# TRINITY BAPTIST COLLEGE

# ANNUAL SAFETY and SECURITY REPORT
# *and*
# ANNUAL FIRE SAFETY REPORT

Published September 28, 2022

**Prepared in compliance with the**
*Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act*

**Reporting Period: January 1 through December 31, 2022**

# Annual Safety and Security Report

## Audience

The U.S. Department of Education requires TBC to publish annual campus safety and security reporting information to current students, faculty, and staff by October 1$^{st}$. The Compliance Office provides the report to these groups via the campus email system. A link to the most recent report is updated annually at www.tbc.edu. The Compliance Office fills on-demand requests for copies of the report.

## Format

Trinity Baptist College (TBC) divides reported data contained in this report into incidents occurring in general areas of the College campus, in campus housing controlled by the College, and those occurring on public property surrounding the campus. The College campus is private property owned and controlled by Trinity Ministries at 800 Hammond Boulevard and the "reasonably contiguous" Athletic House property, under the College ownership and control at 1151 Hammond Boulevard.

Public property is not owned or under the control of Trinity Ministries or Trinity Baptist College but is immediately accessible from the College campus. Public property crime reporting is limited to events occurring inside a 125-foot buffer surrounding the College campus.

## Crime Data Sourcing, Classification, and Counting

The TBC Compliance Office sources data from Trinity Campus Security Department, the TBC Office for Student Affairs, and the Jacksonville Sheriff's Office (JSO), the local law enforcement agency serving and protecting the district in which the College property is located.

The Jeanne Clery Disclosure of Campus Security Policy Campus Crime Statistics Act (Act) defines the types of incidents that TBC must report:
- Criminal Offenses
- Hate Crimes (counted and reported by offense and again by prejudice)
- VAWA (Violence Against Women Act) Offenses
- Arrests or Referrals for Disciplinary Action
- Unfounded Crimes
- Excluded Crimes

TBC follows the FBI's Uniform Crime Reporting (UCR) Hierarchy Rule when reporting counts of offenses: when more than one Criminal Offense was committed during a single incident, only the most serious offense is counted and reported. TBC uses the following hierarchy with multiple offenses occurring at the same time and at the same place: 1. Murder and Non-negligent Manslaughter, 2. Manslaughter by Negligence, 3. Sexual Assault, 4. Robbery, 5. Aggravated

Assault, 6. Burglary, and 7. Motor Vehicle Theft. Exceptions to the use of the UCR Hierarchy are Arson, Sexual Assault, Hate Crimes, and VAWA Offenses.

The Act guides TBC to combine offense reporting counts for the *Arrests or Referrals for Disciplinary Action.* Incident data this category may indicate an arrest by JSO *or* a disciplinary referral to the TBC Office of Student Affairs; TBC reports an incident resulting in an arrest and a referral as a single offense.

## Criminal Offenses Data

|  | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
|  | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Criminal Homicide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Hate Crimes Data

|  | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
|  | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Murder and Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/ Damage/ Vandalism of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Hate Crimes by Prejudice Data

| | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Race | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gender Identity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| National Origin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## VAWA (Violence Against Women Act) Offenses Data

| | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Arrests or Referrals for Disciplinary Action Data

| | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Weapons Laws | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Laws | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Liquor Laws | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

## Unfounded Crimes Data

An unfounded crime is a reported incident determined by a sworn or commissioned law enforcement officer to be false or baseless.

|  | Campus | | | Campus Housing | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
|  | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Incidents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Excluded Crimes

The Act provides institutions of higher education the option to report statistics of incidents that do not meet the Act's definition of a Clery Crime or those occurring in areas not defined as Clery campus geography. Note: TBC restricts criminal incident reporting to Clery definitions of criminal offenses occurring in Clery-defined geographic areas.

# Campus Security Policies and Procedures

Trinity Baptist College is committed to the safety and protection of its students, faculty, staff, and other constituents. We aim to provide students, faculty, and staff with a campus environment where they can feel safe and protected while engaging in learning and work. To this end, TBC developed the following policies concerning campus safety in compliance with the Clery Act.

## Campus Criminal Actions and Other Emergencies Reporting Procedures

TBC employs campus security personnel 24 hours a day, 365 days a year. Students, faculty, and staff can reach a security officer anytime at (904) 596-2444. The institution equips security officers with two-way radios allowing immediate contact. Any time a student, faculty, or staff member witnesses a crime, suspicious behavior, or another emergency on campus, they should immediately notify the Security Department.

Following is a list of personnel to whom students, faculty, and staff could report criminal activity and other emergencies:

**Director of Security (904) 596-2494 Office**

**Campus Security (904) 596-2444 Office**

**Dean of Women (904) 769-9202 Cell**

**Dean of Men (904) 955-0159 Cell**

While a campus security officer is always on duty, a student, faculty, or staff member may choose to call 911 to report an emergency event. Students, faculty, and staff should consider an event an emergency when life or property is in immediate danger. If circumstances permit, Campus Security should receive a notification whenever a student, faculty, or staff member contacts 911 for an on-campus emergency.

Students, faculty, and staff should also contact the appropriate dean in the Office of Student Affairs when encountering an emergency on campus. TBC utilizes tracking software that notifies appropriate staff members, such as Office of Student Affairs deans and Campus Security, when dialing 911 from a campus telephone. Additionally, Campus Security should always receive notification, if possible, whenever individuals call the police, fire/rescue, or emergency medical personnel to campus.

## Timely Warnings

The purpose of timely warnings is to alert all individuals connected to TBC of potentially threatening situations to prevent the recurrence of the threat within the campus community.

The TBC Administration will issue a timely warning to all students, faculty, staff, and other campus community members after receiving notification of a Clery-reportable crime occurring on or near the TBC campus. The Administration may also issue timely warnings for other non-Clery-reportable offenses occurring on or near campus.

The TBC President, Vice-President, and-/or the Dean of Students will determine when to issue a timely warning. The Director of Campus Security may also give a timely warning if circumstances warrant it. The messaging for timely warnings will include appropriate details to alert the campus community and will provide vital information required to promote campus safety and the personal protection of all individuals receiving the warning. Warning messages will not include confidential information such as the names of victims.

Timely warnings will be published using any of the following media options:
- The campus Emergency Notification System
- The institution's website
- Emails to students, faculty, and staff
- Chapel announcements
- Flyers placed in student mailboxes
- Flyers posted in conspicuous campus locations

Local law enforcement has contact telephone numbers for the institution. It often gives the Administration information on crimes occurring or that have happened in the campus' immediate geographic area. The receipt of local law enforcement crime notifications typically results in timely warnings to the campus community.

## Preparation of the Annual Disclosure of Crime Statistics

The TBC Compliance Director solicits annual crime data details from the Jacksonville Sheriff's Office (JSO) through the public reporting request portal. By calendar year, the director requests crime data for the public property surrounding the main campus at 800 Hammond Boulevard, Jacksonville, FL 32221, and any other applicable institutional operations outside the main campus. JSO responds with criminal activity recorded within a 125-foot buffer surrounding the address(es) provided by the director.

      a. Following are the criminal activities under the Uniform Crime Reporting (UCR) Code listed by the director: Murder/Non-negligent Manslaughter, Manslaughter, Sex Offenses, Forcible and Non-forcible Robbery, Burglary, Aggravated Assault, Motor Vehicle Theft, and Arson.

      b. Along with the list of UCR offenses, the director requests specifics for the crimes that JSO classified as Hate Crimes, and the director adds Larceny-theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property that JSO classified as Hate Crimes. If a Hate Crime, the director requests that

JSO provide details for which crime falls under Race, Gender, Religion, Sexual Orientation, Ethnicity/National Origin, or Disability biases.

c. The director also requests data for public Liquor Law Violations, Drug Abuse Violations, and Weapons Charges (carrying, possession, etc.).

The Compliance Director requests annual crime data details from the Director of Campus Security. By calendar year, the compliance officer asks for information on criminal activity occurring on campus at 800 Hammond Boulevard, Jacksonville, FL 32221, and any other applicable institutional operations outside the main campus. The security officer responds with recorded on-campus criminal activity and notes which crimes occurred in campus housing facilities.

a. Following are the criminal activities under the Uniform Crime Reporting (UCR) Code requested by the Compliance Director: Murder/Non-negligent Manslaughter, Manslaughter, Sex Offenses, Forcible and Non-forcible Robbery, Burglary, Aggravated Assault, Motor Vehicle Theft, and Arson.

b. Along with the list of UCR offenses, the compliance office requests specifics for the crimes classified as Hate Crimes, and the compliance office adds Larceny-theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property that campus security classified as Hate Crimes. If a Hate Crime, the compliance officer requests that the security department provide details for which crime falls under Race, Gender, Religion, Sexual Orientation, Ethnicity/National Origin, or Disability biases.

c. The compliance representative also requests data for campus Liquor Law Violations, Drug Abuse Violations, and Weapons Charges (carrying, possession, etc.).

After both agencies respond with crime statistics, the Director of Compliance compiles and publishes the data in the Annual Disclosure of Crime Statistics.

## Procedure for Confidential Crime Reporting

To remain in compliance with the Clery Act, notifications of campus criminal activity must be reported to the appropriate authorities as quickly as possible. Timely reporting ensures that the Compliance Office documents all crimes in the annual report.

The Administration provides anonymity for any student, faculty, or staff member who wishes to remain anonymous when reporting an on-campus crime. Anonymous reporting requires that an individual contact Campus Security, state they witnessed a crime or are a victim, and indicate the desire to report the crime but remain anonymous. Campus Security personnel must request the caller's name for investigative purposes but will not include the name on any official documentation related to the incident.

Victims of crime who do not want to pursue action through the campus disciplinary system or the criminal justice system should still consider making a confidential report of the crime. With the victim's permission, Campus Security personnel or the Dean of Students can file a report of the details of the crime without revealing the victim's identity. The purpose of the confidential report is compliance with the victim's wish to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With documented details, the Administration can maintain an accurate record of the number of criminal offenses involving students, determine where there are crime patterns concerning a particular location, method, or assailant, and alert the campus community to potential danger. The Administration includes confidential crime reports in the institution's annual crime statistics.

## Campus Pastoral Counselors and Campus Professional Counselors

As a result of the negotiated rulemaking process, which followed the signing into law, the 1998 Amendments to the 20 U.S.C. Section 1092 (f), clarification was provided to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a policy, the Administration encourages pastoral and professional counselors to inform persons receiving counseling of the procedures to voluntarily report crimes to campus authorities for inclusion in the annual crime statistics, as the counselors deem the reporting appropriate.

Note that the Administration considers campus pastoral and professional counselors not to be campus authorities only when they act within their counseling capacities. Outside the counseling capacity, counselors are considered campus authorities and must report criminal activity relayed by a student, faculty, or staff member.

## Security of and Access to Campus Facilities

During business hours, the TBC campus (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all campus facilities is by key/key card, if issued, or by admittance via the Campus Security Department or an appropriate representative of the Student Services Office, such as a Resident Assistant. Residence halls are secured 24 hours a day. Other campus facilities also maintain 24-hour access security.

Emergencies may necessitate changes or alterations to any posted security schedule. In regular communication with the Facilities Director, Grounds Director, and the head of Campus Security, the Dean of Students annually reviews areas of campus posing security risks and addresses any concerns for threats to the safety of students, faculty, and staff.

## Campus Law Enforcement

Security Department personnel monitor the campus 24 hours a day, seven days a week. Students, faculty, and staff may contact the department personnel anytime by calling (904) 596-2444. The department is responsible for maintaining general order on campus and monitoring all facilities and grounds to ensure the safety of students, faculty, and staff.

Campus security officers do not have the authority to make arrests and have limited power to detain a suspect. Their primary function is to maintain order on campus by communicating with the Office of Student Affairs in instances where students are involved in general disorder or destruction of institution property. Campus officers may also contact the Office of Student Affairs if observing student behavior that violates the TBC Student Handbook.

Campus security officers will contact local law enforcement for any necessary situation. No written working relationship exists between campus security officers and local law enforcement. Any student, faculty, or staff member witnessing criminal activity on or near the campus should promptly report the details to Campus Security and local law enforcement agencies.

## Emergency Response and Evacuation

The potential of disastrous fires, bomb threats, and other emergencies intensifies the Administration's concerns for the safe and rapid evacuation of students, faculty, and staff from isolated facilities or the entire campus. This Administration connects this concern with the necessity of quickly and safely alerting all campus community members of the danger if such an event occurs.

Students, faculty, and staff should promptly report potential emergencies to the Director of Campus Security, a Security Officer, or the Dean of Students. Campus authorities will confirm the significance of the crisis based on their understanding of the event. The Director of Campus Security or Dean of Students will contact local law enforcement to assist in the imminent danger determination. After determining the extent of the emergency, the Director of Campus Security or Dean of Students will engage other personnel appropriate to the emergency.

Unless immediate notification compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, in the professional judgment of responsible authorities, campus authorities will employ the campus Emergency Notification System to alert the campus community to the danger. The Director of Campus Security or the Dean of Students will contact the campus Communications Director to initiate the Emergency Notification System. The Director of Campus Security, Dean of Students, and the Communications Director will be responsible for the content of the emergency alert communicated to the campus community.

The Emergency Notification System publishes messaging through text messaging, automated messaging through calls to mobile and landline telephones, and email messaging. Each student, faculty, and staff member are responsible for ensuring that their up-to-date contact information is on file in Populi, the campus management application, to receive the emergency notification messages. Students, faculty, and staff can review and update their contact information by visiting the Office of Student Affairs during business hours.

The Director of Campus Security tests the Emergency Notification System annually to ensure proper functionality. The Campus Security Office records descriptions of the testing exercises, the dates it conducted the testing, and whether the department announced the activity before testing. The Director of Campus Security files testing records in the Campus Security Office and the TBC Compliance Office. Annual tests of the system include mock fire drills and campus lockdowns. The Administration publishes the procedures for the Emergency Notification System and campus evacuation guidelines annually to students in the Student Success Guide.

# Annual Fire Safety Report

## Alert System

Trinity Baptist College (TBC) controls two on-campus housing facilities: the Charlene Gray Dormitory (women's) and the Jacob Gartenhaus Dormitory (men's). Each facility is equipped with the Edwards Systems Technology, Model: FS502, Category Number: EST1-2Z3 two-zone panel fire alarm system.

TBC contracts with JSC Systems, Inc. for annual inspection and testing of the alarm system. The contractor inspects each feature of the alarm mechanism:
- Initiating system
- Indicating system

## Fire Statistics

| | Reported Fires | | |
|---|---|---|---|
| | 2020 | 2021 | 2022 |
| Count | 0 | 0 | 0 |
| Loss of Life | 0 | 0 | 0 |
| Value of Property Losses | $0 | $0 | $0 |