



---

## JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT REPORT ANNUAL FIRE SAFETY REPORT 2016

---

Safety on the University campus is a natural source of concern for parents, students, and University employees. Education - the business of Francis Marion University (FMU) - can take place only in an environment in which people feel safe and secure. FMU recognizes this and utilizes a number of security measures to protect community members. The campus, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate. However, because no campus is totally isolated from crime, crime prevention remains a high priority. FMU is committed to providing a safe and secure environment for our community and guests and does its part to ensure the safety of everyone. All members of our campus community share in the responsibility of making our campus a safe place to study, work, and live.

The FMU campus is located seven miles east of Florence, South Carolina on a 468-acre tract of land situated adjacent to US Highways 301/76. During fall 2015, FMU had a total student population of 3,947. Resident student capacity was 1,539 with 1,450 spaces occupied. FMU employed 494 full-time and 87 part-time employees.

### **Authority & Jurisdiction of the Francis Marion University Police Department**

FMU provides full-service police protection to the campus community through its Police Department. The Francis Marion University Police Department (FMU PD) is a fully independent law enforcement agency administratively reporting to the Vice President for Business Affairs. All FMU Police Officers are commissioned state law enforcement officers with statewide jurisdiction and have complete police authority to arrest anyone involved in illegal acts on and off campus. If minor offenses involving University rules and regulations are committed by a University student, officers with the FMU PD may also refer the individual to Student Affairs for disciplinary action. The office of Student Affairs ensures safety/security policies are uniformly executed and conveyed in a clear and consistent manner to the student body. Reports involving major offenses are shared with the State Law Enforcement Division (SLED) and Florence County Sheriff's Office (FCSO) and joint investigations may occur. SC Code of Laws Section 59-154-10 mandates that SLED take the lead in investigations of any death on campus and that they provide assistance to the FMU PD in sexual assault investigations. The FMU PD has Mutual Aid Agreements with the FCSO and Florence Police Department (FPD). Each agency may provide mutual support and assistance to another as necessary. The prosecution of criminal offenses, felony or misdemeanor, are conducted at Magistrate, General Sessions or Federal Court in Florence County. We encourage everyone to accurately and promptly report all crimes even when the victim elects not to do so in order to help ensure the safety of the campus community.

By mutual agreement with state and federal agencies, the FMU PD maintains a National Crime Information Center (NCIC) computer terminal. This and other systems are used to assist in criminal investigations and for accessing criminal history data, nationwide police records, driver/vehicle identification information along with other local, state and federal law

enforcement information. The FMU PD has direct radio communication with local law enforcement and first responder agencies over the FCSO radio communications network. This communication system gives the FMU PD access to state level responder frequencies. The University is also part of the Florence County E-911 enhanced emergency system. Calls from campus extensions to 911 will display the E-911 address location of the call to the dispatchers screen.

Criminal activity engaged in by students at non-campus locations may be monitored and recorded by law enforcement agencies. This includes monitoring and recording by police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. This information may be provided to the Dean of Students for any action that may be required and appropriate. While the FCSO has primary jurisdiction in most off-campus areas in close proximity to campus and concurrent jurisdiction on campus, FMU PD officers often respond to incidents that may involve students or to act as "back up" to other agencies. The investigation into these off campus matters is handled by the local law enforcement agency.

The on-campus emergency phone number connecting you to the FMU PD is 843-661-1109 and should be used when fire, police, or medical response is required. This number is published online, in the University telephone directory and the local hardcopy telephone directory. In addition to telephone access in each student's room, outdoor emergency call boxes provide one-button communication with The FMU PD and are located throughout campus. At the main entrance of each residence hall is a phone box, dialing 1109 will reach the FMU PD. Anyone can dial 911 to report an emergency, on- or off-campus. The FMU PD's primary focus of responsibility is the campus itself and the area immediately adjacent to campus.

### **Campus Facility Access**

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. Residence halls and Forest Villas Apartments are secured 24 hours per day. During nonbusiness hours, access to University facilities is by key or proximity card, if issued, or by admittance via the FMU PD or Housing and Residence Life staff. At 11pm, all campus gates except one are secured and access to the campus is restricted to community members and their authorized guests. Gate closing times may change during periods of decreased campus activity such as when the University is closed. Over extended breaks, the doors to the facilities will be secured. Only those with prior written approval to enter facilities will be admitted when facilities are closed. 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 the schedules developed by the department responsible for the facility.

The University's trespass policy, enforced by the FMU PD, is as follows: Only persons having legitimate business with FMU, members of the University

this log be available for review during regular business hours. This log is maintained at the FMU PD Department along with the Open Crime Log discussed previously. Above is a list of fires that have occurred in campus housing during this reporting period.

In 2013, there were no reported fires in The Village Apartments (A-N) 202 The Cottage Road, Residence Halls (A-F) 4816 Patriot Drive or the Forest Villas (Cusac, King, Allen and Beaty Halls) 296 Wallace Woods Road.

In 2014, there were no reported fires in The Village Apartments (A-H and J-N) 202 The Cottage Road, Residence Halls (A-F) 4816 Patriot Drive or the Forest Villas (Thigpen, Cusac, King, and Beaty Halls) 296 Wallace Woods Road.

In 2015, there were no reported fires in The Village Apartments (A-N) 202 The Cottage Road, Residence Halls (A, B, D, E and F) 4816 Patriot Drive or the Forest Villas (Thigpen, Cusac, and Beaty Halls) 296 Wallace Woods Road.

### **Missing Student**

If a member of the University community has reason to believe that a student who resides in on-campus housing has been missing for more than 24 hours, he or she should immediately notify the FMU PD at 843-661-1109. Reports can also be made to Student Affairs at 843-661-1182 or to Housing and Residence Life at 843-661-1330. If either of these offices is made aware of a missing student, they will notify the FMU PD. The FMU PD will initiate an investigation and may generate a missing person report. Efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the FMU PD, Student Affairs, and other offices on-campus. The FMU PD may make an emergency welfare entry into the student's room. University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If the student is located, the student's state of health will be verified and an effort will be made to determine his/her intention of returning to campus. When and where appropriate if the need is determined, a referral will be made to the Office of Counseling and Testing and/or Student Health Center.

Resident students have an option to identify a separate contact person or persons, someone other than their normal emergency contact, whom the institution shall notify within 24 hours of the determination that the student is missing if the student is determined to be missing by the FMU PD. This contact information will be registered confidentially and will be accessible only to authorized campus officials. This contact information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If the missing student is under the age of 18 and is not an emancipated individual, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. FMU will notify the student's parent or legal guardian immediately after the FMU PD has determined that the student has been missing for more than 24 hours.

After investigating the missing person report and determining the student is missing and has been missing for more than 24 hours, FMU may notify SLED, the FCSO and FPD for assistance. The institution will notify the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours of the determination that the student is missing unless the local law enforcement agency was the entity that made the determination that a student is missing. All pertinent law enforcement agencies, neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile may be notified and requested to render assistance, through direct telephone contact or via the South Carolina Intelligence and Information Center message and/or radio transmission with a comprehensive message based on the totality of up-to date information. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case.

If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The FMU PD will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

If the missing student is an on-campus resident, the FMU PD will open an investigation as the primary investigative unit.

### **Emergencies Involving Students**

For emergencies involving students, the FMU PD may call on the services of the Student Affairs staff, other campus resources, as well as local coalitions when and where appropriate. The Victim/Witness Assistance Program is designed to lessen the impact of criminal acts on the victims and witnesses of crimes and to ensure that such individuals receive fair treatment while participating in the criminal justice system. The FMU PD can outline what being a victim or witness can mean and the agencies available to assist in criminal justice procedures.

### **Residential Facilities and Policies**

People living on-campus have a special responsibility for each other. Services and programs intended to enhance the quality of life and assure the safety of the resident student body are a major priority for Student Affairs, Housing, and the FMU PD. Live-in Resident Assistants receive training in enforcing residence hall security policies, community development, fire safety, CPR and AED operation and making the campus living experience better. They are available during weekend and evening hours to assist students. The University provides coed housing in a variety of configurations with set visitation hours. Residents must escort guests at all times and have approval from Housing staff for overnight guests.

All residence hall and Forest Villas Apartment doors accessing living areas remain locked 24 hours daily with access restricted to residents only. Perimeter security to all University-owned residence halls is maintained by an electronic access system. The Forest Villas Apartments are accessed by means of a proximity card/swipe card system. The Village Apartments are accessed by means of a traditional key-in-lock system. All on-campus residence facilities are closed during holidays, vacations, and when the University is closed. During low occupancy periods, such as the summer terms, students remaining on-campus may be moved into concentrated areas of the residence life complex to enhance security effectiveness. When the campus is closed, residence facilities may also be closed. Those few students authorized to live on-campus during that time are registered with the Housing Office. The FMU PD, Residence Life, and Housing personnel work diligently to make the residence halls safe, but their efforts can be easily negated through a lack of cooperation of residents. The involvement of students in the safety and security of campus is critical to our success. Violations of the following precautions can expose residents to loss of property or possibly physical harm. Students must assume responsibility for their safety, the safety of others, and the security of property by taking simple, common sense precautions such as: reporting unusual activities to the FMU PD; never admitting unfamiliar people into hallways; locking room doors and windows when leaving; reporting lost keys immediately to Housing staff; reporting solicitors or unfamiliar people to the FMU PD; ensuring residence hall exit doors are not propped open; become familiar with the locations of emergency call boxes; asking visitors to identify themselves and whom they are visiting; being aware of your surroundings and of other people around you; carrying your keys at all times and never lending them to others; and traveling at night with a friend in well-lit areas or calling for an escort.

Inspections surveying the security of University housing are conducted periodically. Repairs are made promptly, locks quickly replaced when keys are reported lost or stolen, and reports of potential safety hazards such as broken windows receive immediate response. Access to on-campus housing by University employees is on an "as needed" basis and incorporates strict key control procedures during hours of restricted access. All University repair and maintenance personnel are in FMU maintenance uniforms to allow for easy identification by residents.

The FMU campus is well-lit and further improvements in campus lighting are continually being considered and implemented, including the placement of high-intensity lights on buildings, in parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students. Representatives from segments of the campus community, including Student Affairs, Facilities Management, and the FMU PD, conduct lighting and shrubbery tours annually. Safety and security concerns are identified and