



**Campus Security Policy  
and Campus Crime Statistics Report  
October 1, 2019**

Florida Education Institute (FEI) is providing the following information to all its employees, students, prospective students and guests as part of the FEI's commitment to safety and security and pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

We have also included Crime Report Definitions below to further assist with the understanding of Campus Security Policies and Crime Statistics. If you should have questions about any of the information provided in this Report, please contact us at:

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**CAMPUS SECURITY POLICIES**

**Campus Security Policy and Statistics Report (Also refer to School Catalog)**

Campus security statistics are updated and distributed by October 1 each year. **Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Report** can be found at [www.fei.edu/consumer-information](http://www.fei.edu/consumer-information) and is distributed to every employee annually by October 1st and is available to prospective employees and students at their request. In addition, this information is readily available for anyone to review online in the School's website at any time.

**Dialing 911**

Emergencies come in many forms and situations. Therefore, the best policy if for anyone, student and employee, to feel free to call 911 should he/she determine it is necessary. Safety is everyone's responsibility.

**Reporting of Criminal Actions and Emergencies**

FEI students and employees should report immediately all observed criminal actions and bona fide emergencies any staff or faculty member at FEI, who are required to use common sense safety measures first (if necessary) and then report all reportable incidents to the Campus Director or senior administrator present.

All crimes that occur on campus should be reported immediately to the Campus Director or administrator on campus. If a crime occurs and there is no time to report it to the Campus Director or administration or they are unavailable, please contact the appropriate law enforcement agency immediately.

Students, staff and faculty involved in or witness to a crime are encouraged to give accurate and immediate information to the appropriate law enforcement agencies for all reported crimes.

### **Incident Report/Reporting to Authorities**

The Campus Director or administrator to whom the crime or emergency is reported will complete an **Incident Report** and make written notation, including names, date and time of the reported incident and will remain on duty to assist the police in establishing details of the incident reported. Further, the Campus Director will maintain a file of such reported incidents and will endeavor to learn and note the conclusions. In the absence of both the Campus Director or an administrator, reporting of criminal actions, and/or emergencies to the appropriate authorities should be undertaken directly by the employee or student who has either been victimized or has observed an alleged criminal action. FEI maintains a working relationship with our local police department.

### **No Assumption of Responsibility**

While FEI strives to provide a safe and secure learning environment, FEI does not assume responsibility for any loss of any kind to those people who enter our facilities or attend our events.

### **Campus Security Personnel**

FEI maintains an Safety and Emergency Management Team (STEM) consisting of the Campus Director and President, at a minimum, and other key personnel for assuring the safety of all those associated to FEI and their security while on school premises. FEI may elect to contract with local police agencies to provide security at some school sponsored events.

### **Student and Employee Orientation and Awareness**

FEI conducts new student orientation each time new students start a program. This orientation includes information about on-site security and crime awareness. Employees are informed of crime reporting policies, campus policies and crime statistics at the time of their employment and are given updates yearly. Further, all students are informed of FEI's drug and alcohol policy as a condition of eligibility to participate in Title IV financial assistance programs. FEI has no other specific program designed to inform students and employees about the prevention of crimes, except for those described herein and occasional announcements from outside authorities.

### **Preparing the Annual Disclosure of Criminal Statistics**

All incidents are reported and documented by way of an **Incident Report**, which is sent immediately to the President. The Incident Reports are separated between what is a reportable crime or offense from health or accident incidents. Reports are kept in a secure location in the Campus Director's office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus Director.

### **Facilities Access**

The campus premises are considered off limits to anyone who has not been welcomed as a visitor by a staff, faculty, or administrator and has legitimate and appropriate reasons for entering any of the FEI campus buildings. All visitors, in all buildings, who are not students or employees are required to have a:

- 1) FEI Visitor ID;
- 2) Legitimate and appropriate reason for entering any campus building;
- 3) Required to sign in at the Main Campus front desk and provide a government issued ID; and
- 4) If possible, be escorted by an employee or the employee(s) the visitors are visiting.

Students, staff, and faculty are urged to report intrusions immediately to any FEI employee and do not hesitate to call 911 if you feel threatened.

## **Unidentified Visitors/Possible Intruder**

All unidentified visitors may be challenged for purpose of visit at any time by members of FEI staff and administration.

## **911**

In the event a visitor is deemed or even assumed to be an “intruder” in any of the campus buildings, any FEI employee or student shall **without hesitation call 911** on their cell phones.

## **Sounding Device**

When possible, a “police button” or other “sounding device” (i.e, air horn) will be available for employees to act and consider the moment an emergency.

## **Active Shooter/Armed Intruder or Threat Preparedness – For Students and Employees**

This policy applies to all employees and students. All students, faculty and staff are strongly encouraged to take a few minutes to watch the following videos and read the DHS Booklet/Pocket Card below so as to familiarize themselves with the Active Shooter/Armed Intruder Action Guidelines FEI uses.

Active Shooter Situation: Options to Consider

<https://www.youtube.com/watch?v=yz5P2wy4X4o>

RUN. HIDE. FIGHT.® Surviving an Active Shooter Event

<https://www.youtube.com/watch?v=5VcSwejU2D0>

DHS Active Shooter Training Booklet

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

DHS Active Shooter Pocket Card

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_pocket\\_card.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf)

## Threats to the Campus or the Campus Area

The procedures above are the same ones to take in case of any other threat to the campus or the campus areas.

Lock Down “Code Red”: If a “Code Red” is announced or if you hear an AIR HORN, all classrooms and offices must lock their doors and follow the procedures above until law enforcement authorities arrive.

## Do NOT let your guard down until instructed by law enforcement authority

Only when you see law enforcement authority give instructions should you stop protecting yourself and others in any of the above situations.

## Additional Resources:

DHS Active Shooter Website

<https://www.dhs.gov/active-shooter-preparedness>

The above information was provided by the U.S. Department of Homeland Security (DHS).

## **Programs to Inform Students and Employees About Campus Security**

All new FEI students or employee are instructed on crime awareness, prevention and campus security during orientation. Students and Employees are encouraged to take responsibility for their own security, as well as their fellow classmates and the FEI employees, respectively. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

### **Alcohol and Drug-Free Policy**

This policy applies to all employees and students. Alcoholic beverages or drugs/medications (except when prescribed by a licensed physician) are not permitted to be used, possessed, sold, distributed on school premises or when participating in a school-related function or activity. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This policy applies to all students, employees and individuals that visit FEI. Student and/or employee that violates this policy may be terminated, suspended, or put on probation at the discretion of the administration. Referral to a rehabilitation facility and/or referral for criminal prosecution may occur where appropriate.

Students and employees are strongly encouraged to voluntarily come forward and notify the school of any substance abuse problem they may have. In such cases, FEI may assist the student or employee in seeking professional help.

(Student and employees, please refer to Website for complete Policy and to School Catalog.) (Employees must also refer to the Employee Handbook for complete Policy)

### **Weapons Policy (As Published in The School Catalog)**

This policy applies to all employees, students, and visitors. Guns, knives and instrument or devices that may be considered possible weapons are not permitted on the premises of FEI. If this policy is violated, the police may be called and the offender escorted off the school premises. Student and/or employee offenders may be terminated, suspended, or put on probation at the discretion of the administration.

### **Anti-Harassment/Discrimination (As Published in The School Catalog and Employee Manual)**

This policy applies to all employees and students. FEI strives to maintain a school and workplace that fosters mutual respect for all employees and students. FEI is committed to and promotes harmonious, productive working relationships and learning environment. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of both the employment relationship and the student's learning relationship with an instructor or any member of the FEI staff. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, disability or any other classification protected by state or federal laws is illegal and prohibited by FEI policy. Such conduct by or towards any employee, student, contract worker, vendor or anyone else who does business with FEI will not be tolerated. To the extent an employee, student, vendor or other person with whom FEI interacts with or does business with engages in unlawful harassment or discrimination, FEI will take appropriate corrective action, including but not limited to the appropriate law enforcement authority. There will be no retaliation for reporting in good faith any behavior or conduct that violates this policy.

### **PERSONAL RESPONSIBILITY**

The cooperation and involvement of students, faculty and staff is absolutely necessary. Every individual must assume responsibility for their own safety and the security of their property by following simple precautions and operating with common sense.

## **VIOLENCE AGAINST WOMEN ACT**

The Violence Against Women Act (VAWA) is a federal law that was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program".

Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

### **Impact on FEI**

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

### **FEI's VAWA Policy Statement**

Florida Education Institute is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the College.

### **VAWA Resources:**

You can help to ensure that victims have access to services they need to feel safe and receive counseling. Direct the victim to the following resources:

City of West Miami Police Department (Students, Faculty, Staff, Other)

Campus Director (Students)

## **Sexual Harassment and Violence Defined**

### **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

### **Domestic Violence**

A felony or misdemeanor crime of violence committed- by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### **Sexual Assault**

An offense that meets the definition of rape, fondling, incest, or statutory rape.

### **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

### **Consent**

"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Giving in is not the same as giving consent.

## **What You Need to Know**

### **Bystander Intervention:**

**Offer Support** if you suspect that the person is being abused or has been sexually assaulted or stalked.

**Speak out** against all forms of sexual violence.

**Be an advocate** for preventing sexual violence.

**Model** the behavior that values respect for others and promotes positive pro-social behavior.

### **Retaliation:**

FEI prohibits retaliation against individuals who file a complaint or who participate in the complaint process. Retaliation is regarded as a basis for a separate complaint and can lead to further review and disciplinary action.

## **CRIME STATISTICS**













## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

## VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.				
Crime	Total occurrences in or on Noncampus buildings or property			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

## 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			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus. Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2016	2017	2018	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property. Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2016	2017	2018	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

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Enter the number of Arrests for each of the following crimes that occurred on Public Property. Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2016	2017	2018	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	0
c. <u>Liquor law violations</u>	0	0	0	0

## 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.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property 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.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
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c. <u>Liquor law violations</u>	0	0	0

## 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.

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Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## 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.**

**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.**

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	0	0	0