



2016

Annual Campus Safety

&

Fire Safety

Report

Issue for 2017/2018 Academic Year

F L O R I D A POLYTECHNIC UNIVERSITY POLICE DEPARTMENT

The Florida Polytechnic University Police Department provides professional law enforcement services and crime prevention assistance to maintain and promote human safety and the security of property for the Florida Poly campus and its associated locations. The department facilitates the achievement of the academic, research, and public service missions of the university through its safety and security programs, the protection of individual rights, and reducing fear of crime.

The Department continues to grow with the needs of Florida's newest and 12th university. Partnered with the Lakeland Police Department (LPD) and the Polk County Sheriff's Office (PCSO), it provides services for students, faculty, staff and visitors.

This Annual Security and Fire Safety Guide is our way of increasing communication about crime prevention and awareness. We also provide educational programs to increase the community's knowledge and safety as it relates to public safety and police services.

Richard A. Holland, Jr

Richard A. Holland, Jr.

Chief of Police

Florida Polytechnic University

rholland@fpoly.org

CLERY ACT REQUIREMENTS

- Publish an annual report by October 1ST that contains three years of campus crime and fire statistics, and certain campus security policies and fire prevention statements.
- Disclose crime statistics for campus, public areas immediately adjacent to or running through the campus, and non-campus facilities and remote classrooms.
- Provide timely warning to the campus community on crimes considered to be a threat to students and employees.
- Publish on-campus housing fire statistics and fire drills from the previous year.
- Compile, prepare and distribute this report by working with local law enforcement and other university officials who have significant responsibility for student and campus activities. Fire statistics are provided by Lakeland Fire and Rescue.
- Members of the Florida Poly community are encouraged to use this report as a guide for safe practices on and off campus. The Annual Security and Fire Safety Guide is published by The Department and is available online at www.flpoly.org. For a printed copy, please visit the Department located at 4539-1 Polytechnic Circle (next to the Campus Control Center).

MISSION, VALUES, VISION & GOALS

Mission

The Department, along with the LPD and the PCSO provides high-quality, professional crime prevention, protection, and law enforcement services to maintain and promote human safety and the security of property for the Florida Poly campus and its associated locations. The department facilitates the achievement of the academic, research, and public service mission of the university through its safety and security programs, the protection of individual rights, and reducing the fear of crime.

This mission is accomplished through the direct provision of traditional law enforcement and emergency services, and the design and delivery of proactive educational, outreach and crime prevention programs for a broad and diverse campus community. The Department provides services, develops programs, and trains its sworn and civilian staff members with sensitivity to the unique concerns of the university community.

Values

In carrying out its stated mission, all members of the department strive to embrace the following core values:

- Accept responsibility for our actions.
- Exhibit respect for the individual.
- Maintain open lines of communication within the community and the department.

- Ensure fairness to those we serve and with whom we work.
- Demonstrate a commitment to excellence.
- Solve problems in the community.
- Demonstrate sensitivity to differing points of view

Vision

The Department will grow with the needs of an expanding university. The Department will augment services for commuting students and students residing on campus. Through continued documentation, review and planning, the department will be cognizant of services that are required by the university. Those services will be provided by a well-trained, well-equipped and professional law enforcement departments.

Goals

- Increase public safety and police coverage for the university community by **expanding programs** currently offered and adding new services as required.
- Increase communications by routinely publishing information on crime prevention and awareness, and by providing educational programs to increase the community's knowledge and safety as it relates to police services.
- Meet the challenges of maintaining and improving law enforcement services by aggressively seeking, employing, and retaining high-quality law enforcement professionals.
- Continually train all officers to be knowledgeable of current laws and procedures.
- Ensure that the department's members represent the constituency it serves and do not discriminate.
- Maintain and upgrade communications, alarm and surveillance systems, patrol vehicles, and other police equipment needed to effectively provide comprehensive police service.

My Poly ALERT

The Department will make reasonable efforts to provide notification about emergencies and natural or man-made disasters affecting the university.

Each individual who has the authority to activate the My Poly Alert system has the responsibility of ensuring that it is activated primarily for life safety situations, and is not used for routine notifications. Florida Poly 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

WHAT IS My Poly ALERT?

My Poly Alert is a multimedia communications system that provides timely and accurate information about emergency situations that could impact the university. The goal is to help keep the campus safe and informed during an emergency.

The Department, along with the Executive Staff will determine which communications tools will be used during an emergency. These entities work together to provide timely and accurate information to the Florida Poly community. My Poly Alert features several communications tools, including e-mails, text messages, Web updates, social media, voice messaging and more.

Generally, e-mails and text messages will be used only for events that present an imminent danger to the campus community or that will significantly impact university operations. Florida Poly understands that some My Poly Alert recipients may be charged for receiving text messages, and, therefore, will use text messages judiciously.

Examples of situations in which text messages and e-mails might be sent include, but are not limited to, bomb threats, chemical spills, significant traffic or parking issues, and extreme weather alerts.

At all times, the best source for official news and information is the Florida Poly website, www.flpoly.org. The site will be updated during an emergency, as information becomes available.

For questions about My Poly Alert and how it is used, contact the University Police at (863) 874-8472 or the IT Help Desk at (863) 874-8888 prompt 2.

PRIMARY NOTIFICATIONS

These are the primary and immediate ways campus community members will be notified about an emergency on campus:

Florida Poly Emergency Home Page (FLPoly.org):

The Florida Poly home page will become the Florida Poly Emergency home page during a major emergency and will provide updates, instructions, and information to the Florida Poly community.

Outdoor and Indoor Public Address System at the IST Building.

In the event of an emergency a message will be broadcasted alerting and instructing occupants of the building and those outside the area.

SMS Text Messaging:

If you did not opt out, you will receive a text message on your cellphone with specific instructions.

E-Mail:

If you did not opt out, you will receive an e-mail to any e-mail account provided on your

If you do not have an e-mail address, sign up for a free Poly e-mail account. **(Sign up or update your emergency contact information now.)**

NOAA Weather Notification:

Florida Poly closely monitors the National Oceanic and Atmospheric Administration (NOAA) weather updates and receives weather alerts from the NOAA and the Polk County Emergency Operations Center. In the event of severe weather, Florida Poly will automatically distribute the appropriate warning message.

SECONDARY NOTIFICATIONS

These are other options Florida Poly may use to keep the campus community informed of current events regarding an emergency on campus. Individual or all systems will be used depending on the scale and size of the emergency.

Florida Poly Main Phone Line (863) 874-8888. Recorded messages of current events and instructions will be posted here.

Two-Way Radios: Employees on campus who utilize two-way radios for routine business (police, facilities operations, Student Affairs, housing) will also receive alerts and warnings via their radios from their home office.

Vehicle Public Address speaker: When an isolated or targeted message may be required, university vehicles equipped with public address speakers (i.e. University Police) may utilize this method.

Media Release or Press Conference: Depending on the nature and severity of the emergency, the local media may post breaking news or periodic updates regarding an emergency at MyPoly and Florida Poly T.V.

Depending on the nature and severity of the emergency, local radio and television news stations may carry live breaking news or periodic updates regarding an emergency on campus. Their websites may also carry live streaming audio, audio clips, or text updates.

Facebook: Keep up with Florida Poly news and also receive emergency notifications. [facebook.com/FIPoly](https://www.facebook.com/FIPoly)

Twitter: Keep up with Florida Poly news and also receive emergency notifications. twitter.com/FIPoly

Florida Poly is always working to find additional ways to notify the campus of an emergency, so stay tuned.

WHAT SHOULD I DO WHEN I RECEIVE AN EMERGENCY NOTIFICATION?

This will depend on the message that you receive, where you are at the time, and the emergency situation. If you are on campus and hear or receive the following, please obey these directions:

Lockdown or shelter-In-Place, Tornado, or severe Thunderstorm: Seek shelter immediately in the nearest hardened building, away from doors and windows.

All Clear: The campus is deemed safe by all emergency personnel. Return to normal business or follow instructions provided by the university or emergency responders.

Tests: Florida Poly will conduct tests of the Florida Poly Alert system. The campus community will be notified of these tests ahead of time. No actions are required.

The following university personnel have the authority to activate and deactivate the Florida Poly Alert system:

V.P./Chief Financial Officer

Director of Marketing and Communication

Chief of University Police

REPORTING CRIMINAL INCIDENTS AND OTHER EMERGENCIES

All students, employees, and guests should promptly report crimes in progress, life and death situations, and crashes with injuries to 911. Specify your location if you are calling from your cellphone. Stay on the line until the dispatcher locates your jurisdiction and tells you to hang up.

VOLUNTARY CONFIDENTIAL REPORTING

Florida Poly has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis. If you are the victim of a crime and do not wish to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With such information, the university can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. If individuals want to file an anonymous report, please go to the University Police page and click on Anonymous Witness and fill out the form. The form is then directed to the University Police for follow-up.

ACCESS TO UNIVERSITY FACILITIES

security is given considerable attention. Many cultural, community and academic events held in university facilities are open to the public. Other facilities, such as the bookstore, libraries and cafeterias, are also open to the public.

Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other university business.

EMERGENCY BLUE LIGHT PHONES

Located throughout campus, these phones provide direct contact to an emergency dispatch center. They can be identified by the blue light on top of the box or pole. When the red button is activated the phone will contact the dispatch center and the dispatcher will offer assistance. A police officer will be dispatched as needed.

CAMPUS SAFETY ALERT/CRIME ALERT BULLETIN

The university relies upon its close, working relationships with local law enforcement agencies to receive information about incidents involving Florida Poly students.

Florida Poly and LPD police officers actively investigate any crime tip received. When notified of incidents involving a campus community member, a Campus Safety Alert or Crime Alert Bulletin is released, detailing the incident and providing tips for others to avoid similar situations.

CAMPUS SECURITY AUTHORITY

Although students are encouraged to contact law enforcement when a crime is committed against them, students can also report to a Campus Security Authority. Those staff members who have been designated as a Campus Security Authority are:

Office of Student Affairs, Resident Hall Staff., Student Health Services, LPD Victim Services, The University Registrar, Florida Poly Counseling Center, and all members of the University Police.

COMMUNITY POLICING & SERVICES

ESCORT PATROL SERVICE

The University Police provides free safe passage for students, faculty and staff members, and visitors who need to cross the main campus after dark. Call (863)-874-8472 to contact the department to request an escort 24/7/365.

OPERATION ID/PROPERTY REGISTRATION

The Department offers free engraving of your student/faculty and staff identification number on your

valuables. This assists the police in recovering property that is lost or stolen. Property registration, another free service, provides students, and faculty and staff members with a way to record the make, model, value, color, and serial number of valuables. If any of the valuables are stolen, this information is needed to place the item in a national database, which will help in the recovery and return of your property.

ORIENTATION PROGRAM

The Department officers speak to students and their families about social behavior, crime prevention and the Florida Poly and Lakeland Police Departments. Students and parents receive information about preventing property crimes, theft and vehicle burglaries, as well as self-defense classes. After the presentation, parents are able to speak to officers about crime and crime prevention.

Florida Poly employees are the university's greatest assets against crime. In partnership with Human Resources, an officer speaks at new employee orientation about crime prevention, and keeping our campus safe. Employees are asked to report suspicious people and assist students who are in need of the police or medical attention.

PHYSICAL SECURITY ANALYSIS

Florida Poly officers are trained professionals who provide evaluations of buildings and departments to help make the campus safer. Departments can request an evaluation by calling during business hours Monday–Friday.

VICTIM SERVICES

Florida Poly has formed a partnership with the Lakeland Police Department's Victim Assistance Program. As part of their extensive victim advocacy program, they provide options, advocacy, and education to the Florida Poly community. Their primary mission is the provision of advocacy services to victims. More information is available at:

<http://www.lakelandgov.net/lpd/InvestigativeSvcs/VictimsAssistance.aspx>

SEX OFFENSES

If you are the survivor of a sexual battery, sexual assault, or date or acquaintance rape, and you do not wish to report immediately to law enforcement, help is available 24/7. An advocate can discuss all options, so survivors can make an informed decision and receive appropriate referrals and resources specifically designed for this type of victimization. A LPD advocate is always available to assist you with or without a police report. **RECOMMENDATIONS:**

- Call for an advocate.
- Consider filing a police report (recommended but not required).
- Do not change your clothing.
- Do not wash your body or clothes.
- Do not alter or change the scene of the crime

THE CAMPUS SEX CRIMES PREVENTION ACT

Section 1601 of Public Law 106-386: A federal law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. Please click on the following link <https://floridapolytechnic.org/departments-of-public-safety-and-police/> which will take you to our University Police Page and click on tab stating Sexual Predator/Offender Information. This tab will take you to the Florida Department of Law Enforcement website where you can see information on convicted registered sex offenders.

VIOLENCE AGAINST WOMEN'S ACT (VAWA)

The Violence Against Women Act (VAWA) has been of ongoing interest to Congress since its enactment in 1994 (P.L. 103-322). The original act was intended to change attitudes toward domestic violence, foster awareness of domestic violence, improve services and provisions for victims, and revise the manner in which the criminal justice system responds to domestic violence and sex crimes. The legislation created new programs within the Departments of Justice (DOJ) and Health and Human Services (HHS) that aimed to reduce domestic violence and improve response to and recovery from domestic violence incidents. VAWA primarily addresses certain types of violent crime through grant programs to state, tribal, and local governments; nonprofit organizations; and universities. VAWA programs target the crimes of intimate partner violence, dating violence, sexual assault, and stalking.

In 1995, the Office on Violence Against Women (OVW) was created administratively within DOJ to administer federal grants authorized under VAWA. In 2002, Congress codified the OVW as a separate office within DOJ. Since its creation, the OVW has awarded more than \$5 billion in grants. While the OVW administers the majority of VAWA authorized grants, other federal agencies, including the Centers for Disease Control and Prevention (in HHS) and the Office of Justice Programs (in DOJ), also manage VAWA grants.

Since its passage in 1994, VAWA has been modified and reauthorized several times. In 2000, Congress reauthorized the programs under VAWA, enhanced federal domestic violence and stalking penalties, added protections for abused foreign nationals, and created programs for elderly and disabled women. In 2005, Congress again reauthorized VAWA. In addition to reauthorizing the programs under VAWA, the legislation enhanced penalties for repeat stalking offenders; added additional protections for battered and/or trafficked foreign nationals; created programs for sexual assault victims and American Indian victims of domestic violence and related crimes; and created programs designed to improve the public health response to domestic violence.

In February 2013, Congress passed legislation (Violence against Women Reauthorization Act of 2013; P.L. 113-4) that reauthorized most of the programs under VAWA, among other things. The VAWA reauthorization also amended and authorized appropriations for the Trafficking Victims Protection Act of 2000, enhanced measures to combat trafficking in persons, and amended some VAWA grant purpose areas to include sex trafficking. Moreover, VAWA 2013 gave Indian tribes authority to enforce domestic violence laws and related crimes against non-Indian individuals, and established a nondiscrimination provision for VAWA grant programs. The reauthorization also included new provisions to address the rape kit backlog in states.

The Campus Sexual Violence Elimination Act

Florida Poly complies The **Campus Sexual Violence Elimination Act**, or **Campus SaVE Act (SaVE)**, is a 2013 amendment to the

Congress as a companion to [Title IX](#) that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the [Violence Against Women Reauthorization Act of 2013](#) on March 7, 2013.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

Florida Poly began implementing SaVE October 1, 2014

Increased Transparency

Florida Poly collects and reports statistics for domestic violence, dating violence and stalking (as defined by the Violence Against Women Act) occurring on-campus, on public property within and adjacent to campus, and at non-campus properties like off-campus student organization housing and remote classrooms. Florida Poly already reports sexual assault statistics.

Florida Poly will collect statistics from a broad range of campus officials including Resident Advisors, Deans and athletic coaches, campus police or security, and local law enforcement. The law requires disclosures to protect the confidentiality of victims in these statistical disclosures as well as any public record keeping, to the extent provided by law.

Victims' Rights

Florida Poly affords all students and employees who report an incident of sexual violence – covering sexual assault, domestic violence, dating violence and stalking – specific rights whether or not they pursue any formal complaint or not. Additionally, written notice of these rights are provided to a student or employee when they report their victimization.

Florida Poly affords all students or employees who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings).
- Procedures that should be followed in the event of an incident of sexual violence including –
 1. The importance of preserving evidence for proof in criminal proceedings;
 2. To whom the offense should be reported;
 3. Options for reporting to law enforcement including the right to be assisted by campus authorities;
 4. The right to decline to report to law enforcement; and
 5. Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Florida Poly will make changes to the academic, living, transportation and working situations of any victim if requested and reasonably available whether or not a formal report is made.

Conduct Proceedings

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with Florida Poly. Florida Poly has adopted and will disclose policies that –

- Florida Poly will advise the victim of the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Florida Poly will Provide a “prompt, fair and impartial investigation and resolution”;
- Florida Poly’s proceedings are conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;
- Florida Poly will ensure that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (Florida Poly will not

- Florida Poly will ensure that both the accuser and accused shall be simultaneously informed, in writing, of –
 1. The outcome of any institutional disciplinary proceeding;
 2. The procedures for the accused and the victim to appeal the results of the proceeding;
 3. Any change to the results; and
 4. When such results become final.

Education Programs

Florida Poly provides primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that contains the following information:

- Florida Poly prohibits sexual violence;
- Contained within the Florida Poly Annual Safety Report are the definitions of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
- Florida Poly will provide definition of consent for sexual activity in our jurisdiction;
- Florida Poly will provide information on bystander intervention;
- Risk reduction tips are contained within this Annual Report;
- Information about disciplinary proceedings and victims' rights as required by SaVE.

Conclusion

When the Campus SaVE Act takes full effect beginning with the 2014-2015 academic year students and employees will have many important, additional rights and options to seek if they have been the victim of an act of sexual violence. The U.S. Department of Education's Clery Act Compliance Division that has the power to investigate alleged violations and issue findings will enforce these provisions. If an institution is found to be in violation of the Clery Act they may face a warning, civil penalties per violation, the limitation or suspension of federal student aid eligibility, or the loss of eligibility to participate in federal student aid programs.

UNIVERSITY DISCIPLINARY ACTION

The Office of Student Affairs coordinates all disciplinary proceedings involving sexual misconduct by students, as defined in *The Student Handbook*. Victims of sexual misconduct may report these incidents to the University Police at 863-874-8472, to the Office of Student Affairs at 863-874-8650, or to LPD Victim Services at 863-834-6914. Students charged with violations of the Rules of Conduct as stated in *The Student Handbook* will be given notice of the charges and complaints against them and will be provided an opportunity to respond to these charges in a disciplinary hearing. A victim of sexual misconduct will be given the opportunity to offer comments regarding the sanctions imposed upon the charged student, should that student be found to have been in violation of university policies. When an alleged offender's behavior poses a threat to the university community, the Vice Provost of Student Affairs or his or her designee may immediately suspend the student from the university on an interim basis until a hearing can be convened to either confirm or cancel that immediate interim suspension. The alleged victim and the alleged offender will be given the opportunity to be accompanied by an adviser of their choice at the disciplinary hearing. Students found to have been in violation of the Rules of Conduct regarding sexual misconduct

section of *The Student Handbook*. These alternatives include disciplinary warning, disciplinary probation, or suspension or expulsion from the university.

University disciplinary proceedings may be held in instances involving alleged sexual misconduct, even when formal charges under state law are not brought in the state courts.

By offering a wide range of services designed to assist as well as educate students in resolving their disputes, the Office of Student Affairs combines Student Legal Services, and Dispute Resolution Services. Student Affairs provides a growth and development of the student's knowledge of community responsibility, due process, conflict resolution skills, and university conduct rules. Our resources are more effectively used by combining and referring within the judicial knowledge base that exists within these three services.

Complete information on the student disciplinary process can be found in The Student Handbook

ALCOHOL & OTHER DRUG Prevention and intervention

The Office of Student Affairs offers a variety of health promotion services, including education, prevention, alcohol and other drug assessments/evaluations, short-term interventions, and referrals. The Department partners with other campus and community programs to create a healthy environment for students to study, work, and play. Health promotion programs, activities, and support services encourage individuals and groups to make low-risk, responsible choices that will enhance their personal and academic success at Florida Poly.

- The state of Florida statutes declare it is unlawful for any person under the age of 21 to possess or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on university properties, or as part of any university activity, unless they are employed under the provisions of statute 562.13. Please read the statute for more information.
- It is unlawful to sell, give, serve or permit alcohol to be served to anyone under the age of 21. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell, offer, agree or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except when permitted by prescription or law. Violations of these laws are dealt with through the criminal courts and through the Office of Student Affairs. Students found liable are subject not only to criminal prosecution, but also to administrative sanctions, including permanent expulsion from the university.

AOD PEER EDUCATION

Confidential screening and assessment is available for students who are interested in feedback regarding risk and protective factors associated with their self-reported AOD use. Students who have violated campus alcohol and other drug policies and/or have been referred for alcohol and other drug violations with law enforcement are also advised in the Office of Student Affairs, Counseling or the Department.

PROTECT YOURSELF FROM DATE RAPE DRUGS

and they are often colorless and odorless.

- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the event.
- Have your designated driver arranged before going out. The designated driver doesn't consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

REPORTING HATE CRIMES

All campuses and affiliated housing are required to report hate crimes by category of prejudice, geographic location, year the incident was reported, and category of crime (including any crime perpetrated on the basis of prejudice that results in bodily injury).

The following categories of crime statistics for the campus, certain non-campus properties, and certain public property areas that reported to local police and campus security authorities must be disclosed for the most recent three calendar years.

- Homicide: murder and non-negligent manslaughter, negligent manslaughter
- Sex offenses: forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property and any other crime involving bodily injury (effective July 1, 2010)
- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes Must Also be reported by Category of Prejudice:

- Race
- Gender
- Religion
- Sexual orientation
- Ethnicity
- Disability
- National Origin
- Gender Identity

For the Last Three Years, the Following hate Crimes Were Reported: None

MISSING PERSONS FROM ON-CAMPUS AND OFF-CAMPUS HOUSING

It is the policy of Florida Poly to comply with the requirements of the Clery Act in regards to providing notice to an emergency contact or a parent or guardian when a student living in on-campus or off-campus housing is missing.

If any member of the university community has reason to believe a student residing on campus is missing, they should contact the University Police within 24 hours. The Department will generate a missing person report and initiate an investigation.

Students residing in on-campus housing will be informed on how to register their contact person(s) by the Residence Hall staff.

Students have the opportunity to submit revised emergency contact information at any time through the **MyPoly** portal. The **MyPoly** portal provides faculty and staff members, and students with a personalized gateway to information and applications from one secure, centralized location.

Students will have their contact information registered confidentially. This information is only accessible to authorized campus officials. It will not be disclosed to anyone, except to law enforcement personnel, in order to further a missing person investigation.

For persons under 18 years of age and who are not emancipated, the university will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person(s) designated by the student.

The Residence Hall Staff will notify the Department within 24 hours of the determination that a student is missing, unless the Department or other law enforcement agency made the initial missing person determination.

If a student has designated a contact person, university officials will notify that contact person within 24 hours after it has been determined that the student is missing.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Residence Hall staff will inform the Department of a missing student within 24 hours.

RESIDENCE HALL SAFETY & FIRE PROTECTION

The mission of the Residence Hall Staff is to provide students living in on-campus housing with a safe and secure environment that is conducive to academic and personal achievement. In addition to providing supervision, structure and resident services in our communities, our department promotes the personal growth and development of each resident through intentional programming efforts and outreach. In our partnership with other units within Florida Poly, our Department strives to foster scholarship as a fundamental purpose, instill a sense of community, and support individual responsibility, creativity, integrity, and excellence.

INSTITUTIONAL FIRE SAFETY POLICIES

Accidental Fire Alarms: Any campus resident who activates the building fire alarm, accidentally or without a true emergency, is responsible for any related costs from the fire department response. This includes, but is not limited to, errors in cooking, smoking, vandalism, pranks and policy violations.

the responsible resident(s). Neither students nor staff can interrupt fire department units once they have been dispatched to the campus community. If an alarm is activated, the Residence Hall duty station or Police should be contacted to help residents better respond to protecting themselves and others in the community.

Residence Hall Rooms: For safety and sanitation reasons, the following items are prohibited: two-sided, open-faced, or indoor electric grills (e.g. George Foreman Grill); deep fryers; toaster ovens; toasters; electric skillets; hot plates; and any appliance with exposed heating coils. A review of the resident's housing agreement may be considered if he or she is found violating this policy.

Building Fire Alarms: If the alarm has sounded in a Residence Hall facility, all residents and their guests must immediately evacuate the building and proceed to the evacuation location (at least 300 feet from the building). If a fire is observed, activate the nearest pull station, call 911, and continue to proceed to the building's evacuation location. Staff will respond to the sounding alarm and will direct residents accordingly. Always follow the direction of university staff, the Police Department and the fire department.

Candles and Incense: Due to the potential fire hazard, the use or possession of candles, incense, or other related items is strictly prohibited in all Residence Hall facilities.

This restriction includes unlit, unburned and unused products.

Cooking and safety:

- Always turn on the vent above the stove.
- Remember to use caution when cooking and never leave food that is cooking unattended.
- Remember that the stove may heat differently than other stoves, so residents should check what they're cooking frequently.
- Check the stove before turning it on to ensure it is empty and has been properly cleaned.

If your smoke Detector sounds From Cooking in Your Apartment, and there is no Fire:

- Call your Resident Assistant or community duty station.
- Identify who is calling, the location, and that a smoke detector is sounding.
- Turn on the vent or fan and open windows, if possible, to clear any smoke.
- Residence Hall, University Department or Facilities Operations will respond to the scene.

Circuit Breakers: If an electrical circuit is overloaded, it will trip the circuit. This is a safety feature to prevent electrical fires. If a circuit is tripped, electrical appliances should be unplugged and relocated to different outlets. The resident should then notify his or her Resident Assistant.

Curtains and Draperies: Curtains and draperies are prohibited in all Resident Hall facilities. Curtains being used in hallways, closets, or as partitions in rooms or apartments are also prohibited. If a bedroom does not have doors on the closet, the resident may put up a curtain using a tension rod; however, the rod must be 20 inches from the ceiling in order to allow the sprinkler full coverage in the event of a fire. Failing to follow these policies may result in a sanction or citation.

Electrical Cord Guidelines: Extension cords are prohibited in university housing facilities. Only 120v, UL-approved, electrical power outlet strips (surge protectors) with a built-in manual reset 15-amp circuit breaker are permissible. The maximum allowable length of the cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, anything with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited, as they can cause a fire. Be very cautious and ask Resident Assistants any questions. These policies are in accordance with the Florida state fire marshal.

Emergency Evacuation Procedures: Residents and their guests are required to participate in all alarmed or announced evacuations, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded, or as directed by university staff, or the Department or fire department personnel, is strictly prohibited. Failure to cooperate in any evacuation may result in housing agreement and student conduct violations.

Evacuate Immediately: All persons are required to evacuate for every alarm, unless previously directed by Residence Hall staff that it is only a test. Failure to evacuate immediately may result in student conduct action and termination of the resident's housing agreement.

Evacuation Locations: Each individual building will have its own evacuation location. All Resident Assistants will cover this information in their first Residence Hall meeting. Each evacuation location will be at least 300 feet from the building.

Failure to Comply: All residents must comply with all written and verbal requests and instructions from university officials. Failure to do so is a violation of the Rules of Conduct.

Fire Drills: Residence Hall staff and Environmental Health & Safety conduct fire drills each semester. Residents will be notified in advance of all fire drills.

Fire Extinguishers: All residents should know how to use a fire extinguisher. If a resident does not know how to use one, he or she should contact a Resident Assistant. In addition to the extinguishers provided, Residence Hall staff recommends that every resident also have their own multipurpose or multi-class extinguisher in the event of an emergency. The extinguisher's last inspection, not the expiration date. All fire extinguishers are due for inspection one year from the date of the last inspection. If residents are concerned about the status of fire safety equipment, they can submit a maintenance work order and they will check the equipment.

Fire, health and safety Inspections: For the safety of all community residents, room inspections are completed throughout the year to conduct specific fire, health, and safety checks. Any violations found during these checks will need to be corrected in a specified time period (as directed by a Resident Assistant). Failure to correct violations may result in housing and student conduct sanctions and a review of the resident's housing agreement. Some violations are subject to immediate contract review.

Fire safety, Alarms and Related Information: Fire safety is a top priority in Florida Poly residential facilities. It is vital that all members of the community understand and follow all rules and regulations.

Fire safety Equipment:

Tampering with any part of a fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants or exit signs; and illegal use of a fire extinguisher are violations of the law and are punishable by a mandatory \$5,000 fine and/or six months' jail time. The resident will also be held responsible for fire department fines, related cleanup costs, and student conduct violations for instances that occur as a result of accidental or intentional acts of endangerment. The resident may also face immediate housing agreement termination.

Hazardous Materials: Explosives, flammable or hazardous substances, or any items of a dangerous nature are strictly prohibited within Residential Hall facilities

Prohibited Items: Live cut trees (such as Christmas trees) are prohibited inside all DHRL facilities. In addition, flammable or hazardous materials including, but not limited to, bug bombs, gases, gasoline,

Also see appliances, candles and incense, electrical cord guidelines, hazardous materials, smoking, and weapons in this guide for other prohibited items.

Reentry to Building: Do not reenter the building until you are instructed to do so. This order will be given by Resident Hall, the Fire Department or by the Department. Failure to adhere to this may result in student conduct action and possible termination of the resident's housing agreement.

Smoking: In compliance with the Florida Clean Air Act of 1992, smoking is not permitted in any residence hall, apartment room, hallway, lounge, laundry room, community center, common house space, classroom, or enclosed stairway of any building on the Florida Poly Campus. Smoking outside is permitted, as long as persons are at least 15 feet from any building.

Smoke Detectors: All rooms are equipped with smoke detectors. Some of these detectors are connected to the main alarm system, and to the alarm monitoring company if the units are tampered with in any way, the police will respond to the alarm. Do not tamper with or cover any fire safety device, as it puts everyone in the community in danger. If a detector or alarm beeps or sounds for an unknown reason, notify Residence Hall staff immediately.

Sprinklers: Residence Hall facilities are equipped with sprinklers. Sprinklers are there to protect residents and their belongings, and are not to be tampered with or used to hang items. Tampering or damaging these devices, regardless of intent, will result in student conduct action and immediate housing agreement termination.

Staff and Emergency Personnel: Stand out of the way of staff and other personnel as they work to manage the incident.

Weapons: Possession or use of firearms, fireworks (including sparklers and smoke bombs), explosives, or dangerous or flammable chemicals of any kind are strictly prohibited in any Residential facility or in the surrounding vicinity. This includes, but is not limited to, firearms, ammunition, BB or pellet guns, airsoft guns, weapons for sport (including paintball guns, bow and arrows, diving knives, hunting weapons), stun guns, swords, switchblades, knives, slingshots, martial arts or medieval weapons, and flammables (liquids, solvents, gases). In the case of weapons, the possession or use of certain items may violate state or federal law and cause violators to be subject to arrest. This includes toys that look like actual weapons.

Resident Hall Life Fire Safety Equipment

Facility	Smoke Detectors	Fire Extinguishers	Full Fire Alarm System	Sprinklers	Stove top Extinguishers
Residence Hall	YES	YES	YES	YES	YES

Residence Hall Fire Drills

Facility	Spring 2016	Fall 2016
Residence Halls	Drill 03/29/2016 Phase 1	Drill 10/12/2016 Phase 1
	Did not have Phase 2 open	Drill 10/12/2016 Phase 2

Florida Poly Fire Report-Residential Property Classifications for Incidents Occurring January 2016-December 2016

Nature (Classification)	Location	Date/Time Reported	Date/Time Occurred	Disposition
Fire Alarm	Residence Hall Phase 1	02/03/2016@0045hrs	02/03/0045@0045hrs	False Alarm
Fire Alarm	Residence Hall Phase 1	04/12/2016@1900hrs	04/12/2016@1900hrs	False Alarm
Fire Alarm	Residence Hall Phase 2	08/26/2016@0112hrs	08/26/2016@0112hrs	False Alarm
Fire Alarm	Residence Hall Phase 2	08/26/2016@1640hrs	08/26/20161640hrs	False Alarm

DEFINITIONS OF LOCATIONS & CRIMES

Crime statistics are reported according to the following geographical categories: total campus (Total) and campus residential (Residential), non-campus building or property, and public property. The following definitions apply to these geographic categories:

Campus: (1) 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 (2) any building or property that is within or reasonably contiguous to the area identified in 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 a food or other retail vendor).

Non-campus Building or Property: (1) Any building or property owned or controlled by a student

owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property, including streets and sidewalks that are immediately adjacent to and accessible from the campus.

CRIMES

For use in classifying criminal offenses:

Murder: The willful killing of one human being by another.

Manslaughter: The killing of another person through negligence or non-negligence.

Forcible sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (male or female).

Forcible sex offenses include:

- Forcible rape
- Forcible sodomy
- Sexual assault with an object
- Forcible fondling

Rape and sexual battery (sexual assault): are all defined under Florida law as the oral, anal, or vaginal penetration by, or union with (touching), the sexual organ of another or the anal or vaginal penetration of another by any other object, without consent.

Consent: Consent to sexual activity must be: knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent.

i. Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.

ii. Past consent to sexual activity does not imply consent to future sexual activity.

iii. Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

- Individuals who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription); asleep; unconscious; mentally impaired by disease or illness; or under 18 years old cannot give consent to sex (no matter what they say or do). If there is any question regarding whether a person may be incapacitated, do not engage in any type of sexual activity with that person.

Non-forcible sex Offenses: Unlawful, non-forcible sexual intercourse (male or female)

Non-forcible sex offenses include:

- Incest
- Statutory rape

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person 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 where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of

consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft—includes attempted acts.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Liquor Law Violations: The violation of laws prohibiting the manufacture, sale, purchase, transportation, or possession of intoxicating alcoholic beverages.

Drug Law Violations (sale and Possession):

The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance; or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

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

Dating Violence: F.S. 784.046(1)(d): “Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

Domestic Violence: F.S. 741.28(2): “Domestic 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 of one family or household member by another family or household member.

Stalking: F.S. 784.048

(1): Stalking

(a) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

F.S. 784.048 Stalking

(2) Any person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking...

(3) Any person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person’s child, sibling, spouse, parent, or dependent, commits the offense of aggravated stalking...

FLORIDA POLY LOCATIONS & CAMPUSES

The Department encourages students and employees to visit with our partners in security and safety at our branch campuses

Main Campus

4700 Research Way

Lakeland, Florida 33805

(863) 583-9050

Florida Poly South @

Polk State College

3425 Winter Lake Road

Lakeland, FL 33803

(863) 874-8422

Florida Industrial and Phosphate Research Institute 1855 W. Main St.

Bartow, FL 33830

(863) 534-7160

Crimes reported at 4700 Research Way Main Campus

***** See next page**

*Crimes reported at Florida Industrial and Phosphate
Research Institute 1855 W. Main St., Bartow, FL 33830*

Offense	On Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	N/A	N/A	0	0	0	0	0	0	0
Illegal weapons Arrest	0	0	0	N/A	N/A	0	0	0	0	0	0	
Illegal Weapons Referral	0	0	0	N/A	N/A	0	0	0	0	0	0	
Domestic Violence	0	0	0	N/A	N/A	0	0	0	0	0	0	
Dating Violence	0	0	0	N/A	N/A	0	0	0	0	0	0	
Stalking	0	0	0	N/A	N/A	0	0	0	0	0	0	

No on-campus student housing at this location

Crimes reported at Poly South @ Polk State College, 3425
Winter Lake Road Lakeland, FL 33803

Offense	On Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	N/A	N/A	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	N/A	N/A	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	N/A	N/A	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	N/A	N/A	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Burglary	1	0	1	N/A	N/A	N/A	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law Arrest	0	0	1	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law Referral	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Law Arrest	2	4	2	N/A	N/A	N/A	0	0	4	6	0	0
Drug Law Referral	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Illegal weapons Arrest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Illegal Weapons Referral	0	1	0	N/A	N/A	N/A	0	0	0	0	0	0
Domestic Violence	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Dating Violence	0	1	0	N/A	N/A	N/A	0	0	0	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0

No on-campus student housing at this location

YOUR SAFETY IS OUR CONCERN

The Florida Polytechnic University Police protects the rights of the campus community regardless of sex, race, color, ethnicity, sexual orientation, physical handicap, religion, or other belief system. We maintain the highest ethical standards to ensure positive interactions and to keep the continued trust and support of our community.

Our first and highest priority is the safety and welfare of the students, faculty and staff members, and visitors. To keep our campus community safe, we investigate suspicious behavior and identify violations. Our officers actively enforce the criminal laws and motor vehicle laws of the state and will only detain citizens when there is a reasonable suspicion that a crime is being committed or has been committed.

WHY AN OFFICER MIGHT STOP YOU

There are various reasons why an officer may stop you. You may have committed a traffic violation or your vehicle and/or the people in your vehicle may match the description of a suspect or suspect vehicle.

Traffic stops are stressful for you and the officer. While you may feel anxious, angry, or confused, to ensure your safety, your passenger's safety and the officer's safety, please cooperate and comply with all instructions.

PREVENT CAMPUS THEFT

Theft is the biggest crime problem facing university campuses across the nation. Electronics are a popular item that is often stolen. An owner walks away from the property for a moment and returns to find that their property is missing. We encourage everyone to use the property registration program offered by the Department. By recording your serial number, the chances of recovering your property are much higher.

Bicycles are a good method of transportation to get around campus, but they are also a target if left unsecured or if inexpensive locks are used. Cross locking—using more than one kind of lock—is a good way to deter thieves. For example, put a U-shaped lock through your frame and rear tire, and put a cable or chain through your frame and front tire

The Department offers another property registration program called Operation I.D. An officer will engrave your driver's license number on your bicycle, free of charge

10 KEYS TO PREVENT AUTO BURGLARY & THEFT

The Department and other law enforcement agencies do everything in their collective power to prevent auto burglary and auto theft. The following are 10 keys that can help you protect your vehicle from theft:

- 1.) Always roll your windows up and lock your car.
- 2.) Don't leave valuables in plain view. Items left in the open attract thieves. Store them in your trunk if necessary.
- 3.) Engrave expensive accessories, such as car stereos and speaker systems, with your driver's license number. This aids the police in tracing the stolen items.
- 4.) Never leave your vehicle running and unattended
- 5.) Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- 6.) Drop a business card or address label in the map pockets of your doors.
- 7.) Don't hide a spare key
- 8.) Don't leave important papers such as bank statements, credit card statements, or other important documents in your car.
- 9.) Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
- 10.) Most importantly, be crime-wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don't become complacent.**

If your vehicle has been burglarized, contact the Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

HAVE YOU SEEN S.P.O.C.?

A **S.P.O.C.** is a **suspicious person on campus**. The Department recommends reporting any suspicious activity or person to help reduce crime.

You don't have to give your name. Just provide the information that suggests what you are observing is suspicious. It may be nothing at all,

but it might be a crime about to happen.

DON'T TAKE CHANCES ON CAMPUS!

Sincerely yours,

The proud members of the Florida Polytechnic University Police Department

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