is immediately notified.

Security surveys are conducted throughout the year examining security issues such as landscaping, alarms, lighting, and communications. Areas of concern are discussed with the Director of Facilities Management.

### **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in such a way that minimizes hazardous conditions. Facilities staff continuously inspects all facilities and grounds and initiates repairs of all unsafe physical conditions. Security officers assist with notifying facilities, via printed work orders, of needed repairs.

### **Off Campus Student Organizations**

SEU does not have any officially recognized student organizations with off-campus locations.

### **Missing Students**

In the event a student who resides in on-campus housing is believed to be missing, the reportee should immediately notify security at 863-667-5190. Security will begin an investigation and attempt to contact the student. If the security officer is unable to make contact with the student, the Lakeland Police Department or the Polk County Sheriff's Office for the north Bethany Apartments, will be contacted and notified of the missing person. Security will assist the law enforcement agency's investigation if requested by that agency.

Upon checking into a housing dorm, students are provided the option to identify emergency contact persons who they wish to be contacted in the event the student is missing for more than 24 hours. This information will be registered confidentially, and the information will only be accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in conjunction with a missing persons investigation. If the student is under 18 years of age, the University *must* notify a custodial parent within 24 hours of determination the student is missing.

### **Fire Safety Report**

If a fire is discovered in any of the campus buildings, it is suggested that the pull station be activated. The building will be evacuated in an orderly fashion. The Department of Safety & Security and the Lakeland Fire Department need to be contacted by dialing 911. Safety & Security should be notified immediately after Lakeland Fire Department at 863-667-5190 or 863-712-3950. The fire alarm, when activated will be audible. Doors must be closed and left unlocked. All members of the community must remain at least 500 feet away from the building, meeting in the designated area established by the Residence Director at the beginning of each school semester.

Types of Building Fire Systems for Southeastern Campus Residence Hall:

Direct Wire Ionization Smoke Alarms, HD Supply Part #126707, Brand: BRK Electronics are installed in all residence halls. The Buttercup residences have smoke detectors only. Batteries are changed as needed by the Facilities Department. Valencia and South Pointe residences have wireless, monitored, smoke detectors that are monitored through Hartline Alarm Company.

All other residence halls are monitored through Hartline Alarm Company, and they are: Aventura, Bauer, Bethany, Destino, and Esperanza. Fire alarms are inspected on a yearly basis, and maintained by The Hartline Alarm Company. Inspection reports are available in the Security Headquarters office.

All residence halls are equipped with working fire extinguishers that are maintained and inspected yearly by State Fire, Inc. Inspection reports are available in the Security Headquarters office. All residence halls, with the exception of the Buttercup houses, are equipped with fire suppression sprinklers. Hartline Alarm Company inspects the sprinklers annually.

### **Building Fire Equipment Maintenance**

Any mechanical problems with locks, doors, or other security or fire equipment should be reported to Facilities or Safety & Security.

### **Fire Safety Procedures/Fire Drills**

All residence halls are equipped with fire detection and prevention equipment. Residence hall staff will conduct periodic fire drills to acquaint the students with emergency evacuation procedures. Fire or suspicion of fire in a building should be reported at once to a Student Development staff member, Security Officer, or Administration. Unlawful obstruction of doors, windows, and building exits is prohibited and will result in suspension from the university. Any unauthorized use or destruction of fire safety equipment or alarms will be documented and reported.

During the fall and spring semesters, fire drills are conducted by each Residence Director. A fire drill checklist is completed by each Residence Director, and submitted to the Director – Safety & Security for filing.

### **Fire Education and Training**

It is the policy of Southeastern University to reduce risk and protect all members of the campus community, to include students living in on-campus student housing, against injury or death due to fire. Fire Safety education and training is provided in Southeastern University's Emergency Response Plan which can be found online at:

[http://sfnet.seu.edu/docs/emergency\\_response\\_plan2014.pdf](http://sfnet.seu.edu/docs/emergency_response_plan2014.pdf).

Additionally, all on-campus residential dorm facilities are equipped with a map of the facility outlining evacuation routs. Evacuation of residential facilities during fire drills are mandatory for all persons inside at the time of the drill.

If a small fire occurs, students may, but are not required to attempt to extinguish the fire using a fire extinguisher. This practice is only authorized if the fire is small and it is safe to do so. Students must notify the Resident Director or Safety and Security Department and notify them of the fire.

During “all other fires,” students are instructed to leave all personal belongings behind and exit the building using the nearest safe exit. While remaining at least 500 feet away from the building, notify 911 and call the Safety and Security Department. Students are instructed not to return to the building until instructed by the Facilities Department, Residence Life, or the Safety and Security Department.

The Safety and Security department is planning on constructing a pamphlet detailing SEU's fire policy and safety tips. The pamphlet should be distributed to on-campus students by the housing coordinator by the 2015 fall semester.

### **Appliances/Cooking/ and Electronic Equipment**

Residence halls are not equipped for excessive use of electrical appliances; therefore, most appliances are considered to be cooking devices are not permitted in student rooms. Small electrical appliances and electronic equipment, such as coffee makers, mini-refrigerators (4 cubic feet or less), small microwaves, slow cookers, stereos, televisions, computers, clothes irons, and fans are permitted. Cooking appliances with open burners or appliances with grease runoff, such as toaster ovens and Forman-type grills are prohibited in residence halls. Electrical power strips should be used only for computer configurations. All other items (such as microwaves and mini-refrigerators) must be plugged directly into the wall outlets (See Southeastern Student Handbook). A “Wattage List of Commonly Used Items” is provided in each residence hall/home.

### **Open Flames/Candle/Incense and Flammable Materials**

Oil-based deodorizers that plug into electrical outlets are not permitted in the residence halls. Unauthorized use of an open-flame; i.e., fires, candles, lighters, BBQ grills, etc., is prohibited on campus and may result in disciplinary action.

### **Decorations**

If window treatments are used, they must be lightweight and breathable for air circulation within the room. Blackout material, blankets, and other heavy fabrics are not permitted. Window screens may not be removed from windows for safety reasons. All balcony ledges must be kept clear of all objects for safety reasons (including potted plants).

Students are to make no repairs or alterations of any kind to a campus residence hall including, but not limited to the following: electrical fixtures and outlets, windows and window screens, plumbing, walls, doors, and ceilings.

### **Smoking**

Southeastern University is a non-smoking campus. No smoking is permitted on campus.

### **Fireworks/Weapons Policy**

Weapons such as, but not limited to, firearms/guns, BB guns, pellet guns, paint-ball guns, airsoft guns, throwing knives, knives with blades longer than three inches, martial arts weapons are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited.

### **Crime Statistics**

Crime statistics are available for viewing and printing on the Southeastern University website. These statistics are updated and published in October of the calendar year. Please see pages 19, 21, and 22 for the statistics.

### **Emergency Telephone Numbers**

Fire & Police: Dial 911

Lakeland Police Department (non-emergency): 863-834-6900

Polk County Sheriff's Office (non-emergency): 863-298-6200

Safety & Security: 863-667-5190

Safety & Security Emergency Cell: 863-712-3950

### **Security Awareness and Crime Prevention Programs**

Periodically throughout the academic year, security awareness and crime prevention presentations are provided to students, faculty, and staff. The presentations are organized through several groups and organizations including: Polk County Sheriff's Office, Department of Children and Families, SEU security, and Student Services.

Campus safety and security information is available to all students from the SEU website under Security as well as printed in a brochure that is distributed to newly enrolled students. A safety video is also presented to all incoming freshman students.

***Our highest commitment is toward protecting life and property*** - that's the mission statement of the Southeastern University Safety and Security Department. The department works to provide a secure and safe environment for students, faculty, and staff through protective services, strategies, and tools. They include:

**24-hour travel-with-a-guard service** - Students can call from any place on campus to get a ride to their destination on campus-or to their car-if they are concerned about their safety. Students calling from cars are instructed to stay in their car with the doors locked until the Safety and Security officer arrives.

**24-hour patrol of campus** - Safety and Security officers patrol and inspect campus areas around the clock. The department also keeps a record of all incidences reported to the department or observed firsthand by officers.

**Closed-circuit television cameras** - Closed-circuit television cameras are strategically located throughout campus to aid the Safety and Security Department.

**24-hour staffing at the main campus entrance** - Students, staff and faculty members, and visitors must check in with a security officer at SEU main entrance to enter campus after dark.

**The relationships with local law enforcement agencies** – The Director of Safety and Security is a sworn law enforcement officer contracted through the Polk County Sheriff’s Office. Additionally, the [Lakeland Police Department](#) and other agencies support SEU Safety and Security Department by visiting campus and monitoring the neighborhood surrounding Southeastern as well as assisting in large scale on-campus events. The Lakeland Police Department is the primary law enforcement agency that responds to and investigates criminal offenses occurring on campus.

Safety and Security also has a growing relationship with the Lakeland Fire Department Inspectors, [Polk County \(Fla.\) Sheriff’s Office](#), U.S secret Service, FBI and many other agencies.

**911 alert systems** - A computer system immediately notifies the Safety and Security Department when someone makes a 911 call from a land line on campus. After being alerted, Safety and Security calls the phone from which the 911 call was made to investigate the reason for the emergency call. If a person doesn't answer the phone, a Safety and Security officer will check the room.

**Emergency Text message alert system** - Southeastern University sends text messages to all registered cell phones and e-mail accounts to inform students of emergencies and give them instructions to follow. Students may register for text message alerts through the student Intranet, MySEU.

**Emergency Call Station and Camera** - Located in the West, North and B&E Lots and provides easy access in contacting the Safety and Security Department along with the area surrounding the call box being recorded by the CCTV system.

**Encouragement of community policing** - The Safety and Security Department encourages the

campus community to report behavior and language that is inconsistent with the respectful values promoted on campus.

**Distribution of safety and security information** - The Safety and Security Department regularly sends safety tips to students, and staff and faculty members via e-mail. The department also provides safety and security information on the student and staff-faculty Intranets.

During orientation, incoming freshmen are notified of services provided by SEU security. A video presentation, which can be found at [www.myseu.edu](http://www.myseu.edu), details protective services and strategies used as well as outlines safety tips for students.

A printed flyer detailing security services and safety tips is also distributed to students throughout the year. SEU emphasizes and encourages students to be aware of their surroundings and responsibilities to enhance their safety as well as the safety of others.

### **Domestic Violence, Dating Violence, Sexual Assault and Stalking Education and Prevention**

On March 7<sup>th</sup>, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA amended section 485(f) of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and required higher education institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking that occurred on campus, on public property within or immediately adjacent to the campus, or on non-campus buildings or property that the institution owns or controls. VAWA also requires the institution to publish certain policies related to domestic violence, dating violence, sexual assault, and stalking.

### **Prevention and Awareness Programs**

Southeastern University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

**Domestic Violence** is defined as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Dating Violence** is defined as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such relationship shall be determined based on the consideration of the following factors:

- A dating relationship must have existed within the past 6 months.
- The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
- The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

**Sexual Violence** is defined as:

- Sexual Battery
- A lewd or lascivious act as defined in chapter 800 F.S.S., committed upon or in the presence of a person younger than 16 years of age;
- Luring or enticing a child as described in chapter 787 F.S.S.
- Sexual performance by a child, as described in chapter 827 F.S.S.
- Any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the State Attorney.

**Stalking** occurs when a person willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person. Aggravated stalking occurs when that person makes a credible threat to that person through stalking.

**Awareness Programs** are defined as community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander Intervention** is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

**Ongoing Prevention and Awareness Campaigns** are defined as programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Primary Prevention Programs** are defined as programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

**Risk Reduction** is defined as options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The University has developed and implements the program “Let’s Talk” which brings dating violence, domestic violence, sexual assault, and stalking awareness to students, faculty, staff, and other community members. The program is promoted with T-shirts, flyers, and postings around campus. The program also target incoming freshman during the orientation process. The Director

of Title IX Compliance is working with Residence Life to help deliver the information during residence hall meetings.

The University's social work class scheduled an event during the month of April (Sexual Assault Awareness month). The event is designed to discuss awareness and prevention and was presented to students.

The University's Title IX Coordinator plans to partners with Peace River Rape Crisis Center to host a movie night. The event is designed to promote sexual assault awareness and risk reduction.

A pamphlet is distributed to all students, faculty, staff, and campus community members who alleged to have been a victim of domestic violence, dating violence, sexual assault, or stalking. The pamphlet is also posted on the University's website and electronically distributed to the campus community. The pamphlet outlines the rights and remedies of such victims, provides the State of Florida's definition of domestic violence, dating violence, sexual violence and stalking. The pamphlet provides on and off campus services available to victims as well as information regarding injunctions for protection. Information regarding safe and positive options for bystander intervention is detailed in the pamphlet.

### **Procedure to Follow if Sex Offense or Other VAWA Violation Occurs**

If you believe you may be the victim of a sexual assault at Southeastern University, the first priority is to go to a place of safety. You should then seek medical attention to:

- Assess and treat any physical injuries you may have sustained
- Determine the risk of sexually transmitted infections or pregnancy and take appropriate medical measures
- If you choose, you may have evidence collected to aid criminal prosecution. By law, Emergency Room staff must contact law enforcement when they treat sexual assault victims. Law Enforcement will ask you to file a report but you are not required to.

To report any VAWA violation to SEU officials, you may notify the Director of Title IX Compliance located in the Pansler Building, room U225 or via telephone at 863-667-5236. You may also report the offense to any security officer in person or by phone at 863-667-5190 or 863-712-3950. Faculty, staff, and visitors may also report a VAWA violation to the Human Resources Director (Title IX Deputy Coordinator) at 863-667-5182.

You do have the option to contact local law enforcement if you wish but it is not required. It is imperative to know for criminal prosecution, time is a critical factor for evidence collection and preservation. Ideally evidence should be collected immediately; however, evidence can be collected up to 72 hours after an assault. SEU security recommends victims of sexual assault report the incident in a timely manner. The Lakeland Police Department has jurisdiction to investigate crimes on the SEU campus with the exception of the North Bethany Apartments where the Polk County Sheriff's Office has jurisdiction. Institutional personnel will assist the student in notifying the appropriate law enforcement authority if the student so chooses. The Lakeland Police Department can be contacted at 863-834-6900. The Polk County Sheriff's Office can be contacted at 863-298-6200. If the victim desires to make a law enforcement report,

the appropriate agency will respond and initiate a criminal investigation. This process includes documenting the incident in a written report.

A victim of a VAWA violation may decide whether and how they want to proceed with any formal investigation or resolution process. A victim may choose to pursue resolution through the University conduct system, the criminal and/or civil courts, both or neither. Victims may always initiate or withdraw from the formal resolution process at any time. The University will change a victim's academic and living situation after an alleged sex offense if requested by the victim and the changes are reasonably available. If no feasible housing options are available, the university may choose to void the contracted housing obligation, if agreed to by the victim. Additionally, accommodations may be made to the date, time, location and/or manner the victim attends classes.

### **Written Notifications**

The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. The University will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations as well as protective measures. The accommodations or protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. When a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the University will provide the student or employee with written explanation of their rights and options.

### **Injunction for Protection and No Contact Order**

A victim has the right to a campus no-contact order, issued by the University, against another student who has engaged in any improper behavior that presents a danger to the welfare of the complaining student.

If any person has been a victim of domestic violence, repeat violence, dating violence, sexual violence, stalking, or if the person is afraid they will be hurt, Florida law enables the person to work with the court system to help keep the person safe. The Clerk of the Court's Office is required to assist in seeking both injunctions for protection and enforcement for a violation of an injunction for protection. The Clerk of the Courts can be contacted at 863-534-4000 or in person at the Polk County Court House located at 255 N. Broadway Ave, Bartow, FL 33830.

Various on and off campus resources are available to victims of sexual assault:

- SEU Wellness Center / Campus Counseling 863-667-5025
- Rape Recovery and Resource Center Crisis 863-413-2707  
877-688-5077  
800-627-5906
- Florida Council Against Sexual Violence 800-956-7273
- Florida Abuse Hotline 800-962-2873
- National Teen Dating Abuse Helpline 866-331-9474

## **Gender Based Misconduct Disciplinary Action**

***Prompt, Fair, and Impartial Proceedings*** is defined as a proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reasons for the delay;

Conducted in the manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

***Proceeding*** is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

***Result*** is defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

The University disciplinary proceedings, as it relates to gender based misconduct (all forms of domestic violence, dating violence, sexual misconduct, stalking, and any misconduct where the complainant's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, disability, or gender identity), are detailed in the Gender Based/Sexual Misconduct Policy posted on the University's Title IX website.

The policy states in part SEU may elect to use the formal resolution process in any matter when the University deems it appropriate. As part of the formal resolution process, SEU may determine that further steps are required to complete the University's investigation. All proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings will be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The following are the various attributes of the Resolution Process, and all must be present in order to insure the protection of the complainant and the completion of the investigation:

- 1) Standard for determining responsibility. The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated the policy. This is often referred to as a “preponderance of the evidence” standard.
- 2) Rights of Complainants and Accused: SEU shall provide any individual suspected or accused of violating the policy with a written explanation of the suspected or alleged violations. Complainants and accused parties shall both be provided with the following opportunities in connection with the resolution of suspected or alleged violations:
  - a. The right to have others present during a disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
  - b. The opportunity to speak on their own behalf.
  - c. The opportunity to identify witnesses.
  - d. The opportunity to review any information that will be offered by the other party in support of the other party’s position (to the greatest extent possible and consistent with FERPA or other applicable law).
  - e. The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
  - f. The opportunity to appeal the outcome of the investigation.

### **Timeline**

The following timeline refers to Title IX investigations once a possible violation is noticed and has been determined Title IX eligible:

- Investigation (1-14 days)
- Outcome of Investigation (1-3 Business days)
- Notice of Charge (within 1-2 Business days)
- Investigator Renders Findings
- Sanctions (within 1-2 days of finding)
- Notice of Outcome (within 2 days of finding)
- Appeal (within 3-5 days following notice of outcome)
- Notice of Final Resolution (within 1-2 days)

### **Possible Sanctions Following a Final Determination Proceeding Regarding Forcible or Non-Forcible Sex Offense**

A student found guilty of violating SEU’s sexual misconduct policy could be criminally prosecuted in the state courts and is subject to the following University sanctions: written or verbal apology, discrimination or harassment education, verbal or written warning, probation, suspension, or dismissal from the University. Employees who are found to be guilty of violating SEU’s sexual misconduct policy may be terminated. Guests and other third parties who are found to have violated the sexual misconduct policy are subject to corrective action deemed appropriate by the University, which may include removal from the University and termination of any applicable contractual or other arrangements.

### **Notification of Outcome**

After the conclusion of the investigation, SEU will provide written notification to the complainant and the accused of the outcome within seven (7) calendar days after the conclusion of any investigation of dating violence, domestic violence, sexual assault, or stalking unless the

University determines that additional time is required. Simultaneous written notification will be provided to both the accuser and the accused if any changes occur as the result of an appeal as well as when such results become final.

### **Appeal**

Once written notification of the resolution has been provided, the complainant and the accused will have the opportunity to appeal the outcome (including the issue of whether there is a policy violation and any sanction(s) imposed). Appeals must be based on: 1) new information forthcoming 2) gross violation of process or 3) punishment inconsistent with the University norm.

Any appeal must be submitted in writing to the Title IX Coordinator within four (4) calendar days of being notified of the outcome and must set forth the grounds upon which the appeal is based. If the Title IX Coordinator is unable to resolve the appeal for any reason, the University will designate another representative to decide the appeal. Neither party shall be entitled to a hearing in connection with any appeal, but the Title IX Coordinator may request written submissions from the parties or consider any other information as deemed appropriate. Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Title IX Coordinator determined that additional time is required.

### **Confidentiality**

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of SEU's Gender Based Misconduct policy (which includes all forms of domestic violence, dating violence, sexual misconduct, stalking, and any misconduct where a person is targeted because of race, gender, religion, sexual orientation, ethnicity, national origin, disability or gender identity) will be observed, provided that it does not interfere with the University's ability to conduct an investigation and take any corrective action deemed appropriate by the University. Publicly available Clery Act reporting and disclosures will be completed without the inclusion of personally identifying information about the complainant. The University will maintain as confidential any accommodations or protective measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act went into effect October 28, 2002. The law requires our institution to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. The Web site address for securing the related information is: [www.fdle.state.fl.us](http://www.fdle.state.fl.us).



<b>Residential Facilities</b>	<b>DATE</b>	<b>TIME</b>	<b>TOTAL NUMBER OF FIRES IN EACH BUILDING 2011</b>	<b>TOTAL NUMBER OF FIRES IN EACH BUILDING 2012</b>	<b>TOTAL NUMBER OF FIRES IN EACH BUILDING 2013</b>	<b>Number of Fire Drills Conducted</b>
<b>Aventura Residence Hall</b>			0	0	0	0
<b>Bauer Residence Hall</b>			0	0	0	1
<b>Bethany Residence Hall</b>			0	0	0	0
<b>Destino Residence Hall</b>			0	0	0	0
<b>Smith Hall Apartments</b>			0	0	0	0
<b>Valencia Residence Halls</b>			0	0	0	0
<b>South Pointe Residence Halls</b>			0	0	0	0
<b>North Bethany Apartment</b>			0	0	0	0
<b>Buttercup Homes</b>						
<b>949 Buttercup Dr</b>			0	0	0	0
<b>955 Buttercup Dr</b>			0	0	0	0
<b>961 Buttercup Dr</b>			0	0	0	0
<b>967 Buttercup Dr</b>			0	0	0	0
<b>973 Buttercup Dr</b>			0	0	0	0
<b>985 Buttercup Dr</b>			0	0	0	0
<b>991 Buttercup Dr</b>			0	0	0	0
<b>1007 Buttercup Dr</b>			0	0	0	0
<b>1013 Buttercup Dr</b>			0	0	0	0
<b>1031 Buttercup Dr</b>			0	0	0	0
<b>1037 Buttercup Dr</b>			0	0	0	0
<b>1043 Buttercup Dr</b>			0	0	0	0
<b>1049 Buttercup Dr</b>			0	0	0	0
<b>1055 Buttercup Dr</b>			0	0	0	0
<b>1061 Buttercup Dr</b>			0	0	0	0
<b>1067 Buttercup Dr</b>			0	0	0	0
<b>There were no fires in any of the above residence halls from January to December 2012.</b>						
<b>There were no fires in any of the above residence halls from January to December 2013.</b>						
<b>There were no fires in any of the above residence halls from January to December 2014.</b>						

<b>Southeastern Crime Statistics</b>			
	2012	2013	2014
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0
<b>Forcible Sex Offenses (including forcible rape)</b>	0	1	0
<b>Non-forcible Sex Offenses</b>	0	0	0
<b>Robbery</b>	1	0	1
<b>Aggravated assault</b>	0	0	0
<b>Burglary</b>	3	4	3
<b>Motor Vehicle Theft</b>	1	1	2
<b>Arson</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Unfounded Crime Reports</b>	-	-	0

<b>On Campus Housing Crime Statistics</b>			
	2012	2013	2014
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0
<b>Forcible Sex Offenses (including forcible rape)</b>	0	0	0
<b>Non-forcible Sex Offenses</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated assault</b>	0	0	0
<b>Burglary</b>	3	4	2
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Unfounded Crime Reports</b>	-	-	0
<b>Southeastern Crime Statistics</b>			
	2012	2013	2014
<b>Weapons Violation</b>	0	0	1
<b>Liquor Law Violation</b>	8	4	15

<b>Illegal Drug Violation</b>	6	1	4
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<b>Southeastern VAWA Statistics</b>			
	2012	2013	2014
<b>Domestic Violence</b>	-	-	0
<b>Dating Violence</b>	-	-	0
<b>Sexual Assault</b>	0	0	0
<b>Stalking</b>	-	-	0
<b>Unfounded Crime Reports</b>	-	-	0

**Hate Crimes** – There were no hate/bias crimes, those in which the victim is intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, disability, or gender identity reported in 2012, 2013, or 2014.

If you have additional questions concerning this or any other safety issue, please contact our safety and campus security office at (863) 667-5190 or (863) 712-3950.