



**2017-2018**

**LIVELY TECHNICAL CENTER'S  
ANNUAL SECURITY &  
FIRE SAFETY REPORT**



# LIVELY TECHNICAL CENTER ANNUAL SECURITY REPORT 2017 – 2018

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# LIVELY TECHNICAL CENTER ANNUAL SECURITY REPORT 2017 – 2018

## HISTORY OF LIVELY TECHNICAL CENTER

Lewis M. Lively, a local businessman, established Lively Technical Center in 1937 with the hope that the vocational school would provide individuals with the education and training needed to obtain gainful employment and earn a living. The school opened with one full-time and one half-time instructor and 52 students.

Located in Tallahassee, Lively occupies two sites, including the main campus and a campus at the Tallahassee Regional Airport. Lively also offers three dual enrollment programs at Lincoln High School, Rickards High School, Wakulla High School and part-time career enhancement courses for city, county, and state governmental agencies as well as private businesses are often held at the hosts' own facilities.

## CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at [www.cleryact.info](http://www.cleryact.info).

## COMPLIANCE

LTC willingly complies with all aspects of the Clery Act and annually publishes and makes available this report to all students, faculty, and staff of the school. This report contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

The Lively Technical Center annual security report is available online at <http://Livelytech.com> under consumer information. You may also request a paper copy from Student Services. The daily crime log is available in the office of Deputy P. Rogers, Security Resource Officer, Safety and Security - Building 08.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third party" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).



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## ANNUAL DISCLOSURE OF CRIME STATISTICS

Lively Technical Center will collect and report crime statistics on a daily, monthly and annual basis. These statistics will be compiled, monthly into the LTC Crime Report and annually for the Department of Education and the Departments Campus Safety Report. The Lively Technical Center will prepare these reports to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, as well as state and federal (UCR; Uniform Crime Reports) laws. The full text of this report can be located on our web site.

## RESPONSIBILITIES OF CAMPUS SECURITY AUTHORITIES

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.

## CAMPUS LAW ENFORCEMENT

The School Resource Officer (SRO) has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving school rules and regulations are committed by a student, the SRO may also refer the individual to Administration for disciplinary action. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police. The SRO works closely with local, county, state, and federal police agencies and has direct radio communication with the Leon County Sheriff's Department on the police radio network.

A contract between the Leon County Sheriff's Department and the School District of Leon County is in effect and available for inspection in the Administrative Offices.

## REPORTABLE CRIMES

The Clery Act requires the reporting of seven basic crime categories. These are the same seven categories in the Federal Uniform Crime Report as compiled by the Federal Bureau of Investigation.

These categories are as follows:

- Criminal Homicide-Murder and Non-Negligent manslaughter, Negligent Manslaughter
- Sex Offenses-Forcible and Non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft

Additionally, the Clery Act requires the reporting of arrests and/or disciplinary referrals for the following:

- Liquor law violations
- Drug abuse violations
- Weapons: Carrying, Possessing, Etc.



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The Clery Act requires an accounting of Hate Crimes and Sexual Violence reported as it happens on campus or on public property abutting campus.

In addition to compiling its own figures, LTC requests crime figures from the Tallahassee Police Department and other law enforcement agencies that have jurisdiction within and encompassing the school. This information is incorporated into the Clery Act statistics.

## ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

LTC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, LTC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## SEX OFFENSE/VIOLENCE

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other legally prohibited basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of unlawful harassment and in those cases where legally prohibited harassment is substantiated. The Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

## DATE VIOLENCE

No one deserves to be in a relationship where they are the victim of violence. Often times, *dating violence* manifest itself with controlling, abusive, and aggressive behavior in a romantic relationship. Dating violence can happen to anyone, anywhere and at any time. It can include verbal, emotional, physical, or sexual abuse, or a combination. The National Center for Victims of Crime defines dating violence as emotional, physical, or mental abuse within the bounds of a romantic or potential relationship. It may include any behavior used to manipulate, gain control, gain power; cause fear, or make a dating partner feel bad about themselves.

Increasing your understanding of this issue and preventative strategies can help reduce your risk of victimization.

### Potential Warning Signs

Be aware of the warning signs that may indicate you are in an abusive relationship. You have to know yourself and what feels uncomfortable or unusual in order to tell which of these signs can actually be linked to an abusive



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relationship. Trust other people who know you as well. If friends or family tell you that they are concerned about your relationship or how you are treated by your dating partner, they could be right.

There are behaviors to watch for in your dating partner that can indicate abuse, such as:

- Insulting you in front of others.
- Controlling your money and finances.
- Quickly losing his/ her temper with you or someone else.
- Demanding to know where you are at all times.
- Making most of the decisions about your relationship.
- Requiring that he or she approves of your clothing or make-up choices.
- Showing signs of extreme jealousy.
- Hitting, pushing or acting out violently (this is never acceptable, and you should get help immediately)
- Not letting you hang out with your friends.
- Telling you what to do.
- Calling, texting, or paging you frequently to find out where you are, whom you're with, and what you're doing.
- Having to be with you all the time.
- Checking your cell phone or email without permission.
- Isolating you from family or friends.
- Making false accusations.

Verbal and emotional abuse may include:

- Calling you names
- Constant put-downs
- Explosive temper
- Belittling you (cutting you down)
- Threatening to hurt you, someone in your family, or himself or herself if you don't do what he/she wants

Physical abuse may include:

- Calling you names
- Shoving
- Punching
- Slapping
- Pinching
- Hitting
- Kicking
- Hair Pulling
- Strangling

Sexual abuse may include:

- Unwanted touching and kissing
- Forcing you to have sex
- Not letting you use birth control
- Forcing you to do other sexual things



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If you are in an unhealthy relationship, you may notice that your behavior has changed also. For example, you may be:

- Spending all of your time with a dating partner and very little time with friends.
- Losing interest in or giving up activities that once were important to you
- Feeling afraid of your dating partner
- Feeling depressed or anxious
- Refusing to discuss your relationship with others, including close friends and family
- Having bruises or injuries inflicted upon you by your partner

If You Are a Victim of Dating Violence, You Might...

- Think it's your fault.
- Feel angry, sad, lonely, depressed, or confused.
- Feel helpless to stop the abuse.
- Feel threatened or humiliated.
- Feel anxious
- Not know what might happen next.
- Feel like you can't talk to family and friends.
- Be afraid of getting hurt more seriously.
- Feel protective of your boyfriend/girlfriend.

Tips for Dating Safety and Avoiding Dating Violence

The following tips will help you protect yourself from dating violence:

- While on a date be sure to stay in public places and refuse to go anywhere with a date who has been drinking or doing drugs.
- If you are going on a date with someone that you do not know and would like to take an extra precaution, try a group date with friends.
- Know that any behavior that makes you feel uncomfortable is not okay and it is OK to stand up for yourself.
- Pay attention to your instincts and trust your own judgment about unsafe situations.
- Tell a friend or family member your date's name and where you are going
- Rely on friends and family to discuss a difficult situation. If you feel threatened there are several ways to get help.
- Have money available for transportation.
- Keep spare change, calling cards, or a cell phone handy for immediate access to communications.
- Create a secret code with people you trust. That way, if you are with your partner, you can get help without having to say you need help.
- Let friends or family know when you are afraid or need help.
- When you go out, say where you are going and when you'll be back.
- In an emergency, call 911.
- Remember that dating should be fun! Feeling fearful or unsafe is not fun!

Ending an abusive relationship

Being a victim of dating violence is not your fault. Nothing you say, wear, or do gives anyone the right to hurt you. If you are thinking of ending your relationship, consider these safety tips:

- If you don't feel safe, don't break up in person. It may seem cruel to break up over the phone or by email, but this can provide you the distance needed to stay safe.
- If you decide to break up in person, consider doing it in a public place. Take a cell phone with you if possible.



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- Don't try to explain your reasons for ending the relationship more than once. There is nothing you can say that will make your ex happy about the break up.
- Let your friends and parents know you are ending your relationship, especially if you think your ex will come to your house or try to get you alone.
- If your ex tries to come to your house when you're alone, don't go to the door.
- Trust yourself. If you feel afraid, you probably have a good reason.
- Create a **safety plan**, like where you can go if you are in danger.
- Create a secret code with people you trust. That way, if you are with your partner, you can get help without having to say you need help.
- Try to avoid walking or riding alone.
- Be smart about technology. Don't share your passwords. Don't post your schedule on Facebook, and keep your settings private.
- Ask for help.

### Help Someone Else

If you know someone who might be in an abusive relationship, you can help.

- Tell the person you are worried.
- Be a good listener
- Offer your friendship and support.
- Ask how you can help.
- Encourage your friend to seek help.
- Educate yourself about dating violence and healthy relationships.
- Avoid any confrontations with the abuser.

### On Campus Resources

- Lively Technical Center SRO 850-445-7302 or 911
- Student Services 850-487-7473
- Leon County Sheriff Department or Tallahassee Police Department

### These resources are available for more information and/or help:

- Emergency Help: 911
- National Domestic Violence Hotline: 1-800-799-SAFE (7266)
- National Teen Dating Abuse Helpline: 1-866-331-9474
- National Center for Victims of Crime: [www.ncvc.org/victimassistance](http://www.ncvc.org/victimassistance) (1-800-394-2255)
- Liz Claiborne Inc. Women's Work: [www.loveisnotabuse.org](http://www.loveisnotabuse.org) 1-800-449-STOP (7864)
- Futures Without Violence: <http://www.futureswithoutviolence.org/>
- Women's Health: <http://www.womenshealth.gov/violence-against-women>

## VEHICLE THEFT PREVENTION

Throughout the United States auto theft is a problem. Historically motor vehicle thefts have been not been a problem.

To protect your vehicle you should:

- Lock Your Car Doors
- Consider Installing An Alarm



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- Install An Ignition Or Gas Pump Cut-Off
- Use A Steering Wheel Locking Device
- Park In Well Lit Areas
- Check The Condition Of Your Vehicle On A Daily Basis

Thefts from vehicles could be a problem. This takes place when an individual uses their car as an auxiliary locker, office, or storage facility. Property left in plain sight is an invitation to a thief to steal. The window gets broken out. The property gets removed, and the thief is quickly gone. The solutions are simple.

- Do not leave anything of value in plain sight in your vehicle.
- Place property in the trunk.
- If you have a hatchback or a similar type vehicle place all property nearest the back, and then cover it with an old blanket.

Always roll up your windows and lock your car when you leave it.

## DRUG AND ALCOHOL ABUSE

It is the intent of the School Board that all schools and school activities shall be drug free. No intoxicating or alcoholic beverages, drugs, controlled substances, substance abuse, selling, or distributing, or possessing of these items on school property. Each district school shall post "Drug Free School Zone" signs in visible and prominent locations on school property to show the district's commitment to be drug free and to warn violators of the mandatory prison sentence. School board employees shall report, in good faith, to the principal or designee any suspected unlawful use, possession, distribution or sale of any controlled substance as defined in Chapter 893, Florida Statutes; any counterfeit controlled substance as defined in Section 831.31, Florida Statutes; any alcoholic beverages as defined in Section 561.01, Florida Statutes; or abuse of any potentially harmful substance taken or administered for the purpose of altering, sustaining or controlling a person's physical, mental or emotional state.

- Alcoholics Anonymous: 850-224-1818
- Narcotics Anonymous: 850-224-2321
- Center for Substance Abuse Treatment and Refer Hotline: 1-850-270-8753

## REPORTING CRIMES AND OTHER EMERGENCIES

Lively Technical Center is concerned about all criminal acts, fires, and injuries that occur on or near campus. As a result, the Leon County Sheriff Department and the Tallahassee Police Department will respond to all reported criminal activity and/or emergencies occurring on campus and/or on public property adjacent to the campus. Conditions that may contribute to criminal activity, fires, or injuries will be reviewed by the LTC SRO to help identify methods to deter and/or reduce future vulnerabilities. A student may notify appropriate law enforcement authorities directly or LTC personnel will assist the student in notifying these authorities, if the student requires assistance of LTC personnel.

In certain instances, a crime victim may be reluctant to file a report fearing the "process" and/or loss of his/her anonymity. In such circumstances, crime victims are still encouraged to make a confidential report to one of the designated campus authorities. Confidential reports are important because they provide valuable information that



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can enhance the safety of the community-at-large and such reports will (at least) provide a more accurate portrait of actual campus crime. (Remember, help is available, all you need to do is ask.)

All school officials are required to report these contacts to the school SRO or Safety and Security of Leon County School for statistical purposes only. LTC recognizes that some victims of crime do not want to make a formal criminal complaint. In these cases, criminal investigations will not be initiated; however, the incident will be recorded for inclusion in the annual disclosure of crime statistics. Community members can provide information regarding suspicious and criminal activity without providing their identity.

Lively technical Center will make a good faith effort to stay informed of all criminal activity involving students at off-campus locations. Surrounding municipal agencies, County and City law enforcement agencies such as the LCS and TPD, and Federal agencies routinely inform SRO about incidents where their officers contact students.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Promptly report emergencies to the **911** center by dialing **911** and report criminal incidents to any school official or directly to the Tallahassee Police Department 850.891.4200/Leon County Sheriff's Department 850.922.3300. In addition you may report a crime to the following areas:

- Principal, Vernea Randolph  
850.487.7499, Main Campus, Administration Offices - Building 8
- Assistant Principal, Randy Free  
850.487.7423, Main Campus, Administration Offices - Building 8
- School Resource Officer, Deputy P. Rogers  
850.487.7573, Main Campus, Safety and Security - Building 8

## TO REPORT AN EMERGENCY OR CRIME IN PROGRESS

If you call to report an emergency, please provide the following information:

- your name
  - the location of the emergency
  - a description of the scene, persons, and vehicles (including license plate numbers) involved.
- LTC SRO is part of the Leon County Sherriff Department and has access to the 911 emergency telephone system. The 911 emergency telephone number should be used only in crisis situations where it is necessary to summon police, fire, ambulance, or other emergency service immediately. It is unlawful to call 911 in non-emergency situations. Callers to 911 should realize that when reporting an emergency, their telephone numbers may be automatically displayed on a viewing screen located at the answering point. This display of the calling number enables emergency personnel to locate the caller quickly if the call is disrupted by the crisis.

## REPORTING CRIMES TO OTHER CAMPUS SECURITY AUTHORITIES

Who Are Campus Security Authorities?

The Clery Act also mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. Campus security authorities include the following:



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- The SRO or a LCS safety and security department.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a police or sheriff department or a LCS safety and security department (e.g., an individual who is responsible for monitoring the entrance into school property).

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians and maintenance personnel and cafeteria staff. However, campus medical personnel who treat a victim of a violent crime that occurred on the campus or a facility, under the control of the school, must disclose the reported crime to the police or sheriff department. They are not required to release the names of victims/patients.

All campus officials, counselors, faculty and staff are encouraged to report all crimes even if not required to do so. The Police and Sherriff Department understands the confidential nature of certain campus officials and will respect the confidentiality of all information obtained for statistical reporting purposes. Only general information, such as general location, type of crime and date of crime, are needed to report crime statistics. Complete reporting by all staff members will assist in providing a secure campus environment.

## FOR NON-EMERGENCY SITUATIONS ON CAMPUS

**Call LTC Administration Office directly at (850) 487-7456.**

### **Non-Emergency Telephone Numbers:**

LTC SRO: (850) 487-7573 Office, (850) 445-7302 Cell

Director of Safety and Security: (850) 487-7112

Leon County Sherriff Department: (850) 922-3300

Tallahassee Police Department: (850) 891-4200

## CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the Leon County School SRO System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, LTC can keep an accurate records 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 crimes statistics for the institution.

## LIMITED VOLUNTARY CONFIDENTIAL REPORTING



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The staff of LTC encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Security Resource Officer, Safety and Security, Building 08.

## VISITOR TEMPORARY PARKING PASS

LTC welcomes you to our campus. We ask that all visitors come to the LTC Main Lobby/Registration Office, Building 8 to pick up a visitor parking permit. By obtaining a visitor's parking pass you can assist our campus in meeting its goal of maintaining a safe and orderly environment. Make sure your temporary parking pass is hung from your rearview mirror facing forward so our officers can easily identify that you are a visitor with us.

The following information is what will be needed to pick up a temporary parking pass:

- Driver's license number
- License plate
- Make, model and color of your vehicle
- Length of your visit

If you come to campus after normal business hours you are welcome to call our officer on duty at (850) 487.7573 and he/she will meet you to answer any questions.

## MEDICAL EMERGENCIES

When injuries or situations requiring medical treatment or an ambulance service occur, individuals should call 911 directly to summon an ambulance to the LTC campus for the medical emergency. Be prepared to give the call-taker your location, the nature of the injury, and the need for additional medical assistance. As time and circumstances allow, call LTC Administration at 487.7656 immediately after you disconnect from 911. Send a reliable person outside to watch for the emergency vehicles and direct them to the scene. If circumstances allow provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.

## FIRE

In the event of a fire in a campus building, call 911 directly to summon assistance for on-campus fires. Be prepared to give the call-taker the location of the fire, the type of fire, the extent of the fire, and if anyone is trapped by the fire. As time and circumstances allow, call LTC Administration at 487.7656 immediately after you disconnect from 911. Activate nearby fire alarms, evacuate the area and assist others.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The School District has compiled an Emergency Management Plan that is reviewed on an annual basis and all instructors and staff are instructed on the procedures. The "Crisis Response Manual for Teachers" handbook outlines all emergency plans and procedures, are numbered and assigned to each instructor and/or department during teacher pre-planning week. At the end of the school year the handbooks are returned, signed off on, and updated for the following school year. Numerous emergency response exercises are conducted each year, these tests are designed to assess and evaluate the Emergency Management Plan and capabilities of the institution. Each building has evacuation plans appropriate to each location. These plans are posted in each classroom and



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lab. Drills are conducted periodically without warning, once a month during the school. Reports are kept on each drill identifying the exercise, date, start time, and end time. The Tornado and hazardous weather information is transmitted to the school's administrative office by an emergency radio system, broadcast by the National Weather Service.

If Administration, the School Resource Officer, or Law Enforcement confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus then the campus community will be notified immediately by the most effective mode of communication. Administration 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. Administration will determine how much information is appropriate to disseminate at different points in time and the most effective mode of communication being either fire alarm and/or public address system. Follow up bulletins will be posted on our website as more specific information becomes available.

If Administration determines that the emergency information needs to be disseminated to individuals outside the campus community, then the Leon County School District Safety and Security will be notified. The Leon County School District Safety and Security will determine the most effective mode of communication being radio and/or TV alerts for the communities at risk.

Administration consists of Vernea Randolph, Principal, Randy Free, Assistant Principal and Michael McDaniel, Assistant Principal.

## SECURITY OF AND ACCESS TO THE FACILITY

During business hours, LTC is open to students, parents, employees, contractors, guests, and visitors. Access to the school is a privilege extended to students, faculty, staff, authorized guests, and visitors. Visitors and guests must announce their identity, purpose, and sign in at Student Services. During non-business hours access to all facilities is by key, if issued, or by admittance via Administration. In the case of periods of extended closing, Administration will admit only those with prior written approval. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Facility surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Areas that are revealed as problematic are reviewed by Administration. Repairs or modifications are made to insure campus security.

## OFFICE SAFETY

Lively Technical Center property and personal property can be taken from offices very easily. Many times this is because we become complacent. Be aware! Be attentive! Never showcase your office, your property, or the School's property.

1. Close and lock your office when it is not occupied.



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2. Encourage your co-workers to lock their offices.
3. Lock your desk, file cabinets, locker, etc.
4. Put your valuables away at night.
5. Consider having office hardware secured.

## CITATION RECEIVED WHILE VISITING

A visitor's first citation may be considered a WARNING, and will be dismissed if you advise the SRO of your visitor status. We will dismiss the citation you received while visiting our campus.

## DAILY CRIME LOG

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to a school official or the School Resource Officer. It is designed to disclose crime information on a timelier basis than the annual statistical disclosures.

The daily crime log is maintained by the School Resource Officer. A crime is entered into the log as soon as it is reported. This includes crimes that are reported directly to a school official or School Resource Officer, as well as crimes that are initially reported to a local law enforcement agency who subsequently reports them to a school official or the School Resource Officer. The daily crime log details the nature, date/time reported, date/time occurred, general location, and the disposition of the reported crime.

The daily crime log is available in the office of Deputy P. Rogers, Security Officer, Safety and Security, Building 08. Any portion of the log that is older than 60 days will be made available within two business days of request for public inspection.

## TIMELY WARNINGS

To help prevent crime or allowing a criminal incident to escalate a "timely warning" will be issued as soon as pertinent information is available. In the event that a situation arises that in the judgment of Administration, the School Resource Officer, or Law Enforcement constitutes an ongoing or continuing threat to the community, a campus wide "timely warning" will be issued.

The warning may be issued through any means appropriate including:

- Public Address System
- LTC website
- Flyers, Hand outs

## EDUCATIONAL PROGRAMS

During faculty and student orientation security awareness and crime prevention is promoted. In addition to orientation, information is disseminated to students and employees through awareness packets, posters, and displays.



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**Victim Advocate Program** A victim advocate is available 24 hours a day to respond to the needs of victims of crimes, including victims of sexual battery. Advocates offer emotional support practical assistance (such as contacting professors when requested), and necessary referrals (to counseling, legal aid, medical attention, etc.). Whenever possible, the University will assist student victims in rearranging class schedules and room assignments if requested. The goal of the program is to help students cope with their victimization and continue to have a rewarding college experience. Advocates can be contacted by calling (850)644-7161 or (850)644-2277 weekdays, and (850)644-1234 (through FSU Police Department) evenings and weekends and asking to speak to an advocate.

**Stop Rape Week** A week of lectures, panel discussions, media and theater presentations on the subject of violence against women is sponsored by the Women's Center. The events are intended to help both men and women better understand and prevent the crime of rape.

**Designated Driver Program** Students who have been drinking too much are provided rides home, assuring safe transit. CALL (850)644-SAFE (7233). Don't drive impaired!

### IF YOU ARE A VICTIM

**What to do if you are a victim of sexual assault, dating violence, domestic violence or stalking:**

**SAFETY FIRST!** Go to a safe place as soon as possible following an assault. If you have immediate safety concerns, first call 911, then call the Campus SRO at (850) 445.7302

**SEEK MEDICAL ASSISTANCE:** Regardless of whether you intend to report an assault to the police, if you have experienced sexual assault or violence, LTC recommends that you get medical attention as soon as possible. You may have hidden injuries or need information about pregnancy or sexually transmitted diseases.

**PRESERVE EVIDENCE:** Even if you have no immediate intention to report the incident to the police, preserving evidence will be important in case you later decide to press criminal charges or pursue Leon County Schools disciplinary action against another person. Physical evidence may also help you obtain an order from a court or the school requiring the other person involved to stay away from you.

If you have been sexually assaulted, it is better if you DO NOT shower or bathe, douche, wash hands, use the toilet, brush your teeth, change clothing, or wash clothing or bedding. If you change clothes, carefully place all clothing worn at the time (or bedding) into a paper bag.

At a hospital, a sexual assault examination (also known as a forensic examination) can be conducted to gather evidence, whether or not you intend to press criminal charges. This procedure includes a physical exam where a doctor or a trained nurse collects the evidence of the assault. You will need to bring an extra set of clothing. The clothing worn during the assault may be collected as evidence.

If you believe you have been drugged, traces of the drug may still be detected for up to 96 hours after ingestion (depending on dosage, and individual metabolism). The chances of getting proof are best when the sample is obtained quickly. In general, evidence collection is best if done immediately following an assault. The more



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time that passes between the sexual assault and medical collection of evidence, the less likely it is that the evidence will be useful in the prosecution of a criminal case.

It may be helpful for you to immediately write down everything you can remember about the incident, including what the assailant(s) looked like (e.g., height, weight, scars, tattoos, hair color, clothes); any unusual odor; any noticeable signs of intoxication; anything the assailant(s) said during the assault; what kinds of sexual activities were demanded and/or carried out; if weapons, threats, or physical force were used; and any special traits noticed (e.g., limp, speech impediments, use of slang, lack of erection, etc.)

Writing it down will not only aid you in recalling details should you choose to report, it also can be empowering as it allows you an element of control in a situation where control had previously been taken away.

Remember to preserve electronic evidence. Text messages, emails, voicemails, records of recent phone calls, and posts on social media may all provide critical evidence and should not be deleted from your cellphone, computer, or other device. Police or Safety & Security investigators can help you document and preserve electronic evidence.

### *Next Steps*

Consider Seeking Counseling or Other Support  
Consider Reporting

### **ADVOCACY CENTER**

The Advocacy Center in Ithaca provides support, advocacy and education to survivors of domestic violence, child sexual abuse, and survivors of adult sexual assault. The mission and goal of the advocacy center is to help reduce the trauma that results from these assaults. <http://theadvocacycenter.org>; 24-hour hotline: 277-5000

### **RAINN.ORG**

Rape, Abuse & Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN provides survivors and non-survivors with statistics, tips and a 24-hour hotline to help anyone in need. <http://rainn.org>; Contact info: 202-544-1034; Hotline: 1-800-656-HOPE

### **Refuge House/Rape Crisis Center**

Services offered: Hotline , Individual Counseling , Group Counseling/Support Groups , Community Education , Professional Education , Casework/Practical Assistance , Emergency Shelter , Legal/Criminal Justice System Advocacy , Crime Victim Assistance Advocacy , Hospital Accompaniment. <http://www.refugehouse.com> ; (850) 922-6062

## **DISCIPLINARY ACTIONS**

The objective of Lively Technical Center's Disciplinary Guidelines and Procedures is to provide a safe and orderly learning environment that allows students the opportunity to experience academic and behavioral success. Our philosophy for general student behavior is that no student shall be allowed to interfere with another student's right to learn nor a teacher's right to teach.



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A comprehensive guideline has been developed following School Board Policy 5610, Student Discipline, and Lively Technical Center's Student Handbook. The contents of this Discipline Plan are designed to deal with any discipline issues and are applicable to all students. Additionally, all classroom instructors will have specific classroom rules and dress codes appropriate to his/her technical program. The student will sign and acknowledge that he/she has received a copy of the Student Handbook which contains a copy of the Disciplinary Guidelines and Procedures acknowledging that it has been reviewed and understood. All guidelines and procedures are in compliance with current statute and policy. In addition to consequences imposed for violation of these rules, students will receive counseling from appropriate student services staff.

All students are required to follow the rules of student conduct. Misconduct, or other behavior that reflects discredit on the student, the school, or the community, carries the penalty and sanctions of immediate automatic dismissal of that student from his/her education or training program. In addition to immediate dismissal, students who have been found to have committed these offenses will be referred to the appropriate law enforcement agency. If the offense involves a victim, the victim will be notified of his or her right to press charges against the offender.

Campus disciplinary actions in cases of alleged sexual offense:

- The accused and accuser are entitled to the same opportunities to have others presence during a disciplinary proceedings
- Both the accused and accuser must be informed of the outcome of any institutional disciplinary proceedings brought alleging a sex offense.
- The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders/predators may be obtained. The act also requires registered sex offenders/predators to contact the appropriate state officials and provide notice of each higher education institution in that state at which the offender/predator is employed, carries on a vocation, volunteers or is a student. Specific information regarding convicted and released sexual offenders and predators in the community including those reported as being associated with a specific university/campus may be obtained by clicking on the [Sexual Predator Link](#) to the Florida Department of Law Enforcement, or you may directly access the FDLE web page at <http://offender.fdle.state.fl.us/offender/homepage.do>.

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Any student who believes he or she has been placed in a hostile environment or harassed by another student or any other person in the school, on a school bus, or while participating in a school activity may file a complaint utilizing the Student Grievance Procedure in this Code of Conduct with the District's Equity Officer, Leon County Schools, 2757 West Pensacola Street, Tallahassee, Florida 32304, (850) 487.7306.

### INTERNET SAFETY

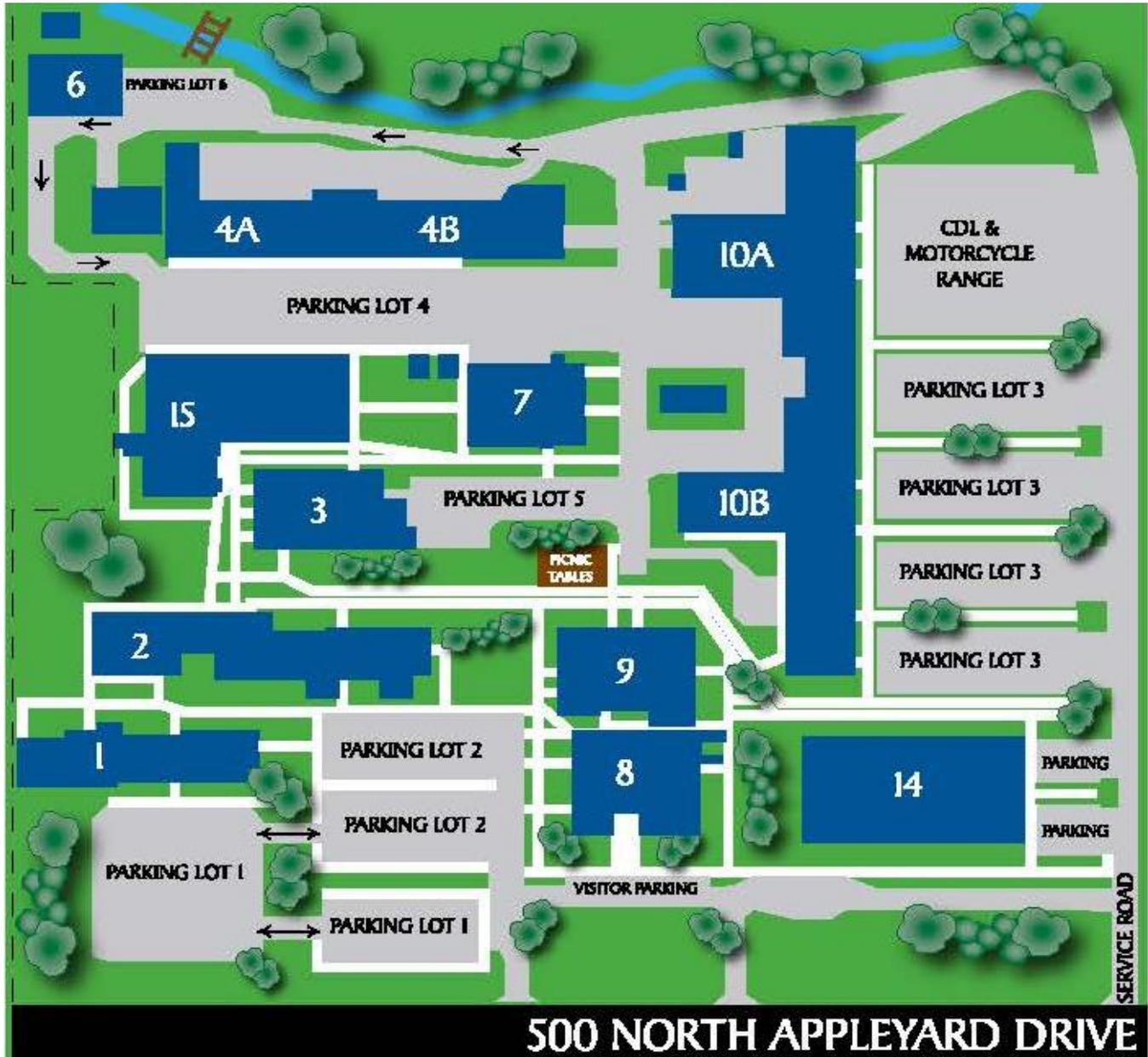
The internet has proven to provide an extraordinary form of communication and social networking. The Super Information Highway, however, is not without its dangers and pitfalls. There are several steps you can take to lower the possibility of being victimized on the Web.

- Do not give personal information over the Internet. Police discourage giving information such as names, home addresses, school names, or telephone numbers. It is especially dangerous to put this information out on public bulletin boards and chat rooms.
- Beware of sending personal photographs over the Web to individuals you don't know. You never know where they might end up.
- Never respond to suggestive, obscene, or inappropriate messages or emails. This is an invitation to trouble.
- Be cautious of individuals offering something for nothing. If something sounds too good to be true, it probably is.
- Avoid offers of personal meetings or other personal contact. Arranging face-to-face meetings with strangers is extremely dangerous. If such a meeting is arranged it should always be in a public place and never alone.
- Remember that people online are not always who they claim to be. There are those who prey on individuals by misrepresenting themselves. Remember you can NEVER know for sure who you are communicating with.
- Develop friendships over the Web carefully and always exercise sound personal safety techniques in all your dealings and interactions.

Report any inappropriate communications to the police and/or web master.

## CAMPUS AND AREA MAP

Lively Technical Center – Main  
500 Appleyard Drive  
Tallahassee, FL 32304





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## CRIME STATISTICS AND ARREST

### ON-CAMPUS STATISTICS

Criminal Offenses	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	1	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	4	0	TBA
h. Motor Vehicle theft	0	0	TBA
i. Arson	0	0	TBA
Hate Crimes: Crimes motivated by prejudice based on race gender/religion/sexual orientation/ethnicity/disability	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	0	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	0	0	TBA
h. Motor vehicle theft	1	0	TBA
i. Arson	0	0	TBA
j. Simple assault	0	0	TBA
k. Larceny-theft	0	0	TBA
l. Intimidation	0	0	TBA
m. Destruction/damage/vandalism of property	0	0	TBA
Arrests	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA
c. Liquor law Violations	0	0	TBA
Discipline Actions	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA
c. Liquor law Violations	0	0	TBA
Sexual Violence	2015	2016	2017



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a. Sexual Assault	0	0	TBA
b. Domestic Violence	0	0	TBA
c. Dating Violence	0	0	TBA
d. Stalking	0	0	TBA

## AVIATION CAMPUS

Criminal Offenses	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	0	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	0	0	TBA
h. Motor Vehicle theft	0	0	TBA
i. Arson	0	0	TBA
Hate Crimes: Crimes motivated by prejudice based on race gender/religion/sexual orientation/ethnicity/disability	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	0	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	0	0	TBA
h. Motor vehicle theft	0	0	TBA
i. Arson	0	0	TBA
j. Simple assault	0	0	TBA
k. Larceny-theft	0	0	TBA
l. Intimidation	0	0	TBA
m. Destruction/damage/vandalism of property	0	0	TBA
Arrests	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA
c. Liquor law Violations	0	0	TBA
Discipline Actions	2015	2016	2017
a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA



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c. Liquor law Violations	0	0	TBA
<b>Sexual Violence</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Sexual Assault	0	0	TBA
b. Domestic Violence	0	0	TBA
c. Dating Violence	0	0	TBA
d. Stalking	0	0	TBA

## PUBLIC PROPERTY STATISTICS

<b>Criminal Offenses</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	0	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	0	0	TBA
h. Motor Vehicle theft	0	0	TBA
i. Arson	0	0	TBA
<b>Hate Crimes: Crimes motivated by prejudice based on race gender/religion/sexual orientation/ethnicity/disability</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Murder/Non-negligent manslaughter	0	0	TBA
b. Negligent manslaughter	0	0	TBA
c. Sex Offenses - Forcible	0	0	TBA
d. Sex Offenses - Non Forcible	0	0	TBA
e. Robbery	0	0	TBA
f. Aggravated assault	0	0	TBA
g. Burglary	0	0	TBA
h. Motor vehicle theft	0	0	TBA
i. Arson	0	0	TBA
j. Simple assault	0	0	TBA
k. Larceny-theft	0	0	TBA
l. Intimidation	0	0	TBA
m. Destruction/damage/vandalism of property	0	0	TBA
<b>Arrests</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA
c. Liquor law Violations	0	0	TBA
<b>Discipline Actions</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>



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a. Weapons: carrying, possessing, etc.	0	0	TBA
b. Drug abuse violations	0	0	TBA
c. Liquor law Violations	0	0	TBA
<b>Sexual Violence</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. Sexual Assault	0	0	TBA
b. Domestic Violence	0	0	TBA
c. Dating Violence	0	0	TBA
d. Stalking	0	0	TBA

### NOTIFICATION OF ANNUAL REPORT

Each year, this report will be available on the web site available to all current students, visitors, faculty and staff. Printed copies of the report will also be available in August and January. If staff or faculty is hired any other time, the report will be given during orientation to new employees.