



2022-2023  
Annual Safety & Security Report

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## **THE STORY OF LIVELY TECHNICAL COLLEGE**

Lewis M. Lively, a local businessman, established Lively Technical College (LTC) 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.

Today, LTC serves thousands of students annually, with a faculty and staff of 90. While designated by the Florida State Board of Education to serve primarily Leon, Gadsden and Wakulla counties, LTC welcomes students from throughout North Florida, neighboring South Georgia & Alabama, and around the world.

Located in Tallahassee, LTC occupies two sites, including the main campus and the campus at the Tallahassee Regional Airport. Lively also offers dual enrollment programs at Rickards High School, Godby High School, Chiles High School, Lincoln High School, SAIL High School and Wakulla High School. 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.

LTC welcomes the opportunity to serve teens and adults. The faculty and staff are dedicated to serving their students and bring a diverse complement of educational degrees and work experiences to their students. This broad range of expertise insures LTC's ability to provide students with the career knowledge, on-the-job skills, positive work attitudes, and employability skills that lead to a successful career.

LTC utilizes a variety of educational delivery methods, including classroom lecture, computer-assisted instruction, audio-visual instruction, hands-on learning opportunities, one-on-one instruction, externships. Some courses require students to achieve competency in skills within a specified timeframe, while many other course are individualized, self-paced programs that allow students to progress and achieve competency in skills according to their abilities.

## **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.

LTC's annual security report is available online at [www.Livelytech.com](http://www.Livelytech.com) under Forms and Reports. You may also request a paper copy from Student Services. The daily crime log is available in the Administration Office, Building 8 and LTC Safety and Security, Building 9.

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).

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

LTC will collect and report crime statistics on a daily, monthly and annual basis. These statistics will be compiled, monthly into the LTC Crime Report, annually for the Department of Education and the Departments Campus Safety Report. LTC 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.

## **LTC CAMPUS SAFETY AND SECURITY NOTIFICATION**

The LTC Safety and Security Coordinator (SSC) will notify Tallahassee Police Department and Leon County Sheriff's Office involving any 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 LTC Safety and Security Coordinator 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 LTC Safety and Security Coordinator works closely with local, County, State, and Federal Law Enforcement Agencies involving crimes committed on campus or immediate areas adjacent to campus.



### 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.

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 Leon County 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 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

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.
- 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 College Safety and Security Coordinator 850-487-7632 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
- Install an Ignition Or Gas Pump Cut-Off
- Use A Steering Wheel Locking Device
- Park in Well Lit Areas

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

LTC 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 Safety and Security Coordinator 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 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 LTC Safety and Security Coordinator and 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 College 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 LCS Safety and Security Department 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:

- Director, Mrs. Shelly Bell  
850.487.7418, Main Campus, Administration Office - Building 8
- Assistant Director, Paul Lambert  
850.487.7423, Main Campus, Administration Office - Building 8
- LTC Safety and Security Coordinator, Cleon McFarlane  
850.487.7632, Main Campus, Safety and Security – Building 9

**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, and
- description of the scene, persons, and vehicles (including license plate numbers) involved.

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:

- The LTC Safety and Security Coordinator, Office 850-487-7632 or LCS safety and security department Office 850-487-7112
- Any individual or individuals who have responsibility for campus security, but who do not constitute a Police or Sheriff department or 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 Sheriff 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 Safety and Security:	(850) 487-7632
LCS Director of Safety and Security:	(850) 487-7112
Leon County Sheriff 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 Safety and Security 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**

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 LTC Safety and Security Coordinator, Building 9.

## **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 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 LTC Safety and Security Coordinator, 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 Mrs. Shelly Bell, Director and Assistant Directors Mrs. Tiffany Williams, Mr. Paul Lambert and Mr. Matt Zadra.

## **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 Building 8. 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**

LTC 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
- 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 Safety and Security Coordinator 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 LTC Safety and Security Coordinator. It is designed to disclose crime information on a timelier basis than the annual statistical disclosures.

The daily crime log is maintained by the LTC Safety and Security Coordinator. 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 LTC Safety and Security Coordinator as well as crimes that are initially reported to a local law enforcement agency who subsequently reports them to a school official or the LTC Safety and Security Coordinator. 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 Administration, Building 8, and Safety and Security Coordinator, Building 9. 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, LTC Safety and Security Coordinator, 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.

**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 Safety and Security Coordinator at (850) 487.7632

**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 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 GUIDELINES**

The objective of LTC'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.

A comprehensive guideline has been developed following School Board Policy 5610, Student Discipline, and LTC'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.

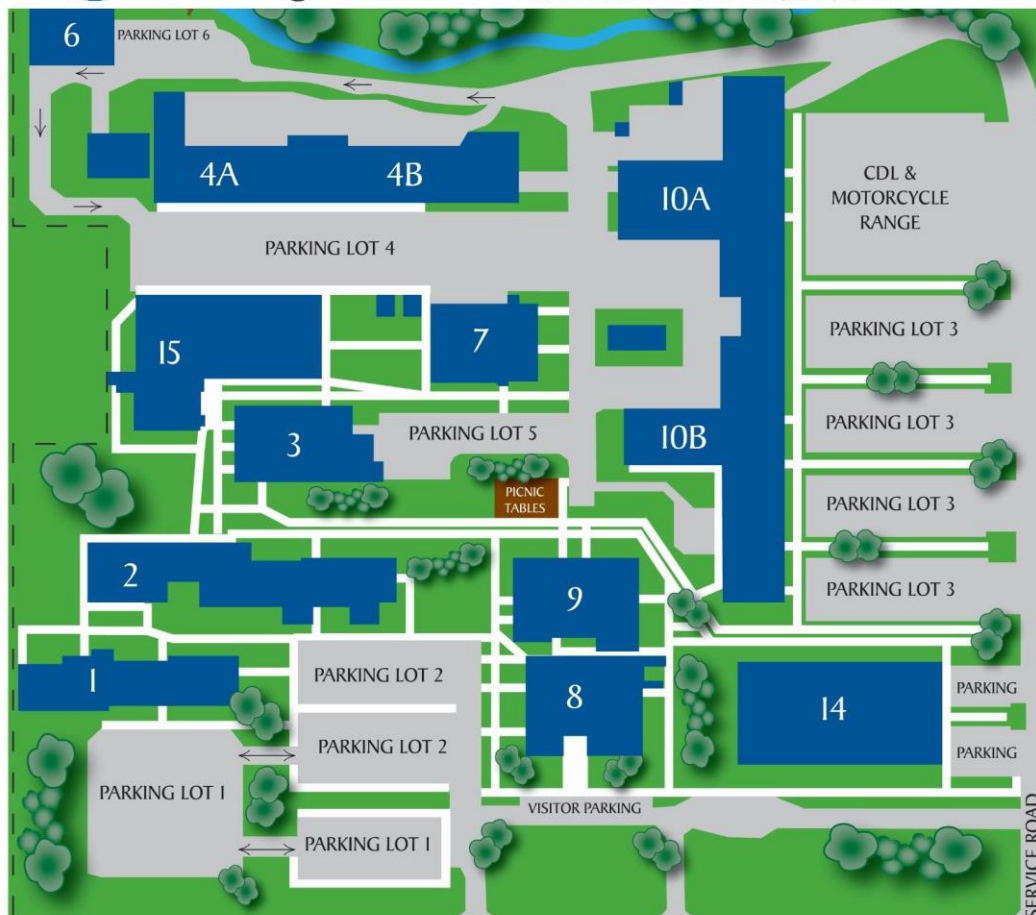
## CAMPUS AND AREA MAP

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



## CAMPUS MAP

500 N. APPLEYARD DRIVE  
WWW.LIVELYTECH.COM



Program/Department	Bldg/Rm
Administration.....	8-103
Adult & Community Education.....	14
Applied Academics for Adult Education.....	9-110
Automotive.....	10A-130
Aviation.....	Tallahassee International Airport
Baking & Pastry Arts.....	3-112
Barbering.....	7-108
Bookstore.....	8-115
Building Trades & Construction Design.....	10B-185
Business Office.....	8-104
CDL.....	CDL Range
Cosmetology.....	2-115 & 2-200
Diesel.....	10A-103
Digital Design.....	9-113
Digital Media/Multimedia Design.....	9-113
Electricity.....	10B-162
Facial Specialty.....	2-229
Facilities/Safety.....	8-103
Financial Aid.....	8-124
Fundamental Foodservice.....	3-112
Health Education.....	15
Heating, Ventilations, Air Conditioning/Refrigeration.....	10A-151
Human Resources.....	8-103
Industrial Pipefitter.....	4A
Learning Resource Center.....	9-110
Legal Administrative Specialist.....	9-104A
Libby's Café.....	3-101D
Maintenance Supervisor.....	7-120
Medical Administrative Specialist.....	9-104A
Medical Assisting.....	15-206
Motorcycle Rider Training.....	10A-111
Nails Specialty.....	2-229
Patient Care Technician.....	15-207
Phlebotomy.....	15
Placement Center.....	9-110
Practical Nursing.....	15
Professional Culinary Arts & Hospitality.....	3-112
Professional Training Center (PTC Lab).....	9-133
Registration.....	8-115
Student Services.....	9-148
Student Union.....	3-101
Testing Center.....	9-110
Transit Technician.....	10A-108
Veteran Affairs.....	8-124
Welding.....	4A
Wellness Center.....	6
Aviation Campus Location:	
3290 Capital Circle SW, Tallahassee, Florida 32310	

Rev.2.22.2022



## CRIME STATISTICS AND ARREST

9/23/22, 11:01 AM

2022 Campus Safety and Security Survey

### 2022 Campus Safety and Security Survey

Institution: (135276001)

User ID: C1352761

#### Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

##### 1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

##### 2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

##### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

#### Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

<https://surveys.ope.ed.gov/campusafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmhxdWVf...> 1/15

9/23/22, 11:01 AM

2022 Campus Safety and Security Survey

Criminal offense

Total occurrences On campus

	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

<https://surveys.ope.ed.gov/campussafety/##/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmtdWVf...> 2/15

9/23/22, 11:01 AM

2022 Campus Safety and Security Survey

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Change for year 2020, line H and J made to 1 after consulting with the neighboring community college and their law enforcement office during our annual collaborative safety review.

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2022 Campus Safety and Security Survey

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# 2022-2023 ANNUAL SECURITY REPORT

9/23/22, 11:01 AM

2022 Campus Safety and Security Survey

n. Intimidation

0	0	0	0	0	0	0	0	0
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o. Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2020

**Criminal offense**

**Total**

**Occurrences of Hate crimes (Category of Bias for crimes)**

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0

<https://surveys.ope.ed.gov/campussafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bm9xdWVf...> 5/15

# 2022-2023 ANNUAL SECURITY REPORT

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2022 Campus Safety and Security Survey

n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0

<https://surveys.ope.ed.gov/campusafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmtdWVf...> 6/15

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2022 Campus Safety and Security Survey

o. Destruction/damage/vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

<https://surveys.opi.ed.gov/campusafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmtdWVf...> 7/15

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## 2022 Campus Safety and Security Survey

i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# 2022-2023 ANNUAL SECURITY REPORT

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2022 Campus Safety and Security Survey

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.

Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2019

**Criminal offense**

**Total**

**Occurrences of Hate crimes** (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

<https://surveys.ope.ed.gov/campusafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmtdWVf...> 9/15

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h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>			

<https://surveys.ope.ed.gov/campussafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bm9xdWV...> 10/15

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0

0

0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2019	2020	2021
a. <u>Domestic violence</u>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>
b. <u>Dating violence</u>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>
c. <u>Stalking</u>	<div style="border: 1px solid black; padding: 2px 10px;">0</div>	<div style="border: 1px solid black; padding: 2px 10px;">2</div>	<div style="border: 1px solid black; padding: 2px 10px;">2</div>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Change for year 2020, line c made to 2 after consulting with the neighboring community college and their law enforcement office during our annual collaborative safety review.

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

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Crime

Number of Arrests

	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime

Number of Arrests

	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.



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**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

<https://surveys.ope.ed.gov/campusafety/##read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmhxdWVW...> 13/15

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Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

#### Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2019	2020	2021
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

<https://surveys.ope.ed.gov/campusafety/#/read-only-survey/135276001/crime?authToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1bmhxdWV...> 14/15

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**Caveat:**

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**Campus Safety and Security Survey  
Completion Certificate**

The Campus Safety and Security data for  
**Lively Technical College**

were completed and locked on **September 23, 2022**.

Thank you for your participation in the 2022 data collection.

This certificate was prepared on **September 23, 2022**

**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 are also available in August and January. If staff or faculty is hired any other time, the report will be given during orientation to new employees and or faculty meeting.