



2022

# Annual Security Report

(2019 – 2021 Information)

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## **Mission Statement**

Gulf Coast State College holds students and community of central importance. The College provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The college is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.

## **About the Clery Act**

Gulf Coast State College, as a recipient of federal Title IV student financial aid, is required to adhere to the provisions of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, commonly referred to as the *Clery Act*. One provision of the Clery Act is that all postsecondary institutions receiving federal Title IV financial aid must publish an annual report disclosing campus security policies and three years' worth of selected crime statistics. In compliance, this report is prepared by the Executive Director of Operations and made available to the campus community and others, with the cooperation of local law enforcement agencies. This publication is distributed in accordance with the following federal statues: Jeanne Clery Disclosure

of Campus Security Policy and Campus Crime Statistics Act, Section 486(e) of Public Law: 105-244 and The Accuracy in Campus Crime Reporting Act of 1997.

Some of the requirements of the Clery Act include:

- 1) Collection, classification, and publication of statistics for certain crimes.
- 2) Issuance of campus alerts (timely warnings) of potential threats to the campus.
- 3) Publication of an Annual Security Report to college community and Department of Education.

The following information is provided to you as part of Gulf Coast State College's commitment to safety and security on all of our campuses and satisfies all of the requirements of the Clery Act. This Annual Security Report (ASR) includes information about a variety of security policies, services, and programs available to you as a member of the college community. All statistics in the ASR are presented and updated in compliance with all amendments to the act.

For more information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit <http://www2.ed.gov/admins/lead/safety/campus.html>.

## **Message from the Executive Director of Operations**

Gulf Coast State College, in partnership with the Florida State College Panama City Police Department, is committed to providing a safe and secure environment for students, faculty, staff, and visitors on our campuses. As the Executive Director of Operations for GCSC, I am responsible for the development, organization, and planning of the safety policies and procedures for all of GCSC's campuses. In addition to my responsibilities on campus, I am the liaison between GCSC and the local, state, and federal law enforcement and emergency response agencies that protect our campuses.

Although the reported criminal activity at GCSC is extremely low, it is paramount for the college community to remember that we are not immune from crime. Just as we are geographically part of the cities, counties, and state where our campuses are located, we also share many of the same crime and safety issues that they do. As part of the collaborative effort with our emergency responders, we strive and work to prevent crime, solve problems, and educate students, faculty, staff, and visitors. The overall safety and security of GCSC is the priority effort of our entire college community.

Dr. David Thomasee  
Executive Director of Operations

**Our Partnering Law Enforcement Agencies**

Panama City Campus:

Florida State College – Panama City Campus Police Department (850) 774-2705  
Panama City Police Department (850) 872-3112

North Bay Campus:

Bay County Sheriff’s Office (850) 747-4700

Gulf / Franklin Campus:

Gulf County Sheriff’s Office (850) 227-1115  
Port St. Joe Police Department

Tyndall Air Force Base Center:

325<sup>th</sup> Security Forces Squadron (850) 283-2254

# Geographic locations for which GCSC is required to report crime statistics and issue timely warnings under the Clery Act.

GCSC is required to report crime statistics for Clery-designated crimes and to issue timely warnings for those crimes that represent a severe and continuing threat in the following geographic locations: *on campus*, *public property*, and *non-campus buildings or property*.

## **On campus:**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

For GCSC, campus buildings and property located on the Panama City Campus, North Bay Campus, and the Gulf/Franklin Center would be included as *on campus*.

## **Public property:**

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

For GCSC, streets and sidewalks that are adjacent to campus or that bisect campus, would be included as *public property*.

## **Non-campus buildings or property:**

Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

For GCSC, the apartments rented by the college to house student-athletes on scholarship (that include housing) are the only *non-campus building or property* associated with the college. Those non-campus building or property addresses include:

1924, 1916, & 1912 Danford Ave. Panama City, FL 32405

### **Reporting of Crimes:**

**Clery crime, arrest statistics, and uniform crime reporting statistics are located in this report beginning on page 57.**

### **Who is responsible for campus security?**

In partnership with Florida State University Panama City Campus, the FSUPC Police Department is responsible for providing security on GCSC's Panama City Campus. The department consists of five full-time police officers and one security guard, whose authority is granted by Florida law (FSS 1012.97) and is extended to all property under the control of the Board of Education. The FSU Police are granted full arrest authority by the legislature. Patrol is supplemented by the Panama City Police Department and the Bay County Sheriff's Office. A Mutual Aid Agreement with these agencies increases the authority and support through the sharing of officers and other resources.

The North Bay Campus is patrolled by the Bay County Sheriff's Office and houses Bay County's Emergency Operations Center. The Gulf/Franklin Campus is patrolled by the Port St. Joe Police Department, as well as, the Gulf County Sheriff's Office.

### **What is the Gulf Coast State College policy on encouraging the reporting of crime?**

GCSC and the FSUPC Police, along with our partnering local law enforcement agencies, strongly encourage faculty, staff, students, and guests to report any crimes or suspicious activity in a timely manner to the department that provides policing services for your campus for inclusion in the annual statistics. This is also needed for an assessment of whether a timely warning notice or immediate notification should be sent to the college community. GCSC's campus community is required to notify the corresponding agency of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Reports of criminal activity that are brought to the attention of the Dean of Student Life, the counseling center, any student organization or activity advisor, or athletic coaches are required to be reported annually and, as such, are brought to the attention of the Executive Director of Operations either by the victims or by the person receiving the report (including our partnering law enforcement agencies).

### **Voluntary Confidential Reporting of Crimes – On-campus locations and phone numbers:**

For those wishing to report a criminal incident, whether a victim, witness, or third party, reports may be made in confidence to the following offices where further options will be discussed with the reporting party. Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

GCSC also maintains a “Concerning or Threatening Behavior Form” online so that reports can be made to FSUPC Police, the Dean of Student Life, and the Director of Campus Safety and Security anonymously via: [webssl.gulfcoast.edu/behavior/](http://webssl.gulfcoast.edu/behavior/).

FSUPC Police Dept.	(850) 774-2705	FSU-PC Campus
Executive Director of Operations	(850) 873-3582	Admin. Building 2 <sup>nd</sup> Floor
Dean of Student Life	(850) 769-1551 ext. 3211	Student Union East
Executive Director, Human Resources	(850) 769-1551 ext. 3866	HR Building

**What is the enforcement authority and jurisdiction of campus police personnel?**

The FSUPC Police Department is a fully commissioned, professional force of police officers. This was validated on May 22, 2002, when the department was awarded accreditation status by the Commission on Florida Law Enforcement Accreditation (CFA). The department has been re-accredited in 2005, 2008, 2011, and again in October, 2014. This accreditation signifies that the FSU Police Department meets or exceeds the highest professional standards set for law enforcement agencies, sworn officers, and non-sworn support personnel. FSU police officers are trained and certified the same as county and municipal officers in the state of Florida. Additionally, all newly-hired officers are required to complete a thirteen week field training program in order to apply law enforcement skills within the Florida State University environment. Consequently, FSUPC police officers are prepared to provide a full range of law enforcement services in an environment that requires additional care and understanding of the uniqueness of an educational community. The officers are authorized to carry firearms and make arrests on property controlled by the GCSC Board of Trustees. In 2009, legislation was passed authorizing the FSUPC Police Department to enforce laws within 1000ft of any campus owned property. FSUPC Police Department uses uniformed officers to patrol the campus 16 hours per day – on foot, in automobiles, and on bicycles. Using a well-established cooperative relationship with local law enforcement, area agencies regularly report to the FSUPC Police Department students who have been arrested for off campus offenses.

Campus **security officers** are non-commissioned and possess no arrest powers, and are unarmed.

**How does the Department of Public Safety work with state and local police?**

The FSUPC Police Department has a written mutual aid agreement with both the Panama City Police Department and the Bay County Sheriff’s Office. These agreements also extend extra-jurisdictional authority to the FSUPC Police Department in other parts of the city in order to carry out investigations and perform other duties. For the campuses not covered by FSUPC Police, local law enforcement agencies with jurisdiction over those locations provide police services.



### **What is the Gulf Coast State College policy on reporting criminal incidents to state and local police?**

Crime statistics and arrest information for offenses occurring on campus, as required by state criminal history record retention laws, are reported to the Panama City Police Department for use in the Uniform Crime Report.

### **What are the procedures for students and others to report criminal activity or other emergencies occurring on campus and how does the College respond to such reports?**

The campus community can report criminal activity, fires, or medical emergencies on campus by calling FSUPC Police at 850-774-2705, or by notifying local law enforcement. In addition to the law enforcement resource, GCSC has provided a “Concerning or Threatening Behavior Form” available online for anonymous reporting. Even if victims of crime do not wish to pursue criminal or judicial charges, they are still encouraged to contact the Dean of Student Life to file a confidential report. The Executive Director of Operations encourages accurate and prompt reporting of all crimes to FSUPC Police Department or the appropriate local law enforcement agencies, including when the victim elects to, or is unable to, make such a report. Doing so helps GCSC accurately report crime statistics, determine whether crime patterns are present, and better protect the campus community from future criminal acts.

GCSC also has established a Behavior Intervention Team to assist in addressing situations where students, faculty, staff, or others are displaying disruptive or threatening behaviors that potentially endanger their own or others’ health and safety. It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the college. In cases where a person may pose an immediate risk of violence to self or others, the FSUPC Police Department or appropriate local law enforcement agency should be contacted immediately.

In cooperation with local law enforcement, a 24-hour dispatch center to answer all calls for assistance is available to each of the GCSC campuses. Upon receiving a request for assistance or in response to a call for service, an officer and any other appropriate personnel will be immediately dispatched to the location. In cases involving criminal activity, FSUPC Police Officers or local law enforcement will respond and conduct an investigation. Information regarding all arrests of students made by police for criminal violations on campus is forwarded to the Executive Director of Operations and the Dean of Student Life. Arrests of college students by local law enforcement agencies that are brought to the attention of the Executive Director of Operations are also forwarded to the Dean of Student Life. All students are held accountable for their behavior on and off campus property.

### **Daily Crime Log:**

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the FSUPC Police. Crimes that occurred on campus, in or on non-campus

buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus and the crimes that occurred within the patrol jurisdiction of the campus police or security department are included in the Daily Crime Log. Upon request the FSUPC Police will provide a copy of the daily crime log for the time period specified by the requestor. The most recent 60-day period is available immediately. Other time frames may take 2 business days. The crime log will contain all crimes reported to the FSUPC Police regardless of the classification. The listing will include the nature of the crime, case number, date and time reported, date and time occurred, general location, and basic disposition of the crime. Daily Crime Logs will withhold any information that will identify victims.

### **Fire Log:**

GCSC does not have on campus residential housing and therefore does not maintain a fire log as required by the Clery Act.

### **How does the College notify the campus community of crimes that may pose a serious or continuing threat to students and employees?**

Timely warnings will be issued for any Clery Act crime that GCSC is made aware of that is: reported to Campus Security Authorities (CSA) or local police agencies; and is considered by GCSC to represent a serious or continuing threat to students and employees; and occurs on or within GCSC's Clery Geography. The Clery Geography is defined as: the core campus boundaries (which includes on college owned or controlled property on campus and public property that is within or immediately adjacent to the campus) and in Clery defined non-campus properties.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. In the event a crime is reported to have occurred within the GCSC Clery Geography, that in the judgment of the Executive Director of Operations, or designee, constitutes a serious or continuing threat to the community, a campus-wide Timely Warning Notice will be issued. Timely Warning Notices will be issued to the campus community via email blast to all GCSC assigned email accounts. Timely Warning Notices may also be issued using some or all of the following methods of communication: text messages or emails sent through the e2Campus ALERT system, on campus television monitors, or by public address system.

GCSC offers a text messaging subscription service (e2Campus) for all faculty, staff, and students to receive notification of major emergencies and timely warnings and strongly encourages subscribing to this important service. There is no cost to register; however, some cell phone providers may apply a small cost per text message sent or received. Subscribers will receive text messages on any device that accepts text messaging (SMS) through cellular service.

**Subscribe to receive text messages of campus emergencies, timely warning notices and/or weather-related cancellations at <http://www.gulfcoast.edu/alert.htm>.**

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger GCSC community).
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis).
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Executive Director of Operations, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other crimes as determined necessary by the Executive Director of Operations, or his or her designee in his or her absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by law, at the sole discretion of the Executive Director of Operations or his or her designee.

Timely Warning Notices are typically written and distributed by the Executive Director of Operations, or designee. When needed, the Executive Director of Community Engagement and/or a representative may assist the Executive Director of Operations or designee in the dissemination of Timely Warning Notices.

### **How does the College notify the campus community of emergency response and evacuation procedures?**

In the event of an emergency that would affect any of GCSC’s campuses, emergency notification alerts would be sent as soon as possible with information on the type of emergency and suggested safety steps to be taken. In some rare occasions, the notification may be delayed in being delivered if the delivery of that notification would increase the risk of harm to students, visitors, faculty, or staff.

Currently, GCSC uses a series of different notification methods to deliver emergency information. The methods being used are listed below with a brief description:

1. **Text Alert System:** This system allows GCSC to send mass text notifications to all participants who have signed up to receive text messages. If you are not signed up, use this link <https://www.e2campus.net/my/gulfcoast/signup.htm> to sign up.
2. **Campus TV Monitors:** This system is easily identified by the TV monitors that are placed around the campus. In an emergency, the system would display the warning and a brief message containing instructions.
3. **Email Notification:** Much like the text alerts, this system allows us to send mass notification via the email address you have registered with GCSC. All students and faculty are given GCSC email addresses and are encouraged to check it frequently. If you have any issues accessing your GCSC email, please contact Technical Support at (850) 769-1551 ext. 3303 or from off-site at (850) 913-3303.
4. **Classroom/Building PA System:** This system allows all the phones in the classrooms and offices to become PA systems that emergency notifications can be delivered through. In an emergency, this system will broadcast through the phone's external speaker system and in the event that the phone is in use, it will place the current call on hold and deliver the emergency notification.
5. **Outside Loudspeaker:** This system consists of large outdoor speakers that are used to deliver messages to those students, visitors, staff, and faculty who are between classes or just outside the buildings where the campus TV monitors can't be seen and the phone's PA system cannot be heard. In the event of an emergency, this system would provide the information available with safety instructions for you to follow.
6. **GC90.7 FM Radio Station:** GCSC can also utilize its radio station to deliver emergency messages and used post-incident to deliver updates to the community as the situation progresses.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the FSUPC Police Department (on the Panama City Campus) or the local law enforcement agencies for the North Bay and Gulf/Franklin Campuses. Depending on the nature of the incident, other local, state or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Gulf Coast State College is publicized each year as part of the institution's Clery Act compliance efforts and that information is available to all students, employees, and guests via the GCSC Campus Safety website: <http://www.gulfcoast.edu/campus-life/campus-safety/emergency-response.html>.

All members of the college community are notified on an annual basis (via this document) that they are required to notify the local law enforcement, FSUPC Police, or the Executive Director of Operations of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of

students and/or employees on campus. GCSC and its law enforcement partners have the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Executive Director of Operations has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the health and safety of the community. If that is the case, federal law requires that the institution immediately notify the campus community, or the appropriate segment(s) of the community that may be affected by the situation.

### **How and when does GCSC inform the campus about an immediate threat and what is the college procedure for notifying the campus community of an emergency?**

GCSC's emergency notification procedures cover official Gulf Coast State College emergency communication methods to ensure effective and efficient communication and provide accurate and timely information to the campus community and the general public for emergency notifications including: timely warnings, weather-related events, important time-sensitive announcements, and non-emergency general communications. These procedures can be found on-line at: <http://www.gulfcoast.edu/campus-life/campus-safety/emergency-notification.html>.

When the Executive Director of Operations, in conjunction with campus administrators, local first responders, and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community, the Executive Director of Operations will collaborate with representatives of Executive Council and/or Senior Management to determine the content of the message and will use some or all of the systems described previously to communicate the threat to the college community.

Executive Council and/or Senior Management will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities (including, but not limited to: FSUPC Police Department, local police/sheriff department, the local fire department, and emergency medical services), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notifications may be issued by some or all of the following methods of communication: emergency text messaging, email blasts, and external emergency notification broadcasts. The Executive Director of Operations, in conjunction with the Executive Director of Community Engagement, is responsible for developing the content of the emergency notifications after consulting with Executive Council and/or Senior Management.

GCSC offers a text messaging subscription service (e2Campus) for all faculty, staff, and students to receive notification of major emergencies and timely warnings and strongly encourages subscribing to this important service. There is no cost to register; however, some cell phone providers may apply a small cost per text message sent or received. Subscribers will receive text

messages on any device that accepts text messaging (SMS) through cellular service. In addition, there is an option to have messages sent to a personal email address. GCSC offers this service to notify the campus of emergencies and/or timely warnings.

Subscribe to receive text messages of campus emergencies and/or weather-related cancellations at <https://www.e2campus.net/my/gulfcoast>.

**INITIAL EMERGENCY COMMUNICATIONS WILL BE SENT IMMEDIATELY AND WILL CONVEY ONLY THE MOST CRITICAL INFORMATION. FOLLOW-UP INFORMATION AND DETAILS WILL BE DELIVERED THROUGH THE VARIOUS FORMS OF MASS COMMUNICATION AS CIRCUMSTANCES DICTATE.**

**Secondary communication distribution methods:**

In an emergency, secondary communication methods, including face-to-face communication by appropriate officials, may be activated as circumstances dictate.

**Post emergency communication:**

GCSC will issue an “all clear” message to convey the college’s return to normal operations to all faculty, staff, and students via GCSC assigned email accounts, the GCSC homepage, and text message to e2Campus subscribers. Details regarding the incident will be communicated by the Executive Director of Marketing or designee as determined by the College President. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties.

**How are emergency evacuations handled at Gulf Coast State College?:**

GCSC’s general evacuation procedures can be found on the Campus Safety portion of the website at: <http://www.gulfcoast.edu/campus-life/campus-safety/emergency-response.html>.

**Everyone is encouraged to become familiar with the evacuation plans that are posted in College buildings.**

If you are advised to evacuate a building either by the activation of the fire alarm system or verbally by FSUPC Police, local law enforcement, the Executive Director of Operations, or other Building Administrators, please vacate immediately. Evacuate upper floors by using designated stairways; do not use elevators.

If possible to do so safely, take your belongings with you and do not return to the building once you have left for any reason.

After leaving the building, if one of the designated evacuation areas is deemed unsafe, occupants will be instructed by FSUPC Police, local law enforcement, the Executive Director of Operations, or other Building Administrators where the temporary evacuation area will be located. Please remain at the evacuation area unless it is unsafe to do so or you are instructed to reenter the building or to move to an alternate location.

If there is a suspected or confirmed hazard outside of a building, occupants may be required to shelter in place. Occupants may be instructed to move from their current location to other areas inside of a building, dependent on the type of hazard. Once sheltered, please remain in that area unless it is unsafe to do so or you have been instructed to relocate.

### **Evacuation Procedures for Persons with Disabilities:**

Please become familiar with escape routes and area of rescue locations in the buildings that you may be using during your time at GCSC. If you have special assistance needs, become familiar with the closest "Area of Rescue Assistance" and someone will help you to evacuate. An area of rescue assistance is an area where people who are unable to use stairs may remain temporarily in safety to await further assistance during an emergency evacuation.

Fire and evacuation drills are conducted on an as needed basis in each of the college's buildings. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operation of fire alarm system components.

The Executive Director of Operations, along with the Safety Committee, coordinate efforts to conduct numerous announced and unannounced drills and exercises each year. Follow-through activities designed for assessment and evaluation of emergency plans and capabilities are also completed. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

### **What is the GCSC policy for the preparation of the Annual Security Report:**

The Executive Director of Operations prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and to issue timely warnings. The



full text of this report can be located on the college's web site at: <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>.

This report is prepared in cooperation with FSUPC Police and the local law enforcement agencies surrounding the campuses. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the FSUPC Police, designated campus officials (including but not limited to directors, deans, department heads, designated staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies are used to complete this report.

Each year, an e-mail notification that provides the web site link to access this report is sent to all enrolled students and all current employees. Copies of the report may also be obtained from the Executive Director of Operations located in the Administration Building at 5230 West U.S. Highway 98 or by calling (850) 873-3582.

**What is the GCSC policy about access to the college's facilities and programs by students, employees, guests, and other individuals?:**

Most college facilities are open to the public during normal business hours and evening hours. All individuals accessing college facilities must adhere to all federal and state laws, as well as all college policies. All administrative and academic buildings are opened at approved times and secured by college staff upon the completion of their scheduled use. Prior to scheduling any extracurricular event, the college must approve the use of the facility. When administrative and academic buildings are secure, access is restricted to authorized individuals through the use of keys, card access, or written authorization from the administration.

**What Security Awareness and Crime Prevention Programs are available at Gulf Coast State College to inform students and employees about security and enforcement procedures?:**

At the beginning of each semester, during the new student and employee orientation sessions, new students and new employees are informed of security and enforcement procedures by the Executive Director of Operations and/or FSUPC Police personnel. FSUPC Police and the other campus safety and security personnel participate in crime prevention and security awareness training programs that cover topics such as conflict resolution, vandalism, alcohol & drug education, and general crime prevention tips. GCSC also utilizes an online self-paced training module called Haven for sexual assault prevention.

Employee training sessions are offered throughout the year in open forums and through specific departmental request. In addition to crime prevention, training sessions for employees include: identification of threatening behaviors, classroom safety, evacuation and shelter-in-place procedures, and reporting crimes and threatening behavior.



A common theme of all training is to encourage students and employees to be aware of their surroundings and to encourage students and employees to be responsible for their own security and the security of others. The reporting of actual or suspected crimes is also a key point in training.

Other measure that are taken to increase security awareness and crime prevention are:

### **Safety Committee**

Composed of the Executive Director of Operations, Supervisor of Maintenance and Repair, FSU Police Officer, representative from North Bay and Gulf Franklin Campuses, faculty, and staff, the committee is charged with addressing ways to improve campus safety and security issues. Once issues have been identified and feasible solutions found, the Executive Director of Operations will report directly to the President of Gulf Coast State College to ensure all measures are being taken.

### **Campus Safety Walk**

Although campus safety is addressed every day of the year, GCSC takes additional measures to ensure that all steps are being taken to provide a safe learning environment. At the end of the Fall Semester, the Executive Director of Operations and the Director of Facilities Management will survey the campus grounds and buildings at night for any potential safety concerns, such as poor lighting and other issues that can be overlooked during daytime hours.

### **Traffic Safety and Parking Enforcement**

Gulf Coast State College contracts with Florida State College Panama City to provide law enforcement presence and protection for the GCSC Panama City Campus. FSUPC Police Department and Panama City Police Department provide a presence on campus and conduct traffic law enforcement, as well as parking enforcement for the campus and the public roadways immediately surrounding it.

The remaining campuses are patrolled by the respective agencies that have jurisdiction over those locations. Bay County Sheriff Department, Gulf County Sheriff Department and Tyndall Air Force Base Security Forces are responsible for those campuses and enforce the laws of the State of Florida (Military Code of Justice for Tyndall AFB) as they apply.

### **Safe Escort**

Due to the variety of class times available to our students, the College is often open into the night time hours. If you walk on campus at night, take precautions and call SAFE ESCORT. One of our employees or police officers will escort you to your vehicle. Use our SAFE ESCORT (850) 774-2705 for an escort to your car at night (PC campus only). On all other campuses, make contact with any employee and they will assist in getting you an escort to your vehicle.

### **Rape Aggression Defense (RAD)**

RAD is a comprehensive course to enhance awareness, prevention, risk reduction and avoidance of unwanted behavior and actions. The program includes self-defense tactics and techniques to provide a woman with knowledge to make an educated decision about protection before or during an unwanted situation.

As part of our ongoing partnership with FSUPC, this course is available throughout the year at the FSUPC campus.

For more information contact  
Officer Freddie Kinard  
Florida State College Panama City  
(850) 770-2223

### **Emergency Contact Numbers**

Across campus you will find business cards that contain all the Campus Safety Numbers for the various Gulf Coast State College campuses. These are available to all students, employees, and guests and we encourage you to take one and keep it with you at all times. Below is what the card looks like and they can be found in various locations including: administration, library, HR, and the student union buildings.

### **Behavioral Intervention Team (BIT)**

While interacting with students across the college, faculty and staff may be confronted with situations in which a student is displaying concerning behavior. The Behavioral Intervention Team (BIT) Model is designed to assist them.

Behaviors of concern might be observed in a number of settings: in the classroom, at a service location or office, at an on-campus job, or during participation at an extracurricular activity. By reporting behaviors that are concerning, the Behavioral Intervention Team will be able to reach out to students to intervene, provide support, and connect them with resources that can assist them.

GCSC has three Behavioral Intervention Teams allowing for each campus to have a team assigned to it. The Behavioral Intervention Team addresses five major functions for the campus:

- Act in a proactive manner to assist students,
- Maintain confidentiality and handle all matters discreetly,
- Provide consultation and support to faculty and staff,
- Connect students with needed resources, and
- Recommend interventions or sanctions.

### **What type of student housing is available at GCSC?:**

GCSC does not have on campus housing but does have off-campus housing that is provided to some student-athletes as part of their scholarship. The off-campus housing used by the college are privately owned apartment duplexes that the college leases for student athletes whose scholarships include housing. GCSC does not own or control the policies of these properties. However, as part of Clery compliance, crime statistics for these areas are included in this report.

**What areas on campus are staffed by campus security?**

GCSC's Panama City campus is staffed with police during times that the college is in operation. The North Bay and Gulf/Franklin campuses are staffed by police as needed. The police officers are responsible for active patrol of the grounds primarily between the hours of 7:00 a.m. and 11:00 p.m. Monday through Friday. The weekend and overnight coverage is based on need with at least one police officer on the Panama City Campus every day. They also conduct periodic floor checks during their assigned duty shifts.

**What security considerations does Gulf Coast State College use in the maintenance of campus facilities, including landscaping, grounds-keeping, and outdoor lighting?:**

GCSC's facilities and campus lighting are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions are reported to Facilities Management for repair or correction. In addition, the Safety Committee completes a night time lighting and physical security report annually.

**What is the Gulf Coast State College policy on possession, use or sale of alcohol and illegal drugs?:**

GCSC is committed to providing a healthy working environment and recognizes the importance of prohibiting unlawful use of alcohol and illicit drugs on its campus. To this end, the District Board of Trustees and administration of Gulf Coast State College concur that the unlawful manufacture, distribution, dispensing, possession, sale, or use of alcohol and illicit drugs on its campus is strictly prohibited. GCSC complies with the federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and other controlled substances. GCSC students, who use, sell, exchange, consume, or possess alcoholic beverages, illegal drugs, or drug paraphernalia on college property or at college functions will be dealt with in accordance with the federal and local laws as well as the college's Student Code of Conduct. Any student involved in such activities will be subject to disciplinary action up to and including expulsion and referral for prosecution. Non-students who violate the college's policies and whose actions are not in compliance with the orderly operation of the college may be prosecuted in accordance with local, state, and federal laws. Non-students involved in on-campus violations of these policies may be banned from college property.

Any employee of the college involved in such activities will be subject to disciplinary action up to and including termination of employment and referral for prosecution. Any instances involving unlawful use of alcohol or illicit drugs, whether by students, employees, or other persons, must be reported to campus authorities immediately.

**Alcohol and/or Alcohol Containers** - Any violation of the college's alcohol policy, as set forth in the Manual of Policy and Student Handbook, shall be construed as a violation of this section. Any off-campus (college sponsored event) violation is a violation of this section when such off-campus use violates local, state, or federal laws.

**Drugs and/or Drug Paraphernalia** - Students who exhibit drug use or abuse or any other violation of the college's drug policy, as set forth in the Manual of Policy and the Student Handbook, shall be considered in violation of this section. This includes, but is not limited to, (a) possession or use of any illegal or controlled substance, drug, and/or (b) possession of drug paraphernalia, (c) possession of a significant quantity, distribution, or sale of drugs, and/or (d) driving under the influence. Any off-campus (college sponsored event) violation is a violation of this section when such off-campus use or possession is in violation of local, state, or federal laws. Demonstrating that a student has knowledge of the location of any illegal or controlled substance, drug or drug paraphernalia, and/or the intent to exercise control over such items shall constitute possession. Use of legal or prescribed substances (e.g., inhalants) in a fashion designed to alter one's mental or physical state will be considered a violation of this section as well.

This policy is not intended to ban the use of drugs or alcohol in providing instruction in the criminal justice training programs nor is it intended to ban the use of alcohol in culinary programs and certain special events.

It is the intent of Gulf Coast State College to assist its employees in every way possible. In order to attain this goal, it is important that alcohol and illicit drug dependence be identified so that appropriate referral and assistance can be made. All employees are encouraged to self-identify should the need arise.

Any employee may contact the Employee Assistance Program (EAP) for assistance with alcohol and illicit drug dependence at (877) 246-4679 or (850) 644-2288. You may also contact the Human Resources Department for a referral to the EAP.

This policy is in compliance with: Drug-Free Workplace Act of 1988 34 CFR Part 85, Subpart F. (Public Law 100-690) Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226)

### **What types of drug and alcohol abuse educational programs are offered at GCSC?:**

GCSC encourages students who believe they may have a problem with alcohol or other drugs to seek assistance in Counseling Services. Contact is confidential and includes non-judgmental

support and referral to appropriate community services. For more information, call 769-1551, Ext. 2829.

**What are the penalties for those criminally charged with the abuse of drugs and alcohol?:**

Anyone in possession of illegal drugs or paraphernalia can be charged in accordance with Florida State Statute chapter 893 or the appropriate federal statute when certain criteria are met and depending on the illegal substances found. Penalties for a first offense upon conviction can be fines, probation, or imprisonment, depending on the type, amount, and previous criminal history of the offender.

Anyone who purchases, consumes, possesses, or transports alcoholic beverages while being under the age of 21 can be charged under Florida State Statute chapter 562. Penalties upon conviction range from fines to imprisonment and may involve the suspension of driving privileges. Anyone found to be furnishing alcohol to minors can also be charged under this statute.

**Where can I obtain more information on the college’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and college policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for GCSC students and employees?:**

A complete description of these topics is made available to both employees and students.

For employees, this information can be located in the Manual of Policy and in the Employee Handbook:

<https://www.gulfcoast.edu/human-resources/documents/2018-2019-employee-handbook.pdf>

For students, the information can be located in the Student Handbook:

<https://www.gulfcoast.edu/current-students/student-handbooks/2018-2019-handbook.pdf>

**What is the GCSC policy on possession and use of weapons by security personnel or others?:**

Only sworn police officers are authorized to carry firearms on campus and are certified in their use on an annual basis. Officers may carry devices, including but not limited to Tasers, pepper spray, and other devices necessary to affect control and arrest. Florida expressly prohibits the carrying of firearms on college campuses (including those by concealed carry weapons permit holders). See F.S.S 790.06(12). Parking Lot Exception – In 2014, Florida’s 1st District Court of Appeals declared that universities could not prevent students (with concealed carry permits) from storing firearms in their cars. Violators will be subject to criminal prosecution and/or student disciplinary proceedings.

**What is the GCSC policy about employees or students with criminal records?:**

GCSC’s Manual of Policy 6.096 states: “The fingerprinting of college personnel shall be required by the college as a condition of employment. The college shall conduct state and national criminal

background checks on college personnel and all applicants selected for employment in conformance with state and federal law.”

“Instructors teaching for less than one week for Corporate College, student assistants, and work-study students may not be required to be fingerprinted. Notwithstanding this exception to the policy, all employees, regardless of length of employment, deemed to be in positions of special trust and responsibility defined as those with access to cash or other college assets, or those who have direct contact with persons under the age of 18, must submit to fingerprinting and background screening as a condition of employment.”

Additionally, a student with a criminal record will not in all cases be barred from admission to the college. These applications are reviewed by the Dean of Student Life and a case-by-case decision is made. Students who are denied admission based upon a prior conviction that constitutes a safety concern to the college may appeal the decision to the college’s appeals committee. Students who are convicted of a criminal offense after admission are subject to the same process. Penalties can range from probation to expulsion, depending on the severity of the offense and whether the student has prior offenses.

**GCSC will, upon written request, disclose to the victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is the perpetrator of such crime or offense. If the victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.**

**What is the Gulf Coast State College policy on investigating missing students who reside in on campus housing?:**

GCSC does not have on-campus residential housing; however, the college will cooperate and assist with any investigation conducted by law enforcement that pertains to the safety and/or the recovery of GCSC students.

**What is the Gulf Coast State College policy concerning monitoring off-campus crime?:**

GCSC and FSUPC Police work in conjunction with local law enforcement agencies that have jurisdiction in areas surrounding the campus in order to monitor criminal activity at off-campus locations, including at non-campus locations of recognized student organizations. Although there is no formal agreement, local law enforcement agencies routinely provide information to the college regarding incidents involving students. However, there is no policy requiring such notification by external law enforcement agencies. Students in these cases may be subject to arrest by the police department that holds jurisdiction of the illegal activity and the college’s student disciplinary process.

**How does GCSC report incidents for on campus properties?:**

Statistics for on-campus properties include all incidents reported to the FSUPC Police and local law enforcement that occurred in any building or property that is owned or controlled by the institution located within the same reasonably contiguous geographic area and are used to meet or support the educational purposes of the institution.

**How does GCSC report incidents for campus residential facilities?:**

GCSC does not have any on-campus residential facilities.

**How does GCSC report incidents for non-campus properties?:**

Statistics for non-campus properties include all incidents known to the college that are reported to local municipal police agencies. This includes the privately owned apartment complexes used to house student-athletes which are included in the crime statistics within this document.

**How does GCSC report incidents for public properties?:**

Reporting for public properties includes all incidents known to the college that are reported to local municipal police agencies for incidents occurring in public areas that are geographically contiguous to campus property.

**How does GCSC respond to crimes involving bias?:**

In accordance with Manual of Policy 2.146: “Gulf Coast State College is an equal access, equal opportunity institution which does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.”

GCSC supports and encourages programs that benefit all people and that seek to eradicate discrimination and injustice. The Executive Director of Human Resources, the Executive Director of Operations, the FSUPC Police Department, as well as our local law enforcement agency partners, investigates any incident involving bias against any individual or group due to race, gender, religion, sexual orientation, ethnicity, or disability. Incidents of this nature are responded to immediately and are recorded separately from other incident types.

**Information regarding registered sex offenders can be found at:**

**<http://offender.fdle.state.fl.us/offender/Search.jsp>**

# Fire Safety Report

The Clery Act and the Campus Fire Safety Right to Know Act requires a report based on reporting documents and includes affiliated housing on the GCSC campus. GCSC does not have on-campus residential facilities and is therefore exempt from this requirement. However, there are general fire safety tips that all students, employee, and visitors should be familiar with.

## General Fire Safety

GCSC has established fire safety regulations for your protection. Fire Safety Policies as well as timely information on consumer product hazards, seasonal fire safety tips, and fire safety statistics are distributed as needed via email blasts from the Director of Campus Safety and Security.

The following are general fire safety regulation that you should be familiar with:

- The presence or use of incense burners, candles or any other device with an open flame is prohibited in all facilities.
- Smoking or carrying of a lighted pipe, cigar, cigarette, or any other type of smoking paraphernalia or material is prohibited on all college property buildings. GCSC is a smoke free campus.
- Surge protection strips must be plugged individually into an outlet and shall not be plugged into each other.
- The storage of combustible or flammable materials including but not limited to propane tanks, lighter fluid, gasoline, paint solvents, etc., are prohibited in all campus buildings except for those that have been approved and are stored in proper facilities.
- Reporting false alarms, tampering with the fire detection or suppression devices, or otherwise threatening the safety of members of any campus community is prohibited by law.

## Fire Drills

In effort to prepare GCSC students and employees to deal with emergency situations, specifically fires, fire drills are conducted at varying times as determined by the Executive Director of Operations. Evacuation is required of all occupants when the alarm system is activated in any campus building or facility.



## Evacuation Procedures

- Become familiar with the evacuation exits nearest to your location and review the evacuation plans for the building. You should use the nearest stairwell to your location, but you should also be aware of a secondary exit in the event that your primary exit becomes unusable.
- Do not use the elevators to evacuate during an emergency. If you are unable to evacuate by yourself, go to the nearest Area of Rescue Assistance and if possible contact FSUPC Police (PC Campus), employee, or local emergency responders and tell them where you are located.
- Exit the building swiftly but calmly. Do not run, but walk briskly to the nearest exit.
- After exiting the building, report to the pre-designated meeting location for your building. Do not leave this area or attempt to re-enter the building unless advised that it is safe to do so by the Executive Director of Operations or designee.

In the event of a fire or other situation requiring the evacuation of occupants and the notification of emergency services personnel (police/fire/EMS), please follow these directions:

1. If a fire exists and the evacuation alarm has not already sounded automatically, it can be manually activated by using the nearest pull station. Pull stations are located in various locations in and/or on all campus buildings.
2. Once the evacuation alarm sounds, all occupants are required to evacuate. Occupants are to move swiftly to the nearest emergency exit. Close doors behind you while exiting. DO NOT use the elevator during a fire evacuation as it may malfunction and trap you.
3. Once outside, go to the designated meeting location and remain there until given instructions to move to another location or told that it is safe to return to the building by the Executive Director of Operations or designee.
4. Assist others who may not be able to evacuate themselves, if safe to do so. Get them to an Area of Rescue Assistance on their floor and then contact FSUPC Police (PC Campus), employee, or local emergency responders and tell them where they are located.
5. Call 911 (9-911 from campus phone) and report the emergency once you are in a safe place.
6. DO NOT re-enter the building for any reason until the Executive Director of Operations or designee gives clearance to do so once everything is declared safe.

**GULF COAST STATE COLLEGE JEANNE CLERY DISCLOSURE OF CAMPUS  
SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY  
THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

GCSC does not discriminate on the basis of gender in its educational programs; and sexual misconduct and sexual violence are types of gender discrimination. Other acts can also be forms of gender-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, GCSC issues this statement of policy to inform the community of the college's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on- or off-campus and when it is reported to a GCSC official. In this context, GCSC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

For a complete copy of GCSC's policy governing student and employee sexual misconduct, visit the following:

Students:

<https://www.gulfcoast.edu/current-students/student-handbooks/2018-2019-handbook.pdf>

Employees:

<https://www.gulfcoast.edu/human-resources/documents/2018-2019-employee-handbook.pdf>

### **Definitions**

Below are the terms and definitions as provided by the Department of Education and from the State of Florida criminal statutes.

#### **Department of Education definitions:**

**Sexual Assault:** means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence** means:

- 1) Felony or misdemeanor crimes of violence committed-
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence** means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking** means:

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
  - (i) Fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition-
  - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Consent** (There is no official Department of Education definition of consent. Therefore, this definition is provided by the State of Florida, Statute Chapter 794) Within the context of sexual activity, “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

It should be noted that in some situations an individual’s ability to freely consent is taken away by another person or circumstance. Examples include when an individual is significantly impaired due to alcohol or other drugs, scared, physically forced, passed out, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined. “Mentally incapacitated” means temporarily incapable of appraising or controlling a person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.

People with mental disabilities cannot give consent to sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves. “Mentally defective” means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.

The following are clarifying points:

- Consent is required each and every time there is sexual activity;
- At any and all times when consent is withdrawn or not verbally agreed upon, the sexual activity must stop immediately;

- Consent to some levels of sexual activity does not imply consent to all levels of sexual activity. Each new level of sexual activity requires consent;
- The person(s) who initiate(s) a new level of sexual activity is responsible for asking for consent;
- A current or previous dating or sexual relationship with the initiator (or anyone else) does not constitute consent;
- Being intoxicated does not diminish one's responsibility to obtain consent;
- Bodily movements and non-verbal responses such as moans are not consent;
- Silence, passivity, or lack of active resistance is not consent.

#### **A. Education and Prevention Programs - HAVEN**

GCSC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- b. Uses definitions provided both by the Department of Education and state law in regards to what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines that behavior and actions that constitute consent to sexual activity in the State of Florida and/or using the definition of consent found in the Student Code of Conduct;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm, including 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 action to intervene;

- e. Defines risk reduction 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.
- f. Information regarding: 1) procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs; 2) how the institution will protect the confidentiality of victims and other necessary parties; 3) 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; 4) options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective orders; and 5) procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

GCSC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; and engaging in ongoing awareness activities with all employees and students.

## **B. Procedures for Reporting a Complaint**

GCSC has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. This includes informing individuals about their rights to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus. In addition, remedies to prevent contact between a complainant and an accused party, academic, and working accommodations, will be provided if reasonably available. GCSC will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the FSUPC Police Department or local law enforcement.

Students, employees, and third parties should contact the Title IX Coordinator (Executive Director of Human Resources). Students and employees should know that reporting to the Title IX Coordinator means that GCSC has a duty to assess the information provided and may have to investigate the complaint or otherwise determine what happened. The college would like the consent of the complainant to be able to move forward with investigating and resolving the complaint, but there are times when the safety of the greater community outweighs the victim's request for confidentiality. Hence, when an employee or student reports to the Title IX Coordinator or any other responsible employee, the information will be kept as private as possible but cannot be guaranteed to be confidential.

In Florida, forensic evidence may be collected from your body (at your request) even if you chose not to make a report to law enforcement. A forensic exam is conducted by a sensitive and

highly trained SANE nurse (Sexual Assault Nurse Examiner) and students and employees may go directly to the local hospital to access this service. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to college hearing boards/investigators or police.

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. To report an incident that occurred on campus, employees and students should contact the FSUPC Police Department (PC Campus) or appropriate local enforcement agency for North Bay and Gulf/Franklin campuses, dial 911, or contact the police in the area where the assault took place. Criminal charges can be filed against any type of perpetrator, including non-college members. Criminal charges of sexual assault are entirely separate from violations of the Student Code of Conduct, which only applies to GCSC students. Filing a formal report with the police is necessary when a victim would like to initiate a criminal investigation by the police. Perpetrators can receive punishment up to and including jail time. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and college disciplinary processes.

### **Our Partnering Law Enforcement Agencies**

#### Panama City Campus:

Florida State College – Panama City Campus Police Department	(850) 774-2705
Panama City Police Department	(850) 872-3112

#### North Bay Campus:

Bay County Sheriff's Office	(850) 747-4700
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#### Gulf / Franklin Campus:

Gulf County Sheriff's Office	(850) 227-1115
Port St. Joe Police Department	

#### Tyndall Air Force Base Center:

325 <sup>th</sup> Security Forces Squadron	(850) 283-2254
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If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, by calling, writing or coming into the office to report in person and to police (if the victim so desires). The college will provide resources (on campus, off-campus, or both), to include medical, health, counseling, legal assistance, victim advocacy, and visa and immigration assistance. If applicable to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, the college will apply appropriate disciplinary procedures to those who violate this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with FSUPC Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the college, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any student/employee discipline procedure on campus arising from such a report.

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

In all disciplinary proceedings involving allegations of sexual assault, dating violence, domestic violence, and stalking, the college will use the preponderance of the evidence standard.

### **Sexual Assault/Battery**

- Depending on when reported, GCSC will assist the complainant in accessing medical care through local hospitals.
- GCSC will assess immediate safety needs of complainant.
- GCSC will assist the complainant to report a SEXUAL ASSAULT/BATTERY to the Gulf Coast State College Executive Director of Operations, the Vice President of Students Affairs, Title IX Coordinator, and/or local police for adjudication in both or either jurisdiction if requested.
- GCSC will provide complainant with information regarding on- and off-campus services/providers.
- GCSC will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, and/or “No Contact/Stay Away” directives between both parties if reasonably available.
- GCSC will provide “No Trespass” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- GCSC will provide a copy of the Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.



- GCSC will receive input from the complainant on their desire to move forward with Student Code of Conduct charges and/or appropriate personnel hearing.
- GCSC will inform the complainant and respondent of the outcome of the student conduct process.
- GCSC will enforce the retaliation policy of the Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- GCSC will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal. The standard of evidence used is preponderance of the evidence, therefore, a decision of responsibility will be based upon presented evidence sufficient to make a reasonable person believe that a violation of policy has occurred.

### **Stalking**

- GCSC will assess immediate safety needs of complainant.
- GCSC will assist the complainant to report STALKING to the Gulf Coast State College Executive Director of Operations, the Vice President of Students Affairs, Title IX Coordinator, and/or local police for adjudication in both or either jurisdiction if requested.
- GCSC will provide complainant with information regarding on- and off-campus services/providers.
- GCSC will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, and/or “No Contact/Stay Away” directives between both parties if reasonably available.
- GCSC will provide “No Trespass” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- GCSC will provide a copy of the Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- GCSC will receive input from the complainant on their desire to move forward with Student Code of Conduct charges and/or appropriate personnel hearing.
- GCSC will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing.
- GCSC will inform the complainant and respondent of the outcome of the student conduct process.
- GCSC will enforce the retaliation policy of the Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- GCSC will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

### **Dating Violence**

- GCSC will assess immediate safety needs of complainant.
- GCSC will assist the complainant to report DATING VIOLENCE to the Gulf Coast State College Executive Director of Operations, the Vice President of Students Affairs, Title IX Coordinator, and/or local police for adjudication in both or either jurisdiction if requested.

- GCSC will provide complainant with information regarding on- and off-campus services/providers.
- GCSC will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, and/or “No Contact/Stay Away” directives between both parties if reasonably available.
- GCSC will provide “No Trespass” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- GCSC will provide a copy of the Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- GCSC will receive input from the complainant on their desire to move forward with Student Code of Conduct charges and/or appropriate personnel hearing.
- GCSC will inform the complainant and respondent of the outcome of the student conduct process.
- GCSC will enforce the retaliation policy of the Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.
- Gulf Coast State College will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

### **Domestic Violence**

- GCSC will assess immediate safety needs of complainant.
- GCSC will assist the complainant to report DOMESTIC VIOLENCE to the Gulf Coast State College Executive Director of Operations, the Vice President of Students Affairs, Title IX Coordinator, and/or local police for adjudication in both or either jurisdiction if requested.
- GCSC will provide complainant with information regarding on- and off-campus services/providers.
- GCSC will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, and/or “No Contact/Stay Away” directives between both parties if reasonably available.
- GCSC will provide “No Trespass” directives or an “Interim Suspension” to the respondent, if deemed appropriate.
- GCSC will provide a copy of the Sexual Misconduct Policy to the complainant regarding the policy for reporting and addressing complaints.
- GCSC will receive input from the complainant on their desire to move forward with Student Code of Conduct charges and/or appropriate personnel hearing.
- GCSC will provide both the respondent and complainant an opportunity to review the investigation report prior to a hearing.
- GCSC will inform the complainant and respondent of the outcome of the student conduct process.
- GCSC will enforce the Retaliation Policy of the Sexual Misconduct Policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination.

- GCSC will provide simultaneous notice to both parties regarding both the submission and outcome of an appeal.

### **C. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on- or off-campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Gulf Coast State College complies with Florida law in recognizing orders of protection by advising any person who obtains an order of protection from any state within the U.S. to provide a copy to the Executive Director of Operations and the Office of the Title IX Coordinator. A complainant may then meet with the Executive Director of Operations to develop a Safety Action Plan, which is a plan for police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations, or allowing a student to complete assignments from home. Other options may be available for a student on a case-by-case basis as the college determines what other measures must be taken.

The college cannot apply for an injunction from the applicable jurisdiction(s). The victim is required to apply directly for these services at the Bay County Court located at 300 E. 4<sup>th</sup> Street, Panama City, FL, 32401 / (850) 747-5100.

### **Frequently asked questions regarding injunctions:**

#### **1. What is violence?**

Violence means 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, by a person against any other person.

#### **2. Who can file for protection under the act?**

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married with the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating relationship means violence between individuals who have had or still have a continuing and significant relationship of a romantic or intimate nature. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context. The existence of a continuing and significant relationship shall be determined based on the consideration of the following factors:

- a. A dating relationship must have existed within the past six (6) months.
- b. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
- c. 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.
- d. Any person who is the victim of dating violence and has reasonable cause to believe he or she is in imminent danger of becoming the victim of another act of dating violence, or any person who has reasonable cause to believe he or she is in imminent danger of becoming the victim of another act of dating violence, or the parent or legal guardian of any minor child who is living at home and who seeks an injunction for protection against dating violence on behalf of that minor child, has standing in circuit court to file a sworn petition for an injunction for protection against dating violence.

### **3. How and where do I file for an injunction?**

This cause of action for an injunction shall not require that the petitioner be represented by an attorney. The clerk of the court shall provide a copy of this section, simplified forms, and clerical assistance for the preparation and filing of such a petition by any person who is not represented by counsel.

Bay County Court House  
300 E. 4<sup>th</sup> Street, Panama City, FL. 32401  
850-747-5100  
<http://baycoclerk.com>

### **4. What should I bring with me when I go to file for a Protection from Abuse Order?**

Please come prepared with the following information:

- names (all persons and parties)
- date of birth (all persons and parties)

- social security numbers (all persons and parties)
- address where the person may be found (including places that they frequent)
- any documentation relating to the case (i.e. medical reports, police reports, or photographs)
- photograph of alleged assailant vehicle make, model, style, and license plate number
- photograph of alleged injury from the assault

**5. What help is available at night, on weekends, or when the Justice Center is closed?**

In case of an emergency or if you've been assaulted, contact your local police department or 911.

**6. How do I receive a temporary protection order after filing a petition for protection from abuse?**

After filing a petition for protection from abuse, a judge will review the case to determine if a temporary protection order should or should not be granted. If the judge believes a temporary order should be issued, he/she will issue a temporary protection order.

**7. How is the alleged assailant notified of the temporary protection from abuse order?**

The alleged assailant must be served with notice of the temporary protection order and the hearing date. The sheriff's department or a local law enforcement agency will serve the court order on the alleged assailant. Once the alleged assailant is served, he/she can be arrested if there is another assault in violation of the terms of the court order.

**8. How do I get a final protection from abuse order?**

A hearing will be scheduled in front of a judge after filing your petition with the court, and the judge will listen to the facts of your case. If the judge finds that abuse has occurred, a final protection from abuse order will be issued.

**9. What protection will I receive?**

A Protection from Abuse Order may contain the following relief:

- direct the alleged assailant not to abuse, threaten, harass, or stalk you.
- direct the alleged assailant to stay away from the house or apartment where you live, even if that is also the alleged assailant's home.
- direct the alleged assailant to stay away from your school or where you work.
- direct the alleged assailant to refrain from harassing you or your relatives.
- prohibit the alleged assailant from having any guns or gun permits.
- direct the alleged assailant to pay you for losses resulting from the abuse. These could include medical bills and lost wages.

- direct the alleged assailant to attend a batterer’s counseling program (depending on jurisdiction).
- award you temporary custody of your children and may grant you temporary support for yourself and/or the children of the alleged assailant (THIS MAY NOT APPLY IN ALL CASES).

Terms of order may vary depending on each specific circumstance. If you are awarded custody/support you must follow up by filing the appropriate custody/support actions in a timely manner. Do not wait until your order expires. Speak to an attorney prior to taking these actions for legal advice.

**10. Will my protection order be enforced in another county or state?**

In most cases, yes. Most out-of-state courts will enforce a valid protection order that is issued and properly filed in another state.

**11. What if the alleged assailant violates the order?**

You should immediately call the police and report the violation. A police officer may arrest the alleged assailant, even if he/she does not witness the abuse. An alleged assailant charged with the contempt of a protection order can face criminal charges for the acts committed that were in violation of the order.

**12. How can I get a copy of my PFA order?**

All local court matters, including your injunctions, get filed with the Bay County Clerk of Courts Office, located at Bay County Court House 300 E. 4th Street, Panama City, FL. You may go in person and request your copies.

**13. What Domestic Violence Programs exist in Bay and Gulf Counties?**

Address Confidentiality Program; Criminal justice support/advocacy; Crisis counseling; Emergency cell telephone; Emergency legal advocacy; Follow-up contact; Information and referral; Personal advocacy; Transportation; Victims compensation claims assistance; Death notification; ID Theft recovery and assistance

Bay County

Victims Served: All victims  
 Counties Served: Bay  
 Circuits Served: 14  
 Fee: No  
 Hours of Service: 24 hrs.  
 E Mail: [cjackson@bayso.org](mailto:cjackson@bayso.org)  
 Web Site: [www.bayso.org](http://www.bayso.org)

Contacts: Chevina Jackson - Victim Advocate (850) 248-2125

### Gulf County

Victims Served: All  
Counties Served: Bay, Calhoun, Gulf, Holmes, Jackson, Washington  
Circuits Served: 14  
Fee: No  
Hours of Service: Mon. - Fri. 8:00 a.m. - 5:00 p.m. (EST)  
E Mail: david.angier@sa14.fl.gov  
Web Site: [www.sa14.fl.gov](http://www.sa14.fl.gov)  
Contacts: De Ann Wilder - Victim Advocate (850) 229-6131

GCSC may issue an institutional “no contact” order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, college offices will work cooperatively to ensure that the complainant’s health, physical safety, work, and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant will be offered changes to academic, living (student-athletes on housing provided scholarships only), and/or working situations or protective measures regardless of whether the victim chooses to report the crime to FSUPC Police Department or local law enforcement.

Examples of options for a potential change to your academic/work situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. To request changes to academic, living (student-athletes on housing provided scholarships only), transportation and/or working situations or protective measures, a victim should contact the appropriate office as follows:

- Students:  
Dean of Student Life – Dr. Melissa Lavender, (850) 747-3211 Executive  
Director of Operations – David Thomasee, (850) 873-3582
- Employees:  
Executive Director of Human Resources – (850) 872-3866  
Executive Director of Operations – David Thomasee, (850) 873-3582

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, GCSC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:



<http://www.rainn.org> – Rape, Abuse and Incest National Network  
<http://www.ovw.usdoj.gov/sexassault.htm> – Department of Justice  
<http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. For example, publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

GCSC does not publish the name of crime victims nor house identifiable information regarding victims in the FSUPC Police Department’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources. Students can self-elect to restrict using self-service online in their College account or by contacting the Registrar. Employees may have the ability to restrict identifying information and should contact Human Resources for further information and assistance.

**How to be an Active Bystander. Bystanders play a critical role in the prevention of sexual and relationship violence. – HAVEN:**

Active Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or legal assistance.

**Risk reduction:**



With no intention to blame the complainant, and with recognition that only those who commit sexual misconduct and violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. (Taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- 16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- 17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **D. Adjudication of Violations**

Whether or not criminal charges are filed, the college or a person may file a complaint under the sexual misconduct policy alleging that a student violated the College's Sexual Misconduct Policy or alleging an employee violated the Sexual Misconduct Policy. The following are the overviews of the policy and procedures in place as they relate to employees as the accused or students as the accused.

Reports of domestic violence, dating violence, sexual assault, and stalking made to FSUPC police, the Executive Director of Operations automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The College has developed policies for resolving reports of domestic violence, dating violence, sexual assault, and stalking. For students, these allegations will be resolved using the procedures outlined in the Student Code of Conduct (for students) or the Sexual Misconduct Policy (for employees).

### **Employee Sexual Misconduct Policy and Procedures Overview**

The procedures described in Gulf Coast State College's Sexual Misconduct Policy represent the college's method for responding to complaints of sexual misconduct, whether those complaints are formal or informal, involving employees as the accused party. The procedure for informal complaints calls for prompt review and mediation if desired, followed by action intended to prevent any misconduct. The procedure for formal complaints also results in prompt review which may result in disciplinary action against someone who has sexually harassed another. To the extent possible, the college expects to complete the investigation within 20 business days of receiving a written complaint unless there are extenuating circumstances which may prevent the college from complying with this timeframe.

The complainant has the right, consistent with this policy's time frame, to file a formal complaint at any time during the informal process or if satisfactory results are not achieved through the informal process. The complainant also has the option of pursuing formal complaints through the following public agencies responsible for enforcing the laws against sexual misconduct within the time frames listed: U.S. Dept. of Education, Office for Civil Rights (215) 656-8541 (180 days); Equal Employment Opportunity Commission (800) 669-4000 (300 days).

Employees accused of sexual misconduct have the right to be assisted by legal or other representative at any meeting held to discuss the complaint with the accused. If an employee

elects to be represented by his or her attorney, the attorney will receive copies of all written notifications sent to the accused. The complainant also has the right to be assisted in all aspects of the complaint procedure by an advocate should they desire to do so.

If a complaint alleges sexual misconduct by an employee of the Office of Human Resources or the Office of the President, the complaint will be investigated by a party external to the College.

Sexual misconduct is a serious matter which can have far-reaching effects; therefore, knowingly false or malicious accusations may result in disciplinary action.

In order to process either an informal or formal complaint of sexual misconduct, the individual, accompanied by an advocate if she or he wishes, must process the complaint through the college's Executive Director of Human Resources. The complainant will provide a written statement to the Executive Director of Human Resources with sufficient factual information to permit the director to make an initial determination if the College policy on sexual misconduct may have been violated.

Complaints may be filed up to 180 days after the alleged act or behavior. However, it is in the best interest of all to conduct a timely review of the circumstances of the alleged harassing behavior; accordingly, complainants are urged to file complaints as soon as possible. In recognition of the dignity and reputations of all parties, it is the intent of the College's employees officially involved in the proceedings or investigation to preserve the confidentiality of the complaints and all proceedings. Disclosure of the complaint will be limited to individuals who, in the interest of fairness and problem resolution, have a need to know. The complainant and the accused are expected to maintain confidentiality consistent with the intent of the College.

The facts will be evaluated using a preponderance of the evidence standard to determine if a violation of this policy has occurred. At the conclusion of the process, written outcomes and resolutions will be provided to the complainant and the accused.

### **The Complaint Process:**

The sexual misconduct complaint process includes different types of procedures for resolving complaints from individuals who believe they may have been the subject of a specific act or a pattern of behavior falling within the definition of sexual misconduct. The individual can, if he or she chooses, inform the offender orally or in writing that those actions are offensive and to ask firmly that they cease. However, should the oral or written request not stop the misconduct or if such a request is too difficult to make, then the individual may discuss the issue with the offender's supervisor, department chair or dean, or contact any of the below listed College offices to seek assistance.

Title IX Coordinator/Executive Director of Human Resources - (850) 872-3866

Dean of Student Life - (850) 747-3211

Executive Director of Operations - (850) 873-3582

The above noted offices serve as an initial point of contact and provide information regarding sexual misconduct and the College's procedures in handling complaints. The Executive Director

of Human Resources will be responsible for initially determining if the complaint may represent a violation of the College's sexual misconduct policy. If the Executive Director of Human Resources determines that the complaint does not violate the College's Sexual Misconduct Policy, the individual filing the complaint will be so advised and the on-campus case will be closed. If there is a disagreement with this decision, the individual filing the complaint may ask that the decision be reviewed by the President of the College. The Executive Director of Human Resources does maintain the right to refer the case to other appropriate officials if it appears there may be other misconduct not construed to be sexual misconduct. If the Executive Director of Human Resources determines that the allegation may represent a violation of the college's sexual misconduct policy, the complainant may choose to process the complaint through either the informal or formal procedures.

### **Informal Complaint Procedure**

Informal procedures (wherein no formal finding or discipline of an employee will be involved) include efforts to mediate a resolution upon which both the complainant and the individual accused of sexual misconduct behavior can agree. It is not appropriate to use this informal complaint procedure in cases of sexual assault.

The complainant initiates the informal procedure by filing a written complaint. Upon review of the informal complaint, the Executive Director of Human Resources will contact the accused to arrange a meeting to inform the individual of the complaint. If the person making the accusation is a student enrolled at the time in the class of the accused, upon request of the student, the Executive Director of Human Resources may delay the notification until after the completion of the semester. The Executive Director of Human Resources will advise the accused of the informal complaint procedures and describe the alleged behaviors which are considered to be offensive by the complainant.

After accepting the informal complaint, informing the accused of the allegations and the complainant's desire for mediation, and with the concurrence of the accused, the Executive Director of Human Resources will facilitate a resolution or appoint a mediator.

The Executive Director of Human Resources will notify the parties of the mediator's identity. Mediation occurs by mutual consent; therefore, at any stage of the mediation process either party has the opportunity to withdraw from the process. The mediator will serve as the facilitator to seek resolution. Information regarding the circumstances and perceptions of the complainant will be shared by the mediator with the accused and the accused will have an opportunity to respond. The Executive Director of Human Resources will send a written summary of the outcome to the parties. If the complainant is not satisfied with the outcome, the complainant may choose to file a formal complaint utilizing the college's sexual misconduct policy or through external agencies. If the Executive Director of Human Resources makes a determination that there is a need for a formal investigation, the formal process may be initiated on behalf of the College.

All written summaries of the Informal Complaint Procedure will be maintained by the Executive Director of Human Resources for a period of five (5) years. No written record will be forwarded to the official personnel file.

### **Formal Complaint Procedure**

Formal procedure (wherein a formal finding will be made and discipline of an employee may be imposed if appropriate) includes an investigatory and review process. This investigatory procedure is not intended to interfere with any legal rights an employee or student has under the statutes and other laws of the State of Florida or the government of the United States of America.

The complainant initiates the formal complaint procedure by filing a written formal complaint. The Executive Director of Human Resources will inform the accused of the allegation and provide the accused with a copy of the written complaint and a copy of the college's Sexual Misconduct Policy. No investigation will be commenced until a copy of the complaint and Sexual Misconduct Policy has been mailed to the accused by certified mail. The Executive Director of Human Resources will provide an opportunity to meet with the accused in a timely manner to review the formal complaint and the college's sexual misconduct investigatory procedures.

After accepting a written formal complaint, the Executive Director of Human Resources will work with the Executive Director of Operations to assist in the investigation. In addition, the appropriate manager, supervisor, and/or chairperson will be advised. The Executive Director of Operations will investigate complaints and make findings of fact pertaining to the complaint. Investigating complaints includes, but is not limited to, access to records and interviewing the complainant, accused, and others who may have relevant information. The Executive Director of Operations has sole discretion to determine the scope and format of the investigation.

The Executive Director of Operations will submit a report of his or her findings to the Executive Director of Human Resources. The Executive Director of Human Resources may consult with College Attorney. The facts will be evaluated using a preponderance of the evidence standard to determine if a violation of this policy has occurred.

If it is determined that there is not enough evidence to warrant a finding of sexual misconduct, the complainant and accused will be notified by the Executive Director of Human Resources and the sexual misconduct complaint will be closed. The Executive Director of Human Resources, however, does maintain the right to refer the case to other appropriate College officials if it appears there may be violations of the College's Misconduct Policy or other College policies, not construed to be sexual misconduct.

If it is the opinion of the Executive Director of Human Resources that there is reasonable cause to believe that the College's policy on sexual misconduct has been violated, the Executive Director of Human Resources will forward the case information to the President of the College. Copies of these documents also will be provided to the accused.

Disciplinary actions for violation of the college's Sexual Misconduct Policy are: termination, suspension without pay, written warning, verbal warning, memorandum of instruction, reassignment, demotion and training.

The complainant will receive written notification of the final disposition of the complaint. If the complainant finds the resolution or disciplinary action unsatisfactory he or she may pursue the complaint with the appropriate external agencies.

### **Student Sexual Misconduct Policy and Procedures Overview:**

Sexual misconduct, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. A Title IX investigation is separate from a criminal investigation by the police and courts. Victims of any form of sex discrimination, sexual violence, sexual misconduct, or gender-based misconduct are encouraged to report the incident to the Title IX Coordinator.

Additionally, college employees are required to report any incident of sexual misconduct that they witness or that is reported to them and provide the name of the victim to the Title IX Coordinator. The Title IX Coordinator will speak with the victim to: ensure that she or he is aware of available resources, services, and interim safety measures to assist with the physical and emotional aftermath of the incident; advise the victim of the complaint filing options; and take any necessary steps to ensure the safety of the GCSC community.

### **To file a Gulf Coast State College GCSC judicial report:**

Any member of the college community may report charges of student conduct violation to the Dean of Student Life. The charge of misconduct by a member of the college community should be submitted in writing and should specify the misconduct and describe circumstances, evidence, witnesses, and any other information relevant to the acts of misconduct. The report should be submitted within ten (10) College working days after the alleged violation occurred. (For the purposes of this policy, “college working days” are defined as weekdays during which regular credit classes are scheduled, as per the college calendar. For reasonable cause, the Dean of Student Life may extend this time requirement.)

At any point during the procedures, any of the principals may request the assistance of a GCSC employed counselor.

Within five (5) college working days of receipt of the alleged violation, the Dean of Student Life will schedule an initial conference with the *accused student(s)* where the *accused student(s)* will be informed of the allegation of misconduct and the range of disciplinary action against the student(s) that may be imposed. The student(s) will be interviewed and given an opportunity to refute the allegations, make any statements, or provide any evidence or mitigating circumstances.

The Dean of Student Life will investigate the allegations and within five (5) college working days of the initial conference, render a decision and impose any reasonable disciplinary action necessary against the student. Upon dispensation of disciplinary action, the disciplinary proceedings will terminate, subject to any terms of the agreement.

The *accused student* may appeal the Dean of Student Life’ disciplinary decision and request a disciplinary hearing. This request for a disciplinary hearing must be made in writing and delivered to the Dean of Student Life within five (5) college working days after the disciplinary decision is rendered. The student may continue to attend classes and college activities at the discretion of the Dean of Student Life during the appeal process.

### **Discipline Committee**

The Discipline Committee is a standing committee composed of thirteen members:

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## **7 - Faculty members and administrators appointed by the GCSC President**

### **4 - Students appointed by SGA**

#### **Dean of Student Life (Ex-Officio)**

#### **Vice President of Academic Affairs (Chair)**

If regular members cannot be present for a hearing, alternates may replace them. The Committee Chair will preside at the Disciplinary Hearing and establish organizational or operational procedures necessary to conduct the hearing. The Chair may rule on all questions before the Discipline Committee and may limit repetitious testimony and exclude immaterial or irrelevant evidence. Strict rules of evidence shall not be applied.

### **Discipline Committee Responsibilities**

The *accused student* has a right to a fair and impartial hearing before the Discipline Committee on any charge of violating rules of student conduct. Failure of the *accused student* to cooperate with hearing procedures shall not prevent the Discipline Committee from making its findings of fact, conclusions, and recommendations. Failure by the *accused student* to cooperate may be taken into consideration by the Discipline Committee in recommending appropriate disciplinary action. The *accused student* shall be entitled to hear and examine evidence against him/her and be informed of the identity of its source and shall be entitled to present evidence or witnesses in his/her own behalf. Only those matters presented at the hearing in the presence of the accused will be considered by the Discipline Committee in determining whether there is sufficient evidence to believe the *accused student* violated the Student Code of Conduct.

### **To file an anonymous report**

The College strongly encourages those who want to file a report on behalf of themselves or someone else to identify themselves by name, but anonymous reports will be accepted by anyone with knowledge of a sexual misconduct violation.

Anonymous reports can be filed in a couple of ways:

- Submit a “Concerning or Threatening Behavior Form” (see below for more information on this form) online at:

<http://www.gulfcoast.edu/campus-life/campus-safety/behavior.html>.

- Submit written complaints via campus or postal mail (5230 W. highway 98 Panama City, FL 32401) to Executive Director of Human Resources.

The information collected is used to compile statistical information, which must be passed along to campus law enforcement for publication in the Campus Annual Security Report as required by the Jeanne Clery Act. Such information helps to provide the community with a clear picture of the extent and nature of campus crime in order to ensure greater safety. No names or other personally identifying information is used in the Campus Annual Security

Report, which can be found on the Campus Safety website at <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>.

These reports can be filled out by a student, staff, faculty, community member, parent, or anyone with information to report. Those who have been identified as Campus Security Authorities (CSAs) should not fill out the “Concerning or Threatening Behavior Form”. If you have any questions about Campus Security Authorities (CSAs) or the Clery Act Report, please contact David Thomasee, Executive Director of Operations at 850-873-3582.

Anonymous reports are used to collect information on instances of sexual misconduct. The information is useful for assessing the danger the incident represents to the community at large. In addition, information is also used for assessment purposes to ensure that Gulf Coast State College is maintaining a campus climate that is safe and supportive and providing adequate resources for students.

The college has a legal obligation to investigate anonymous reports of sexual misconduct to the full extent feasible. It is not usually possible to conduct a formal investigation of anonymous reports of sexual misconduct, or in situations where a complainant requests confidentiality, or when a person making a report asks that the complaint not be pursued; however, the college has a responsibility to take action to prevent misconduct.

In the event of anonymous reports of sexual misconduct, or if the person making the report asks that the complaint not be pursued, the Executive Director of Human Resources will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality, which may include meeting with the alleged harasser to provide notification of the allegations and the possible repercussions if a formal complaint is brought forward. The Executive Director of Human Resources may recommend voluntary sexual misconduct training for an individual or a work unit.

### **Confidentiality and Reporting**

Gulf Coast State College understands the amount of strength and courage that is required to come forward and disclose a sexual misconduct. Be it misconduct, assault, sexual exploitation, stalking, or dating violence, Gulf Coast State College takes your right to privacy seriously. Because the safety of our students, faculty, and staff is of our utmost concern, we are not always able to grant complete confidentiality in a sexual misconduct case, however, we will, to the extent possible, do our best to protect your privacy while meeting the college’s legal obligations.

There are some resources that provide complete confidentiality on and off campus. These three organizations can be found at:

<http://www.gulfcoast.edu/campus-life/campus-safety/victim-resources.html>

Under Title IX, the college has an obligation to investigate all incidents of sexual misconduct, and make victims aware of the resources available to them, while striving to respect the privacy



and confidentiality of the victim. Consistent with this and related obligations under Title IX, the confidentiality of all parties to the complaint of sexual misconduct will be observed by college personnel to the full extent possible. The college's obligation to protect the safety of its students and to record statistics may not permit complete confidentiality, but the college shall take the necessary measures to ensure that the information shared is limited to those individuals required to know pursuant to law, regulation, or college policy. In life-threatening situations, confidentiality is not legally possible and college employees will contact emergency personnel immediately.

Gulf Coast State College will not inform students' parents or guardians of their involvement in a situation involving sexual misconduct unless they are in major medical jeopardy. However, students are strongly encouraged to inform their parents or guardians. College officials will directly inform a student's parents or guardians only when requested to do so by the student.

All reported instances of sexual misconduct will be investigated promptly, thoroughly, and equitably with appropriate response taken to ensure a safe and nondiscriminatory environment for all students, faculty, and staff. Gulf Coast State College will inform the victim before conducting an investigation and determining appropriate action to remedy a situation. A victim may request that no investigation take place or that his or her name not be disclosed to the perpetrator during an investigation. These requests will be evaluated according to the severity of the situation and the threat that the perpetrator(s) poses to the overall safety of the campus community. The college will notify the victim if and when confidentiality and/or compliance with their wishes cannot be guaranteed.

### **Gulf Coast State College Disciplinary Procedure**

Any student or employee of Gulf Coast State College can file a charge against a student or student organization for violations of the Student Code of Conduct on the basis of sexual misconduct. Student Code of Conduct charges are entirely separate from a criminal investigation by the police, and any complainant may file a criminal complaint with police in addition to a Student Code of Conduct violation. The intentional filing of a false report will not be tolerated. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal laws and civil defamation laws.

### **Retaliation**

Gulf Coast State College prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of sexual misconduct or misconduct. Any retaliatory behavior should be reported immediately to the Dean of Student Life when involving a student and to the Executive Director of Human Resources when involving an employee. Any person, including third parties, who violates this retaliation policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

### **Investigation**

Once a complainant files a sexual misconduct complaint and is informed that an investigation will be conducted, a Title IX Coordinator conducts a fact-finding investigation. The coordinator is also the Executive Director of Human Resources. The Title IX Coordinator conducts a fact-finding investigation with all involved parties, including any witnesses. The investigation of a complaint will be conducted in a timely manner, and will be completed within 20 days unless there are extenuating circumstances. At the conclusion of the investigation, the Title IX Coordinator prepares a report detailing the incident and their findings. During the investigation phase, the victim may seek out remedies or protections until a formal remedy is imposed. Victims may request:

- housing reassignment to ensure that victim and accused are not in close proximity;
- limitations on contact between parties (referred to as a “No Contact Directive”);
- an escort to ensure the victim’s safety;
- reassignment of classes to ensure that the victim and accused are not attending the same class;
- counseling services;
- medical services (through local hospital[s]);
- academic support such as tutoring and/or;
- to withdraw from a class without penalty.

The Dean of Student Life may also consider other remedies and/or measures to ensure the safety of the victim and the campus community.

### **Confidentiality**

Gulf Coast State College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

### **Additional Protective Measures**

The Title IX Coordinator or their designee will determine whether interim interventions and interim and permanent protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Gulf Coast State College.

### **Federal Timely Warning Notice**

Victims of Dating Violence, Domestic Violence, Sexual Assault, and Stalking should be aware that Gulf Coast State College administrators must issue timely warnings for incidents reported that pose a serious or continuing threat to members of the campus community. Gulf Coast State

College will ensure that a victim's name and other identifying information is not disclosed when such warnings are issued, while still providing enough information for community members to make safety decisions for themselves.

### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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, volunteers services or is a student. A list of all registered sex offenders in Florida is available at: <http://offender.fdle.state.fl.us/offender/Search.jsp>.

# Charges of Student Misconduct and Disciplinary Actions

## Sex Offenses

Gulf Coast State College is committed to creating and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of sexual misconduct (assault, battery, harassment, exploitation, intimidation, or coercion). Sexual misconduct is illegal under both state and federal laws and is a violation of the rules and regulations of the college. Sexual misconduct will not be tolerated by any member of the college community, and any acts of sexual misconduct should be reported and will be acted upon thoroughly and swiftly.

The college has established the following policy in order to preserve the rights of the college employees, agents, and students to an environment free from sexual misconduct. Any employee, agent, or student will be subject to appropriate disciplinary action for violation of the college policy on sexual misconduct.

It is a violation of Gulf Coast State College sexual misconduct policy for any employee, agent, or student to engage in acts of sexual misconduct. Sexual misconduct is defined as verbal, nonverbal, or physical behavior of a sexual nature which interferes with an individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

### A. Prohibited Conduct:

1. Acts of sexual misconduct may include, but are not limited to:
  - a. Sexual favors requested and/or accompanied by implied or overt threats concerning one's job, academic grade, letter of recommendation, or similar activities;
  - b. Sex-based conduct that shows favoritism to a particular gender;
  - c. Verbal or nonverbal abuse of a sexual nature or unwelcome sexual advances;
  - d. Sexist remarks or gestures regarding a person's body, clothing, or sexual activities;
  - e. Physical contact such as patting, pinching, or unnecessary touching;
  - f. Public indecency by exposing one's body in such a manner that another party could reasonably be offended or sexual conduct where another party could reasonably be offended;
  - g. Voyeurism, trespassing, spying, or eavesdropping for sexual arousal;
  - h. Sexual battery, also known as sexual assault or rape. Sexual battery is considered a felony in Florida, punishable pending on the degree of the felony with imprisonment for a third degree felony of five years to punishment for a capital felony of life imprisonment, serving no less than 25 years without parole.
2. Act of Retaliation:
  - a. Any employee, agent, or student of Gulf Coast State College who retaliates in any manner against a complainant for reporting sexual misconduct will be deemed to be in violation of this policy.

- b. Such an act of retaliation will be prosecuted in the same manner and to the same extent as for an act of sexual misconduct.
3. False Accusations:
- a. All employees and students are entitled to be protected from false, frivolous, or malicious allegations of sexual misconduct. Such complaints and allegations cannot and will not be tolerated.
  - b. Any employee or student who, based on the preponderance of evidence developed during the informal inquiry or formal investigation, is found to have given false information or made false accusations of sexual misconduct shall be subject to disciplinary action under established college policies.
4. Confidentiality:
- All information acquired during an investigation or information relating to the complaint will be handled in the strictest of confidence and disseminated on a need to know basis.

## **Crime Prevention Awareness**

Crime prevention starts with you and the following information is designed to assist you with that by providing some suggestions that will help increase your overall safety. Although all of this may not apply to you, it is good information to know and it can be adapted to fit your personal needs.

### **Protecting Personal Property**

Keep a personal inventory of belongings and take photographs of expensive items. Include make, model, serial number, and description. (i.e., Dell Inspiron Laptop 2100, SN: 012-34-56798, blue and grey laptop computer.) In the event that any of your property is stolen, this information is vital in reporting to the police.

Items that are easily moveable should be kept out of sight and away from areas with easy access (i.e., do not leave personal property on the front porch of your home where someone can easily remove it).

Make copies of important papers and cards that you carry including your driver's license. For credit cards, keep a copy of a statement with the card number and information on how to cancel it if it's ever stolen.

Copy your vehicle tags and VINs (vehicle identification numbers). If your vehicle is ever stolen, this will speed up the process of entering your vehicle in the national database so all law enforcement agencies can access it.

Keep all the above listed information that you've copied in a safe place such as a home safe or safety deposit box.

Do not lend keys to anyone. Keys can be duplicated, providing access to your home, car, storage areas, etc.

## **In Your Car**

When walking to your vehicle, have your keys in your hand. If your vehicle is equipped with a remote that locks/unlocks or activates a panic alarm, use this to your advantage. Unlock your doors right as you approach; and if anyone nearby seems suspicious activating the alarm can be a good deterrent since criminals generally try to avoid attention.

Don't stop for stranded motorists. Instead, call the local police or the Florida Highway Patrol and let them respond to the need for assistance. Don't offer rides to anyone you do not know, even if they claim to be a student.

Check the back seat before entering the vehicle. Although locking vehicle doors is a great way to prevent someone from entering, you should always check to make sure before entering.

Keep vehicle doors locked at all times, even when driving. While parked it may deter burglary and while driving, it may prevent someone from jumping into your vehicle when stopped for traffic or at a traffic control device (red light, stop sign, etc.).

Make sure your vehicle's routine maintenance is completed as instructed and that you keep enough fuel in your vehicle in case of an emergency.

If your vehicle breaks down while driving, and there is not a safe place to stop, put the flashers on and wait inside your vehicle. If someone stops to help, ask them to call the police or AAA for you. If you've already notified the police, tell them that the police are on the way. Do not accept rides with anyone that you do not know.

## **At Your Residence**

Remember to lock the doors and windows, even if you are only going to be gone for a short time.

Make sure the area around your home is well lit. Leave porch lights and other lighting on when it's dark outside. If you're leaving and do not plan to return home until after dark, leave an interior light on with the shade/curtains drawn. For those who live in apartment complexes, notify maintenance staff of any exterior lights that are not working.

Make sure you know who is at your front door before you opening it. If there are no windows that allow you to see who is at the door, consider installing a peep hole.

If an unknown person comes to your door asking for help or to use the phone, make the call for them. Do not let them into your residence.

Get to know your neighbors. Knowing your neighbors and participating in neighborhood watch groups adds an additional layer of security for your home.

## **When You're Away from Home**

If exercising outside, do so with a friend and avoid walking or jogging after dark. If you must exercise after dark, stay in well-lit areas and avoid walking in dark alleys, along bush/tree lines, and try to stay away from buildings where you can't see around corners.

When traveling to and from, park your vehicle in a well-lit area with any valuables secured in the trunk. Make sure to remove your keys and carry them with you.

Tell someone where you are going and when you will return.

If someone attempts to snatch your purse or wallet, let them take it instead of risking injury by fighting back. Then, call the police immediately.

Use caution in deciding where you utilize Automatic Teller Machines (ATMs). Using an ATM in a secluded place or one that isn't well-lit, especially after dark, increases your risk of robbery and/or injury.

## **Disability or Impairment**

Use reflective tape or other materials on wheelchairs and other mobility devices.

On campus, report any physical hazards such as broken sidewalks, tripping hazards, spills, and other areas that cause concern.

## **Identity Theft Prevention**

Identity theft occurs when someone uses your personal identification information to open credit accounts, steal money from your banking accounts, and make other purchases under your name. Identity theft is one of the fastest growing crimes in the country and takes months or years to repair because it often goes on for months before anyone recognizes what has happened.

There are some steps you can follow to help prevent this from happening:

1. Take your credit card and ATM receipts and dispose of them properly. If available, a paper shredder is the best option for proper disposal.
2. Be cautious of devices known as "skimmers" that copy your credit/debit card information even when using them at legitimate locations. They are often placed on automated teller machines (ATMs) so pay attention to your ATM and if anything looks out of place, do not use it.
3. Do not have your Social Security number printed on your checks. Since checks already contain most of your identification information, having your Social Security number added makes it the perfect item for successful identity theft.
4. When traveling, only carry the credit/debit cards that you need, and do not carry your Social Security card or passport unless necessary.

5. Monitor your bank and credit card accounts regularly. Almost all have an online banking resource that shows all transactions. Be familiar with what you've used and check your statements to make sure no unauthorized charges have shown up.
6. Monitor your credit report. Each year, the credit reporting agencies allow one free credit report and you should use this to make sure there are no unknown accounts opened in your name.

If you find that you have become a victim of identity theft, immediately notify your local law enforcement agency to file a report. Then, call your banking/credit institutions to hold or cancel your accounts. Remember, call the police first as most banking/credit institutions require a police report number to process the request.

Here are some websites with further information on identity theft:

<http://www.idtheftcenter.org/>

<http://www.consumer.ftc.gov/features/feature-0014-identity-theft>

## Emergency Notification Systems

In the event of an emergency that would affect any of GCSC's campuses, emergency notification alerts would be sent as soon as possible with information on the type of emergency and suggested safety steps to be taken. In some rare occasions, the notification may be delayed in being delivered if the delivery of that notification would increase the risk of harm to students, visitors, faculty, or staff.

Currently, GCSC uses a series of different notification methods to delivery emergency information. The methods being used are listed below with a brief description:

7. **Text Alert System**: This system allows GCSC to send mass text notifications to all participants who have signed up to receive text messages. If you are not signed up, use this link <http://www.gulfcoast.edu/alert.htm> to sign up.
8. **Campus TV Monitors**: This system is easily identified by the TV monitors that are placed around the campus. In an emergency, the system would display the warning and a brief message containing instructions.
9. **Email Notification**: Much like the text alerts, this system allows us to send mass notification via the email address you have registered with GCSC. All students and faculty are given GCSC email addresses and are encouraged to check it frequently. If you have any issues accessing your GCSC email, please contact Technical Support at (850) 769-1551 ext. 3303 or from off-site at (850) 913-3303.
10. **Classroom/Building PA System**: This system allows all the phones in the classrooms and offices to become PA systems that emergency notifications can be delivered through. In an emergency,



this system will broadcast through the phone's external speaker system and in the event that the phone is in use, it will place the current call on hold and deliver the emergency notification.

11. **Outside Loudspeaker:** This system consists of large outdoor speakers that are used to deliver messages to those students, visitors, staff, and faculty who are between classes or just outside the buildings where the campus TV monitors can't be seen and the phone's PA system cannot be heard. In the event of an emergency, this system would provide the information available with safety instructions for you to follow.
12. **GC90.7 FM Radio Station:** GCSC can also utilize its radio station to deliver emergency messages and used post-incident to deliver updates to the community as the situation progresses.

## **Clery Reportable Crimes / Uniform Crime Reporting (UCR) Definitions**

The UCR Program collects statistics on the number of offenses known to law enforcement. In the traditional Summary Reporting System (SRS), there are nine crimes, or Part I offenses, (murder and non-negligent homicide, forcible rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson) to be reported to the UCR Program. These offenses were chosen because they are serious crimes, they occur with regularity in all areas of the country, and they are likely to be reported to police. The Part I offenses are defined as:

**Criminal Homicide**—a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen.  
b.) Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence.

**Forcible and Non-Forcible Sex Offenses**—The carnal knowledge of a person forcibly and against his or her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used—victim under age of consent) are excluded.

**Robbery**—The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

**Burglary (breaking or entering)**—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**Arson**—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Arson statistics are not included in this table-building tool.

In addition to the above listed UCR crimes, the Violence Against Women Act (VAWA) has added three more crimes to be reported. Those crimes are:

**Domestic Violence**—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant money, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of that jurisdiction.

**Dating Violence**—The term “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:
  - (i) the length of the relationship
  - (ii) the type of the relationship
  - (iii) the frequency of interaction between the persons involved in the relationship.

**Stalking**—The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

# Drug, Liquor, and Weapons Law Violations

**Liquor Law Violations:** The violation of state laws or local laws/ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug Law Violations:** Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance, including: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); dangerous nonnarcotic drugs (barbiturates, Benzedrine). Violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, or making of narcotic drugs.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

This classification encompasses weapons offenses that are regulatory in nature. Agencies must include: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

# Crime Statistics

Crimes Reported to Gulf Coast State College (Panama City Campus)

Panama City Campus				
Clery Reportable Crimes	2019	2020	2021	Total
Murder	0	0	0	<b>0</b>
Manslaughter	0	0	0	<b>0</b>
Forcible Sex Offenses	0	0	0	<b>0</b>
Non-Forcible Sex Offenses	0	0	0	<b>0</b>
Robbery	0	0	0	<b>0</b>
Aggravated Assault	0	0	0	<b>0</b>
Burglary	1	1	0	<b>2</b>
Arson	0	1	0	<b>1</b>
Motor Vehicle Theft	0	0	0	<b>0</b>
Domestic Violence	0	0	0	<b>0</b>
Dating Violence	0	0	0	<b>0</b>
Stalking	0	0	0	<b>0</b>

Select Offenses reported to Gulf Coast State College (Panama City Campus)

Panama City Campus				
Select Offenses	2019	2020	2021	Total
Alcohol Offenses	1	0	0	<b>1</b>
Drug Offenses	2	0	2	<b>4</b>
Illegal Weapons Offenses	0	0	0	<b>0</b>

\*Note: Crime statistics indicated here are a compilation of self-generated (FSUPC Police reports) incidents and those incidents reported by outside agencies.

Crimes Reported to Gulf Coast State College (Panama City Campus) that occurred on the public property surrounding the campus and not on the GCSC campus. This includes areas of Collegiate Drive, West 23<sup>rd</sup> Street, and US Highway 98.

<b>Public Property - Panama City Campus</b>				
<b>Clery Reportable Crimes</b>	<b>2020</b>	<b>2019</b>	<b>2021</b>	<b>Total</b>
Murder	0	0	0	<b>0</b>
Manslaughter	0	0	0	<b>0</b>
Forcible Sex Offenses	0	0	0	<b>0</b>
Non-Forcible Sex Offenses	0	0	0	<b>0</b>
Robbery	0	0	0	<b>0</b>
Aggravated Assault	0	0	0	<b>0</b>
Burglary	0	0	0	<b>0</b>
Arson	0	0	0	<b>0</b>
Motor Vehicle Theft	1	0	0	<b>1</b>
Domestic Violence	3	0	0	<b>3</b>
Dating Violence	0	0	0	<b>0</b>
Stalking	0	0	0	<b>0</b>

Select Offenses reported to Gulf Coast State College (Panama City Campus)

<b>Public Property - Panama City Campus</b>				
<b>Select Offenses</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Alcohol Offenses	0	0	2	<b>2</b>
Drug Offenses	3	0	4	<b>7</b>
Illegal Weapons Offenses	0	0	2	<b>2</b>

**\*Note:** Crime statistics indicated here are a compilation of self-generated (FSUPC Police reports) incidents and those incidents reported by outside agencies.

Crimes Reported to Gulf Coast State College (Gulf / Franklin Campus)

<b>Gulf / Franklin Campus</b>				
<b>Clery Reportable Crimes</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Murder	0	0	0	<b>0</b>
Manslaughter	0	0	0	<b>0</b>
Forcible Sex Offenses	0	0	0	<b>0</b>
Non-Forcible Sex Offenses	0	0	0	<b>0</b>
Robbery	0	0	0	<b>0</b>
Aggravated Assault	0	0	0	<b>0</b>
Burglary	0	0	0	<b>0</b>
Arson	0	0	0	<b>0</b>
Motor Vehicle Theft	0	0	0	<b>0</b>
Domestic Violence	0	0	0	<b>0</b>
Dating Violence	0	0	0	<b>0</b>
Stalking	0	0	0	<b>0</b>

Select Offenses reported to Gulf Coast State College (Gulf / Franklin Campus)

<b>Gulf / Franklin Campus</b>				
<b>Select Offenses</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Alcohol Offenses	0	0	0	<b>0</b>
Drug Offenses	0	0	0	<b>0</b>
Illegal Weapons Offenses	0	0	0	<b>0</b>

\*Note: Crime statistics indicated here are a compilation of incidents from Port St. Joe Police Department and those incidents reported by the Gulf County Sheriff's Office.

Crimes Reported to Gulf Coast State College (Gulf / Franklin Campus) that occurred on the public property surrounding the campus and not on the GCSC campus. This includes areas of US Highway 98 and Garrison Ave.

<b>Public Property - Gulf / Franklin Campus</b>				
<b>Clery Reportable Crimes</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Murder	0	0	0	<b>0</b>
Manslaughter	0	0	0	<b>0</b>
Forcible Sex Offenses	0	0	0	<b>0</b>
Non-Forcible Sex Offenses	0	0	0	<b>0</b>
Robbery	0	0	0	<b>0</b>
Aggravated Assault	0	0	0	<b>0</b>
Burglary	0	0	0	<b>0</b>
Arson	0	0	0	<b>0</b>
Motor Vehicle Theft	0	0	0	<b>0</b>
Domestic Violence	0	0	0	<b>0</b>
Dating Violence	0	0	0	<b>0</b>
Stalking	0	0	0	<b>0</b>

Select Offenses reported to Gulf Coast State College (Gulf / Franklin Campus)

<b>Public Property - Gulf / Franklin Campus</b>				
<b>Select Offenses</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Alcohol Offenses	0	0	0	<b>0</b>
Drug Offenses	0	0	0	<b>0</b>
Illegal Weapons Offenses	0	0	0	<b>0</b>

**\*Note:** Crime statistics indicated here are a compilation of incidents from Port St. Joe Police Department and those incidents reported by the Gulf County Sheriff's Office.

Crimes Reported to Gulf Coast State College (North Bay Campus)

North Bay Campus				
Clery Reportable Crimes	2019	2020	2021	Total
Murder	0	0	0	0
Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Select Offenses reported to Gulf Coast State College (North Bay Campus)

North Bay Campus				
Select Offenses	2019	2020	2021	Total
Alcohol Offenses	0	0	0	0
Drug Offenses	0	0	0	0
Illegal Weapons Offenses	0	0	0	0

\*Note: Crime statistics indicated here are compiled by the Bay County Sheriff's Office.



Crimes Reported to Gulf Coast State College (North Bay Campus) that occurred on the public property surrounding the campus and not on the GCSC campus. This includes area of County Road 2300.

<b>Public Property - North Bay Campus</b>				
<b>Clery Reportable Crimes</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Murder	0	0	0	0
Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Select Offenses reported to Gulf Coast State College (North Bay Campus)

<b>Public Property - North Bay Campus</b>				
<b>Select Offenses</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Alcohol Offenses	0	0	0	0
Drug Offenses	0	0	0	0
Illegal Weapons Offenses	0	0	0	0

\*Note: Crime statistics indicated here are compiled by the Bay County Sheriff's Office.

Crimes Reported to Gulf Coast State College  
 (Off Campus Athlete Housing: 1912, 1916, & 1924 Danford Ave. Panama City, FL)  
 May 31, 2018 to December 31, 2019

Non-Campus Housing: Danford Townhomes				
Clery Reportable Crimes	2019	2020	2021	Total
Murder	0	0	0	0
Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Select Offenses reported to Gulf Coast State College  
 (Off Campus Athlete Housing: 1912, 1916, & 1924 Danford Ave. Panama City, FL)  
 May 31, 2018 to December 31, 2019

Non-Campus Housing: Danford Townhomes				
Select Offenses	2019	2020	2021	Total
Alcohol Offenses	0	0	0	0
Drug Offenses	0	0	0	0
Illegal Weapons Offenses	0	0	0	0

\*Note: Crime statistics indicated here are compiled by the Panama City Police Department and the Bay County Sheriff's Office. The reported crimes are limited to only the specific units utilized by Gulf Coast State College and the shared common areas of those units.

# **END OF REPORT**