To all of our adjunct Instructors:

On behalf of Palm Beach State College, I would like to thank you for being an important member of the Criminal Justice Institute. We value our faculty as professionals who share their knowledge and expertise to students starting their criminal justice careers as well as to colleagues seeking to enhance their skills and knowledge.

We continue to improve our new facilities and I would ask that if you have suggestions that would enable us to improve our services to please speak up and let us know. We are committed to providing each of you the support you need to make your teaching experience at Palm Beach State College personally and professionally rewarding.

If you need any additional information about the Criminal Justice Institute, please contact me or a member of our staff.

Again, welcome to the Criminal Justice Institute and have a great year!

Director Larry Schroeder
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OVERVIEW OF PALM BEACH STATE COLLEGE

Palm Beach State College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrially linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach State College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.

The Criminal Justice Institute (C.J.I.) at Palm Beach State College offers a full range of professional training in the Criminal Justice field, including:

Basic Recruit Training
- Law Enforcement Officer
- Correctional Officer
- Auxiliary Officer

Criminal Justice Professionals
- Correctional Officer Crossover to Law Enforcement Officer
- Law Enforcement Crossover to Correctional Officer
- Equivalency of Training - Program designed for sworn officers from other states wishing officer certification in Florida, as well as former Florida sworn officers who have allowed their certifications to lapse.

Advanced & Specialized Courses
- Advanced and Specialized Training Courses for Criminal Justice professionals funded through the CJSTC Region XII Trust Fund.

Communications Course
- 9-1-1 Public Safety Telecommunicator Course

Certifications
The Criminal Justice Institute is certified as a Type A training center by the Criminal Justice Standards and Training Commission (C.J.S.T.C.), authorized to provide basic recruit training program courses for law enforcement, correctional, correctional probation, as well as Commission approved advanced and specialized training programs. The Institute has been offering criminal justice training since 1973.

The Criminal Justice Institute is also certified by the Department of Health to provide the Public Safety Telecommunicator Course.
Accreditation
Palm Beach State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Applied Science, Associate in Arts, Associate in Science and Associate in Applied Science degrees.

FACILITIES AND STAFF

Facilities:
The Criminal Justice Institute is housed in the Public Safety Training Center located on the east side of the Lake Worth campus. Our training center includes classrooms, labs, defensive tactics gym, a 24-target indoor firing range and a driving range with skid pad. In addition, the Criminal Justice Institute has a number of remote locations which meet all C.J.S.T.C. requirements and are available for use.

Staff:
Criminal Justice Institute Director:
- Larry Schroeder, 561-868-3404, schroedj@palmbeachstate.edu

Administrative Assistant II
- Susan Voccola, 561-868-3403, voccolas@palmbeachstate.edu

Criminal Justice Professional Staff:
- Philip Berlingo, Coordinator, 561-868-3378, berlingp@palmbeachstate.edu
- Julie Cardinal, LE Coordinator, 561-868-3402, cardinaj@palmbeachstate.edu
- Gene Hall, LE Coordinator, 561-868-3868, halle@palmbeachstate.edu
- Marty Harn, Instructor, 561-868-3405, harnh@palmbeachstate.edu
- Brad Fitzer, Instructor, 561-868-3405, fitzerp@palmbeachstate.edu
- Jill Reiter, Advanced Training Coordinator, 561-868-3407, reiteri@palmbeachstate.edu
- Brace Rohrer, High Liability Coordinator, 561-868-3598, rohrerb@palmbeachstate.edu
- Chris Todaro, Selection Specialist, 561-868-3908, todaroc@palmbeachstate.edu
- Kevin Wood, Corrections Coordinator, 561-868-3408, woodk@palmbeachstate.edu

Criminal Justice Classified Staff:
- Marcela Alvarez ............................................................... 561-868-3406
- Dianne Kelm ................................................................. 561-868-3398

Website: http://www.palmbeachstate.edu/programs/criminaljustice
ADJUNCT INSTRUCTOR REQUIREMENTS

All adjunct instructors must be C.J.S.T.C. certified, or qualified under an exemption, and be credentialed by Palm Beach State College before you can instruct a course. Instructors must be aware that their instructor certification must be held either by their employing agency or a Training Center. **It is extremely important that any adjunct who changes their agency status, either through resignation, retirement, or termination, inform the Criminal Justice Institute immediately.** Per C.J.S.T.C. an instructor must be affiliated with a criminal justice agency or training center to maintain a valid certification.

**Annual Adjunct Instructor Meeting**

Adjunct meetings will be scheduled annually and all are urged to attend. Criminal Justice Institute staff will conduct the meetings to review:

- Criminal Justice Standards & Training Commission (C.J.S.T.C.) policies
- Curriculum changes
- Palm Beach State College policies and procedures
- Any other issues of importance

Instructors will be paid at their regular adjunct rate for attendance at the meeting.

Please check the Palm Beach State College Criminal Justice Adjunct Faculty web site at: [http://www.palmbeachstate.edu/programs/criminaljustice](http://www.palmbeachstate.edu/programs/criminaljustice) and hit the “Information for Instructors” tab on the left hand side for important information. This website provides information and links to criminal justice information, Florida Department of Law Enforcement, and Criminal Justice Standards and Training Commission documents.

Announcements on meeting dates will also be posted at this website and emailed to all Palm Beach State College instructors.

**Faculty Development Online Course**

All adjunct instructors are required to take this course within the first six months of employment. The Faculty Development Course is taken completely online through the Blackboard Course Management System. Any Windows or Mac computer should be able to access the course site. You may use your own computer at home, or you may use a computer in one of the College’s computer labs, or in the Professional Teaching and Learning Centers.

Complete instructions on how to register for this course can be found at: [http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx](http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx)
DRESS CODE

As part of our continuing efforts to provide a professional level of training a dress code has been established for all instructors and applies to all training assignments. Standard hygiene requirements will be met to include men being clean shaven unless their duty assignment requires otherwise. Instructors have two choices of appropriate attire.

1. Department uniform
2. Casual business attire

For all High Liability Areas: Firearms, Vehicle Operations, First Aid, and Defensive Tactics, the proper attire will include a red collared shirt and BDU’s or 511 style khaki pants. Shorts are acceptable for Defensive Tactics only.

Although not required, instructors are encouraged to add the PALM BEACH STATE CJI logo and their name to the shirts. When ordering these polo style shirts from the below vendors they will sew on the right front of the shirt your First Name initial and your Last Name (i.e. L. Schroeder) above the word “Instructor”. No other format is permissible if you choose to add a logo to the shirt.

Criminal Justice polo shirts are available for purchase through the following vendors:

Seacoast Uniforms & Embroidery
5893 S. Congress Ave.
Atlantis, FL 33462
561-439-8005

Special Products Group (SPG)
2023 Corporate Dr.
Boynton Beach, FL 33426
561-732-0360

Stitch Works Plus
349 South Main St.
Belle Glade, FL 33430
561-996-0442

OFFICIAL COMMUNICATION WITH ADJUNCT FACULTY

All official communication with adjunct faculty will be through the Palm Beach State College email system. All instructors are issued a Palm Beach State College’s email account at the time of employment. Instructors are expected to check their email on a regular basis.

Basic Instructions on Using Palm Beach State’s Email System

Palm Beach State College email is available by logging on to the following web address:

http://www.palmbeachstate.edu/exchange

This will take you to the Outlook Web Access (OWA) email system. You will sign on using your Palm Beach State College email name, which is the first seven letters of your last name followed by your first name initial.
Example: John Lawman – lawmanj@palmbeachstate.edu

If you are not sure of your email address, you may check the PeopleFinder button at the main Palm Beach State College web site, www.palmbeachstate.edu. For additional assistance on using the college’s email system, please call the Palm Beach State College Technology Service Center (ITAC) at 561-868-3100 or visit the website at www.palmbeachstate.edu/helpdesk.

RULES AND RESPONSIBILITIES OF ADJUNCT INSTRUCTORS

1. Adjunct Instructors must have already been credentialed and employed by Palm Beach State College as part time adjuncts prior to accepting any teaching assignments. All Adjunct Instructors who are employed by Palm Beach State College CJI must be certified by the Criminal Justice Standards and Training Commission, or received an exemption per CJSTC rules, as Criminal Justice Instructors in the specific area in which they are employed to teach. **It is incumbent upon each individual instructor to maintain their instructor certification as active through FDLE.**

2. All adjunct instructors are responsible for the delivery of the C.J.S.T.C. curriculum, both basic and advanced courses, in its entirety. **FDLE requires 100% attendance by all academy recruits and all students in advanced and specialized programs.** Any additional materials of instruction are welcome once it has been reviewed and authorized by the training center director or his/her designee. To present additional supplemental instructional material, an outline with the learning goals and objectives must be developed and presented with a literature review or documents in support of the learning objectives. Once the teaching material has been reviewed and subsequently authorized for delivery, then it may be taught.

3. Instructors must maintain the scheduled contact hours, no early release of recruits for homework assignments. No instructor can change the schedule without the authorization of the class coordinator or director. **Only the class coordinator may reassign teaching assignments. adjuncts are not authorized to hire or reschedule other adjuncts.** Instructors will be given their teaching assignments well in advance and they must notify the class coordinator at least one week, if possible, prior to their assigned dates if they are unable to fulfill their teaching obligations.

4. Be on time for class – All instructors are expected to be on time for class. If you cannot meet your assignment, immediately contact the scheduling coordinator so arrangements can be made to fill the assignment.

5. Be prepared for class – Be prepared to teach with your lesson plan and other materials you may need for the class. Please prepare materials in advance of the scheduled class.

6. Be professional and courteous – Whether you are teaching colleagues or recruits, please practice courtesy and respect for all students.
7. Attendance Rosters – All students must sign the attendance roster and the instructor must ensure that he/she signs the completed roster before the end of the class.

8. Instructor Guides – All instructors should be familiar with the C.J.S.T.C. Instructor Guides as they provide specific guidance and instruction as well as information on the course you are teaching. The web site is: http://www.fdle.state.fl.us/Content/CJST/Menu/Publications/Curriculum-Home-Page.aspx.

9. Curriculum Alerts – C.J.S.T.C. routinely publishes Curriculum Alerts specifying changes to curriculum for the basic recruit training program as well as advanced and specialized training courses. Instructors should routinely check the C.J.S.T.C. web site to determine if there are any changes to the subject matter in which you will be instructing. The web site is: http://www.fdle.state.fl.us/Content/CJST/Menu/Publications/Curriculum-Home-Page.aspx.

10. Recruit/Student Conduct – As the instructor you will be asked to enforce the Palm Beach State College C.J.I. Rules & Regulations and report violations to the appropriate class coordinator. A one-time incident in your session may be an ongoing issue for that recruit and should be reported to the class coordinator. Violations involving officers/deputies attending advanced or specialized courses will be documented in a memorandum from the instructor to the appropriate coordinator. Gross and/or serious violations of Rules & Regulations should be reported immediately to the coordinator and dealt with immediately.

11. Equipment needed for training – If the necessary equipment is not in place before training commences or equipment failures occur during training, please immediately contact the Class Coordinator or C.J.I. staff person.

12. Guest Speakers – Any presenter/speaker other than the assigned instructor must be pre-approved by the Class Coordinator.

All Palm Beach State College C.J.I. Adjuncts are to maintain a professional demeanor at all times and to assist in maintaining the integrity of the curriculum and of the C.J.I. program. Any student injuries, absences or discipline problems should be immediately reported to the class coordinator or director.

TESTING POLICY

Examinations are not to be reviewed with the students prior to the administration of the test. Student contact with examination materials is conducted in a controlled presentation to prohibit students from recording or transcribing test questions and answers.

It is incumbent upon all instructors when in the care, custody and control of training center examinations that the integrity of the testing instrument not be compromised. All testing procedures will be in compliance with Rule 11-35.0085, F.A.C.
FRATERNIZATION POLICY

All Adjunct Instructors will maintain the highest level of professionalism and unquestionable integrity at all time while engaged in activities involving the Criminal Justice Institute. All interactions between instructors and students will be confined to program related activities, at approved locations for the full duration of the student's enrollment.

Instructor involved study groups and assistance will be permitted ONLY on campus or C.J.S.T.C. approved satellite sites. Full disclosure is expected by the student and/or the instructor of any non-academy relationship with the other, regardless of nature.

Instructors are reminded that postings on social media sites may reflect negatively on themselves, their agencies, and the Institute. Please be mindful of who you friend and what you post.

KEY PROCEDURES

Criminal Justice Institute Coordinators are responsible for opening appropriate classrooms. To obtain access contact a C.J.I. Coordinator/staff member. In the event it is after hours or a staff member is unavailable, contact the Palm Beach State College security office at 868-3600 and security can open a classroom door if you supply sufficient identification.

IN-CLASS PROCEDURES AND INCIDENTS

Student and Faculty/Staff Injuries
When an incident occurs involving a student or faculty/staff member injury and the injury is life threatening or requires medical attention, utilize the Valcom System if available or call 911 to obtain emergency assistance. After 911 has been called, notify the Palm Beach State College Security Office at 868-3600.

All incidents involving less serious injury should be immediately reported to Palm Beach State College Security Office so that a written report may be completed. The appropriate coordinator shall be notified any time a student is injured.

If the injury is minor requiring only basic first aid (such as a bandage), first aid kits are available in the Criminal Justice Institute office, classrooms, and all high liability sites. Please use the log sheet enclosed in the kit to indicate which items were used from the kit.

VALCOM SYSTEM/ EMERGENCY INTERCOM SYSTEM

The VALCOM system is a 2-way emergency intercom system providing you with 2-way communications with a Security Department Dispatcher in the event of an emergency. The "Emergency Only" red wall plate with the silver button shown below is used to
activate the VALCOM two-way emergency intercom system. The red wall plate is usually located in classrooms and student learning centers (SLCs) near the instructor or the primary work station.

Most classrooms and SLCs are equipped with 2-way speakers that are mounted in the ceiling. This provides you with the ability to converse with the Security Dispatcher during an emergency situation. Hallways, stairwells and lobbies have one-way speakers that are similar in appearance to the classroom speakers and are used to broadcast emergency traffic from the Security Department.

The VALCOM system has exterior speakers that are mounted outside campus buildings. These speakers are one-way speakers that are intended to reach members of the campus community that are outside during an emergency alert.

The VALCOM emergency intercom system will be used to announce or broadcast emergency traffic. Generally these messages are:

- “Lock-down” due to violence or threat of violence on or near the campus.
- “Shelter in place” possibly due to an environmental hazard, like a tornado.
- “Evacuations” possibly due to fire or power outage.

How to use the VALCOM two-way-emergency intercom system in the event of an emergency:

- Call 911, the Campus Security Office or utilize the VALCOM “Emergency Only” red wall plate.
- Press the silver button once; this will activate the VALCOM two-way emergency intercom system. There will be a few second delay before the VALCOM system connects and the Security Dispatcher responds. If there is no response in 7 seconds press the silver button once again.
- The Security Dispatcher's voice will be heard from the ceiling mounted speaker and you will be able to converse with the Security Dispatcher.
- The Dispatcher is trained to say “Security, what is your emergency?”
- Security Officers will be dispatched to your location.

Note: When you activate the emergency intercom system we are on our way to your location even if you tell us everything is now okay and the dispatcher will remain in contact with you until the Security Officers arrive. When the Security Officers arrive they will assess the situation.

SUPPORT FOR ADJUNCT FACULTY – HANDOUTS AND MEDIA

Class Materials – Class materials may be reproduced in the Criminal Justice office or in the Media center located in the Library. Contact a library staff member for more details on these procedures and the security codes needed for the copy machines. This will require a Panthercard I.D.

Computer use in Class – Most classrooms have built in multimedia capability or have data projectors that can be used for in-class demonstrations. Please contact a Criminal Justice Institute Coordinator on details of usage. The daily password will be provided by C.J.I. Staff.

FACULTY OBSERVATION POLICIES

Palm Beach State College values excellence in teaching. In accordance with this, the Criminal Justice Institute observes the following college polices on adjunct faculty observation, per the Academic Affairs Policy and Procedure manual:

1. New adjunct instructors will be observed a minimum of once per term (fall and/or spring) for the first two semesters of employment.

2. All other adjunct instructors will be observed a minimum of once a year.

3. Observations will be completed by the Criminal Justice Institute Director, Coordinator, Associate Dean and/or Dean.

4. Observations may be unannounced.

WEAPONS ON CAMPUS

Palm Beach State College Board Policy 6Hx-18-1.27 allows law enforcement officers who are legally authorized to carry firearms and who are acting in the performance of their duties, or who are required by their department to possess their firearms at all times are permitted to carry a firearm on college property.
Instructors must reiterate to their students that if they are attending classes in plain clothes yet are wearing the firearm exposed, they must ensure their badge is clearly visible.

PAYROLL REPORTING PROCEDURES

All Palm Beach State College adjuncts are paid on an hourly basis. A C.J.I. staff member will distribute time sheets which must be signed by the instructor with an original signature. All college employees are paid on the 15th and 30th / 31st of each month, if that date falls on a weekday. If not, the workday before the above dates are used. Adjuncts are not paid for meal breaks or travel time.

E-CHECK SERVICES

At the time of employment, all personnel complete a direct deposit form for depositing their paycheck in the bank account of their choice. Consequently, pay check stubs are not produced.

You will be emailed each time an e-deposit is made in your specified account. You can check this information 24/7 by using the EmployeeWeb website at:

http://www.palmbeachstate.edu/employeeweb.xml

You can sign-on to this site by using your Palm Beach State College network ID and your password (same as email ID and password).

If you have forgotten your password, please call the Palm Beach State College Technology Service Center at 561-868-3100 or visit the website at www.palmbeachstate.edu/helpdesk.

PARKING

Motor Vehicle Registration
Faculty driving a motor vehicle on campus must obtain a Palm Beach State College parking permit. To obtain a parking permit, please visit the Palm Beach State College Campus Security office at the Lake Worth Campus.

- The parking decal shall be placed on the outside of the left rear window or left rear bumper.
- A decal is not transferable between students or vehicles
- Remove the decal upon transferring ownership of the vehicle.
- Notify Campus Security of vehicle title transfer.
- Parking is limited to spaces for faculty/staff or reserved.

Marked Agency vehicles do not require a parking decal.
There is no adjunct instructor parking
- in the lot north of the Public Safety Complex
- parking area behind the old CJ area
- any grassy area

Traffic Regulations
- Maximum speed on campus is 20 miles per hour.
- It is a violation of state law and Palm Beach State College traffic regulations not to obey posted signs, arrows, control devices or lines displayed for traffic safety.
- It is a violation to drive or park vehicles on planted areas and sidewalks.
- Driver and vehicle must be registered in accordance with state law.
- Pedestrians have the right of way at all campus crosswalks. Vehicles must come to a complete stop when a pedestrian is in the cross walk.

LIBRARY SERVICES AND WIRELESS WEB ACCESS

Palm Beach State College offers a full service library. As an adjunct faculty member, you are entitled to full library services including borrowing privileges and online services.

Library Website:  http://www.palmbeachstate.edu/llrc.xml

PantherCard
To obtain a PantherCard, employees will need to provide a picture I.D. consisting of:

- A current driver's license
- Florida ID card
- Passport or visa.

Please note - NO OTHER FORM of ID will be accepted.

The PantherCard can be obtained from The Lake Worth Campus Bookstore (BK building on the Campus Map – page 17). The Palm Beach State College PantherCard I.D. card also serves as your library card.

Wireless Access Points

If you have a wireless device such as a notebook computer, Palm Beach State College provides free wireless access at many “hot spots” on the Lake Worth campus. These locations are noted on the map on page 17 of this booklet. You will need your Palm Beach State email sign-on and password to use the service. If you need assistance, please contact the Technology Service Center at 561-868-3100 or visit the website at www.palmbeachstate.edu/helpdesk.
LOCKDOWN/LOCKOUT PROCEDURES

The objective of Lockdown is to remove personnel from exposure to possible violence by taking them from places where they may be exposed targets to locations that can be locked and that present a barrier to, as well as offer protection from, violent intruders. When an announcement is made to initiate Lockdown procedures, the following steps should be followed:

- Immediately cease all activity (e.g., classroom instruction, meetings, group work, etc.).
- Enter the nearest classroom, office or secure space with locking capabilities. Faculty or staff having a **Lockdown key** will lock the door from the inside.
- Faculty/instructors and staff should quickly glance outside the classroom or office to direct any students and others in the hallway into the room immediately.
- If outdoors, go into the nearest building or proceed to an area that can be secured.
- If in a gymnasium, cafeteria or restroom, move to a classroom, office or area that can be secured.
- Faculty and staff should make every effort to move students and others out of open areas and into one of the secure spaces in a building.
- If possible, and if it is safe to do so, Facilities and Security personnel and the Building Coordinator should lock the exterior door of the building upon entering it while proceeding to one of the secure spaces. Be sure to call out to persons outside to enter the building before you lock it.
- Close and lock windows of classrooms and offices and close window coverings (e.g., blinds, drapes, shades), if present.
- If present, cover the window in the door with paper or cardboard to block the view from the outside.
- Stay away from doors and windows.
- Sit on the floor or crouch under or behind desks and bookshelves where possible so as not to indicate that anyone is present or offer any target.
- Turn off all lights, projectors, computer monitors and other devices that might indicate the room is occupied.
- Be as quiet as possible so as not to draw attention to yourself.
- Silence cell phones and do not use them unless you are in contact with emergency personnel regarding the location or conduct of the intruder, or if the status of the emergency changes. Use text messaging only to communicate.
- DO NOT respond to anyone at the door.
- Do not evacuate for a fire alarm unless instructed to do so via the public address system.
- Remain in the secured area until directed by law enforcement personnel, Security or a College administrator.
- After the Lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.
EMERGENCY OPERATIONS PROCEDURES

The Palm Beach State College administration and staff recognize their responsibility for the life safety of individuals associated with the college as well as the protection of college property in the event of an emergency situation. Each adjunct instructor will be provided a copy of the college’s Emergency Operations Plan and all instructors should review those portions of the plan that could impact them. In particular, the evacuation, shelter in place and lock down procedures must be reviewed and understood as well as the emergency procedures for specific events.

A complete and up-to-date version of the College’s Emergency Operations Plan can be found at: www.palmbeachstate.edu/security/emergency-operations-plan.aspx.
IMPORTANT CAMPUS PHONE NUMBERS

Main College Number, Lake Worth .............................................. 967-7222
Admissions/Registration ................................................................. 868-3300
Advising/Counseling, Lake Worth .................................................. 868-3036
Bookstore, Lake Worth ............................................................... 868-3282
College Information Center ......................................................... 868-3350
Criminal Justice Institute ......................................................... 868-3398
Cashier's Office, Lake Worth ....................................................... 868-3250
Disability Services, Lake Worth .................................................... 868-3046
Financial Aid ............................................................................... 868-3330
Library Learning Center (LLRC) ................................................... 868-3713
Media Services ........................................................................... 868-3189
Security, Lake Worth .................................................................... 868-3600
Testing Center, Lake Worth ......................................................... 868-3012
Theatre Box Office ....................................................................... 868-3309

COLLEGE HOLIDAYS AND CLOSED DAYS

Fall 2014

Labor Day .............................................................. September 1, 2014
Development Day .............................................................. October 15, 2014
Veteran's Day ................................................................. November 11, 2014
Thanksgiving Holiday Break ................................................... November 27-28, 2014
Winter Break ................................................................. December 20-Jan. 4, 2015

Spring 2015

Martin Luther King Holiday ..................................................... January 19, 2015
Spring Break ................................................................. March 8-15, 2015
Development Day ............................................................... March 26, 2015
Spring Holiday .............................................................. April 3, 2015

Summer 2015

Memorial Day ........................................................... May 25, 2015

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