

# 2021 Annual Security Report



# The Ringling

THE JOHN & MABLE RINGLING  
MUSEUM OF ART

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This annual report includes information related to the safety and security policies and procedures and crime related statistics for *The Ringling* campus and its properties.

**LEADERSHIP RINGLING/FSU**

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Steven High  
Executive Director, The Ringling



Richard D. McCullough,  
President, Florida State University



Jean Evans  
Deputy Director, The Ringling

## PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

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In 2000, the Florida legislature placed the stewardship of *The Ringling* under Florida State University (FSU). Through its collaboration with FSU, *The Ringling* Security Department prepares and publishes this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990. Information and statistics are compiled from information maintained by *The Ringling* Security Department.

This report provides statistics for the previous three years of select reported crimes that occurred on *The Ringling* campus, in certain off-campus buildings or property owned, leased or controlled by *The Ringling* as it falls under Florida State University (FSU). This report also includes security policies and procedures and information on the basic rights guaranteed victims of sexual assault.

The report is provided to you as part of *The Ringling's* commitment to safety and security on campus. This publication is designed to provide an overview of Ringling Security services available to you as members of *The Ringling* community, as well as information regarding other safety and security policies and procedures that have been instituted here on our campus.

*The Ringling* forwards a copy of this Annual Security Report to FSU Police Department each year. To obtain a copy of *The Ringling* Annual Security Report or The Florida State University Security Report visit [www.police.fsu.edu](http://www.police.fsu.edu) . [emergency.fsu.edu/services/seminolesafe](http://emergency.fsu.edu/services/seminolesafe) or contact FSU Police Department at (850) 644-1234.

## REPORTING CRIMES AND OTHER EMERGENCIES

### Reporting to Ringling Security

We encourage all members of *The Ringling* community to report all crimes and other emergencies to *The Ringling* Security Department immediately. If you are a witness or victim of a crime, it is important to report the crime so you can get help and support. Also, by telling Security what you know, you may assist in preventing others from becoming victims in the future. You should speak with Ringling Security if you know about a crime that has or might be committed, someone who was involved in committing a crime, someone who has threatened you or another person, has threatened to commit a crime, or any other activities you think may be criminal. Crimes which occur on Ringling property should be reported to *The Ringling* Security Office. Sometimes it may be uncertain if the location of a crime actually occurred on Ringling property. If you are certain the location of the crime was on *The Ringling* campus, contact Ringling Security 941-360-7366. If you are certain the location is outside *The Ringling* campus call the Sarasota Police Department or the Sarasota County Sherriff's Office or dial 911 for immediate assistance.

We encourage Ringling community members to report crimes promptly and to participate in and support crime prevention efforts. *The Ringling* will be much safer when all community members participate in safety and security initiatives. Safety and security at *The Ringling* are the responsibility of every employee, volunteer and visitor on campus. Immediately report suspicious persons, incidents, and unsafe conditions by calling Ringling Security at 941-360-7366. Remaining observant and aware of your surroundings will help ensure *The Ringling* stays a safe place to learn, work and enjoy.

### Reporting to other Security Authorities

While *The Ringling* prefers that community members promptly report all crimes and other emergencies directly to Ringling Security, we recognize that some may prefer to report to other individuals or offices. *The Ringling* falls under the direction of Florida State University (FSU). In addition to the numerous reporting channels discussed within this publication – Ringling Security, Ringling Human Resources and other law enforcement agencies– you may also submit an anonymous report of suspected criminal activity to the FSU Police Department through the Silent Witness program accessed at <https://police.fsu.edu/report-crime/silent-witness-crime-report> .

### Voluntary, Confidential Reporting

If you are the victim of a crime and do not wish to pursue action within *The Ringling*, FSU or the criminal justice system, we encourage you to make a confidential report to Ringling Human Resources, the Employee Assistance Program, or pastoral counselors. The purpose of a confidential report is to comply with your wish to keep your personal identifying information confidential, while taking steps to ensure your safety, the safety of others and to offer support resources. Confidential

reports allow *The Ringling* to compile accurate records on the number and types of incidents occurring on our campus. Confidential reports filed in this manner are counted and disclosed in the “Annual Security Report.” Confidential reports made to professional counselors or pastoral counselors are not disclosed in “*The Ringling* Annual Security Report.”

**THE RINGLING AND LOCAL EMERGENCY NUMBERS:**

Ringling Security	(Internal)	Ext 07365
	(External)	941-360-7365
Ringling SOC	(Internal)	Ext 07366 or 911
	(External)	941-360-7366
Sarasota EMS		9-911
		941-316-1201
Sarasota Fire Department		9-911
		941-316-1201
Sarasota Police Department		9-911
		941-263-6773
New College Police Department		941-487-4210
Sarasota Emergency Operations Center		941-861-5000
Division of Alcoholic Beverages and Tobacco		850-922-9903

**SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Ringling Security personnel patrol campus facilities on a regular basis. For information about the access protocol for a specific building, see the department head or contact Ringling Security at 941-360-7366.

Ringling Facilities maintains buildings and grounds with concern for the safety and security of all persons and property. Inspections are routinely conducted, and repairs are promptly made to ensure that appropriate safety and security standards are maintained.

Ringling Security Department assists Facilities personnel by conducting campus lighting surveys and reporting potential safety and security hazards. Staff, volunteers, and visitors are encouraged to notify Security or Facilities to report any safety or security hazards. Ringling Security is available 24 hours a day, seven days a week by calling 941-360-7366.

## EMERGENCY NOTIFICATION AND WARNING SYSTEM

Ringling Policy establishes the emergency notification and warning program at *The Ringling* Museum. The objective is to provide timely notification and warning to all staff, volunteers, and visitors of *The Ringling* of a threat, occurring or imminent, that poses an immediate threat to their health, safety, or general welfare while on property owned or controlled by *The Ringling*.

*The Ringling* has procedures to implement the Policy and Plan. Collectively, the Policy, Plan, and Procedures provide a mechanism for *The Ringling* to, without unnecessary delay, confirm an emergency or dangerous situation, take into account the safety of the campus community, and initiate appropriate notification and warning, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Policy, Plan, and Procedure include processes by which Ringling officials will confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. The Policy, Plan, and Procedures specify the roles and responsibilities of persons on campus responsible for carrying out this process. Ringling Administration and Public Relations maintain procedures for communication subsequent incident related information to the larger community once the immediate threat to life safety has passed.

As of the time of this report, emergency notification may be delivered in varying ways depending on the nature of the emergency. Such notification may include but is not limited to:

*The Ringling* Home Page ([www.ringling.org](http://www.ringling.org))

Weather Alerts Page <http://sarasota.weatherstem.com/ringling>

*The Ringling* Weather Hotline 941-360-7377

Indoor Horns/Sirens/Speakers

Email

Social Media

### Test of the Emergency Notification and Warning System

The Clery Act requires that FSU conduct at least one test of its emergency notification system each year. "The university conducts a test at least once a semester, whereby the University will send a coordinated text message through the campus-wide systems." Records of each test will be maintained by (FSU) Emergency Management [emergency.fsu.edu/resources/CEMP](http://emergency.fsu.edu/resources/CEMP)



## TIMELY WARNINGS

In the event a selected Clery crime occurs, or other dangerous situation arises, either on or off campus, that, in the judgment of the Chief of Ringling Security or designee, may pose a serious or continuing threat to members of the community, a campus wide “Timely Warning” will be issued. Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, a timely warning will be issued through any one of the notification methods listed above.

## CRIME PREVENTION INFORMATION

### Protect Your Property

Keep your keys secure and in your possession. Keys can be duplicated.

Don’t mark your key chain with your name, address or license number. Lost keys can lead to theft.

Engrave or mark all valuable personal property with your name and driver's license number. Keep an inventory of items.

Move valuable items out of easy sight of windows and doors.

Always lock your vehicle.

Copy all important papers and cards that you carry in your purse or wallet, including your driver’s license. Keep the copies in a safe place— the information will be invaluable if they are stolen or lost.

Copy your vehicle ID and tag number. If your vehicle is stolen, it cannot be entered into the nationwide law enforcement network without this information

### In Your Car

Check the back seat before entering.

Always keep your vehicle doors locked (even when driving in daylight) so no one can jump in at a red light.

Keep enough gas in your tank for emergencies.

Do not offer rides to anyone you do not know.

If someone suspicious approaches your vehicle, honk your horn as a good deterrent. Criminals do not like attention.

If your car breaks down, lift the hood, put on the flashers, and wait inside (with the doors locked) for help. Ask people who stop to call the police or AAA for you. Don’t accept a ride with anyone you do not know.

## At Home

Always keep doors locked, even if you are only away for a few moments.

Be assertive and demand that any unwanted person in your residence leave or leave yourself. Anyone who refuses to leave is a trespasser.

Make sure hallways, entrances, garages, and grounds are well-lit. Leave porch lights on all night. When you expect to return after dark, leave an interior light on with shades drawn.

Know who is at your door before you open it.

Make calls for strangers who want to use your phone. Don't open your door or let them in.

List initials and last name only on your mailbox.

Get to know your neighbors. Join a neighborhood watch system and share information on suspicious circumstances.

## Away from Home

Walk or jog with a friend. Avoid jogging after dark, but if you do go after dark, stay in well-lit areas; walk midway between curbs and buildings and away from alleys and bushes.

Do not stop for stranded motorists. You are of greater help to them by calling the police.

Keep valuables in the trunk of your vehicle, not on the seats.

Park your car in well-lit areas.

Remove all keys from your vehicle. Thieves look for keys. Walk with your keys in your hand.

Tell someone where you are going and when you will return.

Do not fight back if your purse or wallet is snatched. Turn it over to the thief rather than risk personal injury. Call the police immediately.

Be alert when using an ATM. Accessing ATM cash in remote locations, particularly after nightfall, could expose you to risk of robbery and personal injury.

Avoid working or studying alone in a public-access building at night.

### **If you have a disability**

Be on the defensive; and keep aware of your surroundings.

Use reflective tape on wheelchairs or other mobility aids.

Report any hazardous conditions to Ringling Security 941-360-7366

Use designated sidewalks. If you have a visual impairment, be sure to get thorough orientation. If you are unsure about hazards, please ask. Remember to use your cane properly.

### **Cycling Safety**

Cyclists are reminded that in Florida, a bicycle is legally defined as a vehicle. Bicyclists have the same rights to the roadways and must obey the same traffic laws as other vehicles. Pedestrians are given the right of way and an audible signal should be given before overtaking and passing pedestrians. Wear a helmet when riding –nearly 75% of all bicycle related deaths are the result of head injuries. A bicycle operated between sunset and sunrise must be equipped with a lamp on the front exhibiting a white light visible from 500 feet to the front and both a red reflector and a lamp on the rear exhibiting a red light visible from 600 feet to the rear. Observe all traffic laws that you would observe in a motor vehicle. Bicycles may not be parked where they impede pedestrian or vehicular traffic. Do not park bikes on railings, stairwells, or access ramps.

### **In an Elevator**

Emergency telephones are installed in the elevators in all Ringling buildings. Simply lift the receiver or press the button to be connected to Ringling Surveillance Operations Center (SOC) Press the alarm button if the elevator becomes impaired while in operation. Security will respond as quickly as possible. Remain inside until help arrives. Only trained elevator personnel are authorized to remove trapped occupants. No one else should attempt to release them or to force elevator doors open.

### **Protect Yourself from Identity Theft**

Identity theft is one of the fastest growing crimes. Identity theft is the theft of your name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number or some other piece of personal information. With this personal information, identity thieves can open new credit and bank accounts, obtain cellular phone service, or even file a fraudulent tax return – all without your knowledge. Here are some tips to help prevent this type of theft:

Safeguard your credit, debit, and ATM card receipts. Never toss them in a public container.

Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless necessary.

Check your credit report and reconcile your bank and credit statements in a timely manner.

Create Strong Passwords and use secure networks.

Keep sensitive personal and financial documents secure.

Protect your mobile device and computer.

Do not fall for Phishing Scams.

## CRIME STATISTICS

Crime statistics provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by Ringling and the Florida State University Police Department. The totals represent the compilation of all designated Clery Act crimes reported to Ringling Security.

## CRIME DEFINITIONS

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another and include any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

**Negligent Manslaughter:** the killing of another person through gross negligence. Any death caused by the gross negligence of another. In other words, it is something that a reasonable and prudent person would not do.

**Sex offenses:** any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent and include:

- **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under statutory age of consent.

**Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** the unlawful entry of a structure with the intent to commit a felony or theft.

**Motor Vehicle Theft:** theft or attempted theft of a motor vehicle.

**Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Domestic Violence:** includes felony or misdemeanor crimes 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 person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner; 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 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 occurred.

**Dating Violence:** includes 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 reporting party's statement and with consideration of the length of the relationship, the type of relationship, 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. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Law Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Illegal Weapons Possession:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Hate Crime:** a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Bias:** a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

**Hate crimes are also counted when reported in conjunction with the following crimes:**

**Larceny**-Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** to unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism or destruction of property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## CRIME STATISTICS LOCATION DEFINITIONS

### On Campus

Any Building or property owned or controlled by *The Ringling* within the same reasonably adjoining geographic area.

### Non-Campus Buildings or Property

Any building or property owned or controlled by *The Ringling* that is owned or controlled by the institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by staff and is not within the same reasonably adjacent geographic area of the institution.

### Public Property

All public property, including thoroughfares, streets and sidewalks that is within *The Ringling* campus or immediately adjacent to and accessible from the campus.

### CRIMES REPORTED TO RINGLING SECURITY 2019 - 2021

The following statistics are gathered from our records management system which reflects what is reported and/or generated by our agency and then reviewed to determine what sub-category to place the crime in.

CRIME CLASSIFICATION	ON-CAMPUS BUILDING ON PROPERTY			NON-CAMPUS BUILDING OR PROPERTY			ON PUBLIC PROPERTY			ON PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## CRIMES REPORTED BY OTHER LAW ENFORCEMENT AGENCIES WITH JURISDICTION OVER RINGLING CONTROLLED PROPERTY 2019 – 2021

OFFENSES (INCLUDING ATTEMPTS)	ON-CAMPUS BUILDING ON PROPERTY			NON-CAMPUS BUILDING OR PROPERTY			ON PUBLIC PROPERTY			ON PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total	2019 Total	2020 Total	2021 Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### HATE CRIMES REPORTED TO RINGLING SECURITY

For the reported year 2019, there were no hate crimes reported.  
 For the reported year 2020, there were no hate crimes reported.  
 For the reported year 2021, there were no hate crimes reported.

## SEXUAL MISCONDUCT, SEXUAL/GENDER BASED VIOLENCE

Sexual misconduct is an umbrella term used to refer to a broad range of sexually inappropriate behaviors prohibited by both Ringling and FSU Policy. Sexual Misconduct includes all forms of non-consensual sexual activity and unwelcome sexual conduct including sex discrimination; sexual violence (rape/sexual battery/sexual assault); sexual harassment; relationship violence (domestic violence and dating violence); stalking, and other forms for sexually exploitive behavior.

[http://policies.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy% 202-2.pdf](http://policies.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf)

We provide institution-wide programs and services to educate our staff and volunteers on responsible conduct, the meaning of consent, how to properly report cases of sexual misconduct, and how to hold individuals accountable for their behavior. If you experience sexual misconduct, *The Ringling* wants to assist you. Ringling's policies prohibit retaliation for making complaints of sexual misconduct. You have rights and options. Go to <https://fsu.sharepoint.com/sites/ringling/HR/SitePages/HR.aspx> or <http://knowmore.fsu.edu/> or <http://titleix.fsu.edu/> for more information.

### Reporting Options

You have the right to file a report with the police and other administrative staff at *The Ringling*. Reports made to local law enforcement and Ringling Security or Human Resources are separate processes, but you can pursue both paths simultaneously. You may pursue both a criminal investigation with the police and a Ringling sexual misconduct complaint investigation, as different options are available through each process.

You have the right to:

- Report the crime to law enforcement
- Decline to notify law enforcement
- Report the crime to Ringling officials, whether or not you choose to notify the police.

### Reporting to Police

Call 9•1•1. Your call will automatically be routed to the proper law enforcement agency.

If you wish to pursue criminal action, you should contact the police as soon as possible and preserve any physical evidence.

Try to remain calm and alert.

Stay on the phone with the dispatcher as long as you are needed.

Do not change your clothing.

Do not clean your body or your clothes.

Do not disturb or alter the crime scene.

## Ringling's Complaint Process

Upon receiving a complaint of sexual misconduct, *The Ringling* will perform a prompt, fair, and impartial investigation. If, at the conclusion of the process, the information establishes that it is more likely than not that sexual misconduct/genderbased violence occurred, a violation will be found. Complaint proceedings are conducted by hearing administrators (or applicable Human Resources administrators) who receive annual training. Both the complainant and the respondent have the right to be accompanied to all meetings by an advisor of their choice throughout the process. The complainant and the respondent will receive simultaneous, written notification of the outcome of the process.

**Off-Campus Incidents:** Even if the person that harmed you off campus was a member of the Ringling/FSU Community, you can still make a complaint to *The Ringling* against the individual. Also, if the effects of sexual misconduct are interfering with your work or educational environment on campus, The Ringling will offer support and assistance. Whether the offense of sexual assault, domestic violence, dating violence, or stalking occurred on or off campus, The Ringling/FSU will provide the victim a written explanation of rights and options.

**Sanctions:** When an investigation establishes that sexual misconduct/ gender-based violence has occurred, *The Ringling* will take prompt steps to end the misconduct, prevent its recurrence, and correct the effects on the victims. Disciplinary action will vary based on the severity of the misconduct, but it can include separation from University programs, termination from University employment, or exclusion from campus.

## Confidentiality

If you want to discuss sexual misconduct issues on a completely confidential basis, you should speak with confidential counselors who can maintain confidentiality (there are some exceptions to confidentiality, e.g., harm to yourself or others, child abuse, elder abuse or abuse of the disabled): The Employee Assistance Program is available for all employees

If you aren't sure whether the person you are talking to can keep your concerns completely confidential, ask them before you discuss your situation with them. After consulting with a confidential source, you may decide to take no further action or to make a complaint. This is your decision. Because of the confidential nature of the counselor/counselee relationship, seeking advice from a confidential source does not constitute reporting an incident of sexual misconduct or gender-based violence to *The Ringling*. *The Ringling* makes every reasonable effort to handle inquiries, complaints, and investigations in a manner that protects the privacy of all parties. While *The Ringling* cannot promise complete anonymity in its handling of sexual misconduct complaints, each situation is resolved as discreetly as possible, with information shared only with those who need to know to adequately investigate and resolve the matter.

In limited circumstances, *The Ringling* may be able to address your concerns and stop the offending behavior without revealing your identity to the alleged harasser. However, this is not always possible. Individuals accused of sexual misconduct/gender-based violence are provided with the level of detail about the allegations necessary to allow them a fair opportunity to respond. That level of detail varies depending on the circumstances of the incident, but usually includes the identity of the reporting individual. In its investigation, *The Ringling* will be respectful, sensitive, and fair to the person who reported the misconduct and the person accused. Nevertheless, *The Ringling* has a compelling interest to address allegations of sexual misconduct brought to its attention. As a result, *The Ringling* reserves the right to take appropriate action, even in cases when the survivor does not want further action.

### **Victim Rights When the Accused is an Employee**

Sexual Misconduct complaints against employees are handled by Human Resources. Complaints can be initiated by submitting a detailed verbal or written statement of the incident. Your rights during the complaint process are

To be treated with respect and dignity.

To be informed of available options for resolution.

To be informed of resources and support services.

To request reasonable interim measures to ensure your safety while a complaint is investigated.

To be accompanied to all meetings by an advisor of your choice. The advisor may not speak for you.

To submit a written complaint, supporting documents, and other relevant evidence.

To propose witnesses.

To receive a prompt, thorough, and impartial investigation of your complaint.

To participate in an intake interview and review your interview notes.

To be kept informed of the status of your case throughout the process upon request.

To be notified of the outcome of your case in writing.

To make a written records request for a copy of the Investigative Summary of the case, once the case has been closed.

## CRITICAL INCIDENT RESPONSE

*The Ringling* Security Department trains for emergencies on campus whether based on natural occurrences or of a man-made origin.

### Ringling Partnerships and Outreach

Prevention - Ringling Security engages and participates in a number of prevention initiatives.

Training and Best Practices

Emergency Operations Center – Ringling Security coordinates its various departments to prepare, respond to and recover from emergencies.

Emergency Management Coordinator – Ringling Chief of Security or designee to coordinate incident response.

Hazardous Weather Awareness Week – Annual hazardous weather awareness campaign

Emergency Preparedness Week – multi-hazard educational outreach and awareness

Mutual Aid with the City and County (in addition to training conducted) –Jurisdictional crossover to enhance services to *The Ringling* campus

## THE ACTIVE SHOOTER

Ringling Staff and Volunteers, with assistance from Florida State University Police Officers participated in realism-based training concerning the response to an “active shooter,” that is, a person actively shooting at and harming persons on campus.

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Victims are selected at random. This type of event is unpredictable and evolves quickly, knowing what to do can save lives. When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

If YOU are in the area of an Active Shooter...

### RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### HIDE

- Hide in an area out of the shooter’s view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet
- Remain Quiet and out of sight (if possible)
- Turn off all lights in the location
- Improvise a way to secure all doors

### FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

## WEAPONS ON CAMPUS

On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, swords, sword canes, ornamental or decorative swords/daggers/knives, or any dangerous chemical or biological agent is a violation of *The Ringling* policy. This does not apply to any law enforcement officer who is a student or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government, or any student whose possession of a weapon as described above is approved in advance by Ringling Security or FSU police department. Firearms and other weapons as defined by section 790.001, Florida Statutes, are prohibited by Florida law at all times on the FSU campus and at FSU-sponsored events, including *The Ringling*, whether or not a person possesses a concealed weapons permit, except as follows:

Firearms may be carried by police officers and licensed security personnel expressly authorized by law to carry firearms on University property.

A concealed firearm may be kept for lawful purposes without a license by persons 18 years or older within the interior of a private vehicle, provided that such firearm is not carried on the person and provided that a handgun must be kept securely encased or otherwise not readily accessible for immediate use.

Possession of firearms and other weapons on *The Ringling* campus, unless authorized by Florida law, is a felony and violators are subject to arrest and prosecution. Policies described in this section are authorized by Section 790.115, Florida Statutes. In accordance with Section 790.33, Florida Statutes, nothing in this section is intended to prohibit or regulate the lawful possession of a weapon or firearm as defined in Section 790.001, Florida Statutes, except as permitted by law.

*The Ringling* forwards a copy of this Annual Security Report to FSU Police Department by October 1 of each year. To obtain a copy of *The Ringling* Annual Security Report or The Florida State University Security Report visit [www.police.fsu.edu](http://www.police.fsu.edu) or contact FSU Police Department at (850) 644-1234.