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# Campus Safety Policies and Procedures Handbook

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*An institutional report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and Title IX regulations.*

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## ANNUAL DISCLOSURE OF CRIME STATISTICS

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The Clery Act requires all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local city police forces for the purpose of identifying crimes that occurred on city streets and property adjacent to Southern Technical College. This report is made available to all current and prospective students and employees; for a printed copy, visit the campus LRC. The report is due by October 1st of each year and must contain certain crime statistics for the most recent three-year reporting period. In addition to this report Southern Technical College reports its crime statistics to the Department of Education, which posts the information to their web site at <http://www.ope.ed.gov/campussafety>.

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## SOUTHERN TECHNICAL COLLEGE OFFICE OF CAMPUS SAFETY

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The Office of Campus Safety at Southern Technical College is charged with the responsibilities of providing life safety and property protection. The department strives to contribute to the academic environment by performing assigned duties with a positive, service-oriented educational approach.

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## DRUG & ALCOHOL POLICY AND EDUCATIONAL PROGRAMS POSSESSION,

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### SALE AND/OR CONSUMPTION OF NON-PRESCRIPTION AND ILLEGAL DRUGS

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No student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that federal and state laws prohibit possession and/or use of illicit drugs. Southern Technical College complies with Federal and State laws regarding illicit drugs.)

The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to classroom and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence which may result in suspension.)

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## DRUG FREE COMPLIANCE

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The Drug Free Schools and Communities Act Amendment of 1989 mandates that all employees of an institution be informed that possession, use, or sale of illicit drugs is prohibited by state and federal laws. Furthermore, standards of conduct must be established by the institution which prohibits the possession, sale, or use of illicit drugs or alcohol on college property or as part of any

of its activities. Failure to comply with this law will result in loss of eligibility to receive funds through any federal programs, including federally funded or guaranteed student loan programs. In compliance with the Drug-Free Workplace Act of 1988, the College property consists of the following: *All College of Southern Technical College, consisting of all administrative offices, on-site and off-site classrooms, common areas, storerooms, stairwells, student and staff lounges, classes, hallways, restrooms, and the parking lot areas.*

Non-compliance with the terms in the paragraph above will result in the following action:

- Notification of law enforcement agency;
- Recommendation of drug rehabilitation;
- Dismissal of offender

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### DRUG FREE AWARENESS PROGRAM

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All employees and students are informed that the college has established a drug-free awareness program informing students and employees about:

- Our policy of maintaining a drug-free school;
- Any available drug counseling, rehabilitation, and student assistance programs; and
- The penalties that may be imposed upon students for drug above violations occurring on College property, as defined above.
- The dangers of drug abuse.

Available referral to drug counseling and rehabilitation for employees can be obtained through our Employee Assistance Program:

- EAP Consultants, LLC at 800-869-0276 or visit the Member Access page of our web site at [www.eapconsultants.com](http://www.eapconsultants.com).

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### PARENT NOTIFICATION FOR DRUG AND ALCOHOL VIOLATIONS

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In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Southern Technical College will notify a parent or legal guardian of a student who is under 21 years of age when the student has been found guilty through disciplinary channels of violating any Southern Technical College rule regarding alcohol or illegal drugs. Southern Technical College also reserves the right to notify parents at any time regarding matters of student discipline.

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### CAMPUS SECURITY AUTHORITIES

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The Department of Education in 34CFR Part 668 also defines “campus security authorities” as someone with “significant responsibility for student and campus activities”. Southern Technical College further defines the following as “campus security authorities”:

- Executive Director
- Director of Education
- Chief Operating Officer

## REPORTING A CRIME

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In the event of an actual crime or emergency in progress, get to a safe place and call 911 immediately. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Campus Safety in a timely manner. Any suspicious activity or person seen in the parking lots or loitering around vehicles, and inside building should be reported. Do not hesitate to request maximum and immediate help by calling 911 especially if a crime or emergency is in progress. Campus Personnel will assist students that request help in notifying authorities.

## CONFIDENTIAL REPORTING PROCEDURES

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If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics of the institution.

## TIMELY WARNINGS

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Information on criminal incidents and other campus emergencies that occur, either on or off campus, that, in the judgment of the Southern Technical College Administration or Office of Campus Safety constitutes an ongoing or continuing threat to the campus community, a campus wide “timely warning” will be issued. The information included in the warning may include but is not limited to the type of incident, the location of the incident, the date and time of the incident, and how the campus community should respond. Distribution will be made through e-mail and written notifications placed strategically throughout campus. The warning will only be issued after it is determined that it will not compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## SEX OFFENDER REGISTRIES

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In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the Family Educational Rights and Privacy Act of 1974, the Southern Technical College Office of Campus Safety is providing the following links: <http://www.nsopr.gov> and <https://offender.fdle.state.fl.us/offender/sops/home.jsf>. The Florida Department of Law Enforcement and Investigative Support can be contacted by phone at 1- 888-357-7332.

The “Campus Sex Crimes Prevention Act” requires sex offenders who are enrolled in or work at institutions of higher education to register with the state’s sex offender registration program. The state in turn is obligated to notify the school’s law enforcement unit as soon as possible.

## FACILITIES

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Most buildings are opened and closed by housekeeping or by the maintenance. Hours of operation are effected by needs of faculty, special events and other scheduled activities. After hours use of a building requires the approval of the Campus Executive Director or Designee. Persons using buildings after hours should do so with a partner or let someone know where they will be and for how long. All facilities have fire alarm systems that report locally with an audible/strobe alarm and the Fire Department.

## POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES, OR WEAPONS

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Southern Technical College conforms to Florida statutes which address the possession of weapons on or within 1,000 feet of a school safety zone. Violation of this policy will result in appropriate action, including but not limited to expulsion, dismissal, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

1. Using, possessing, distributing manufacturing, maintaining, transporting or receiving, within any location on College property or at any College sponsored event, any of the following weapons as defined below:

- a. Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or nay device which propels a projectile of anykind;
- b. Knife having a blade of two or more inches
- c. Straight edge razor or razor blade
- d. Spring stick
- e. Bat, club, or other bludgeon type weapon
- f. Nun Chahka, nun chuck, nunchaku, or shuirken
- g. Throwing star or oriental dart
- h. Stun gun or taser
- i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials

The possession of a valid firearms permit, or a valid license to carry a concealed weapon, does not exempt students from the provisions of this policy.

## PERSONAL SAFETY

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IN THE EVENT OF SUSPICIOUS OR CRIMINAL ACTIVITY, GET TO A SAFE PLACE AND PROMPTLY CALL 911.

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Personal safety and property security at Southern Technical College is everyone's responsibility. The Office of Campus Safety urges all members of the campus community to participate in making the campus as safe as possible. If members of the community develop good security habits, they can assist the college in safeguarding personal property and college property.

TO DEVELOP GOOD SAFETY HABITS, FOLLOW THESE SECURITY TIPS:

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### IF YOU SENSE A POTENTIAL THREAT

- Assess the situation and then take action.
- Move away from the potential threat. You will have to decide how immediate the threat is and how drastic your action should be.
- Join any group of people nearby. Cross the street and increase your pace to move away from danger.
- Go to a well-lighted public place and call the police immediately.
- If you believe a threat is imminent and you see people nearby to help, yell, scream, or make a commotion in any way you can.
- If you see someone else in trouble, call the police immediately.
- After you have avoided a potential threat of crime, notify the police.

### POSSIBLE SITUATION THAT COULD INDICATE A POTENTIAL THREAT.

- Unusual noises, such as gunshots, screaming, and anything suggestive of foul play, danger, or illegal activity. In such situations, call 911 immediately.
- Open or broken doors/windows, which could signify a possible burglary in progress or scene of a completed crime.
- Person(s) sitting in parked vehicles for an extended period.
- A vehicle driving slowly in the parking lot at night with its lights out.

### WALKING ALONE ON CAMPUS

- Walk purposefully, briskly, and keep moving.
- Never work alone in an office or classroom on campus at night.
- Avoid traveling the same route every day.
- Have keys ready when approaching a locked door.
- If dropped off by a taxi or automobile, ask the driver to wait until safely inside.
- Stay in well-lighted areas as much as possible.
- Arrange a buddy system with someone you know.
- Stay alert to surroundings and trust personal instincts.
- When in danger, attract attention any way you can.

### SAFETY IN YOUR CAR

- Have the car key ready when approaching a vehicle and check to make sure no one is hiding inside.
- Park in well-lit designated parking areas.
- Keep all valuables out of sight in the trunk of the vehicle.
- Always lock the car.

### DISCLOSURE OF CRIME STATISTICS

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A crime is reported when it is brought to the attention of a campus security authority or the local police by a victim, witness, other third party, or even the offender. Disclosure of crime reports must occur regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime are associated with the institution. Alleged criminal incidents will be



reported even if no investigation by the police or campus security authority occurs that could result in a finding of guilt or responsibility.

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#### CRIME DEFINITIONS

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The following are reportable crimes and their definitions. The definitions are taken from the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook* (UCR).

- a. *Murder/ Non-Negligent Manslaughter*: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicide, accidental deaths, and justifiable homicides are excluded.
- b. *Negligent Manslaughter*: the killing of another person through gross negligence.
- c. *Forcible Rape* -is the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- d. *Forcible Sodomy* -is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- e. *Sexual Assault With An Object* -is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- f. *Forcible Fondling* -is the touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- g. *Incest* -is the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited bylaw.
- h. *Statutory Rape* -is the non-forcible sexual intercourse with a person who is under the statutory age of consent.
- i. *Robbery*: the taking or attempting to take anything of value of 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.
- j. *Aggravated Assault*: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury resulted from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

- k. *Burglary*: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- l. *Motor Vehicle Theft*: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).
- m. *Arson*: the willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- n. Along with the above listed crimes it is a requirement to report arrests and campus disciplinary referrals for the following offenses:
- o. *Liquor Law Violations*: the violation of laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- p. *Drug Abuse Violations*: violations of state and local laws relating to the unlawful possession, sale, use, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives; morphine, heroin, codeine; marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- q. *Weapon Law Violations*: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minor; alien possessing weapons and all attempts of the aforementioned.

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## VAWA PROHIBITED ACTS AND DEFINITIONS

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### PROHIBITED ACTS AND DEFINITIONS

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

- a. *Sexual Harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). STC will respond to reports of any such conduct in accordance with the VAWA, or other applicable, Policy. Sexual harassment may include incidents between any members of the STC community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances,

including the context in which the conduct occurred.

- b. *Sexual Violence* is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.
- c. *Domestic Violence* is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act “against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- d. *Dating Violence* is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- e. *Sexual Assault* occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).
- f. *Forcible Sexual Offense* is defined as 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.
- g. *Non-Forcible Sexual Offense* is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses:
  - a. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - b. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

*Consent is informed.* Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of freewill. Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. For purposes of this *Policy*, the age of consent is the age consistent with Florida Law.

- h. *Incapacitation* is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was

incapacitated.

- i. *Stalking* is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

## SOUTHERN TECHNICAL COLLEGE NON – DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

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*Southern Technical College* (the College) is committed to providing prompt and effective resolution of allegations of discrimination and harassment. The College's grievance procedures are to be used for complaints of discrimination on the basis of sex as required by Title IX of the Education Amendments of 1972 (34 C.F.R. §106.8(b)). These grievance procedures are also to be used for complaints of discrimination on the basis of disability filed under Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. §104.7(b)), and on the basis of age filed under the Age Discrimination Act of 1975 (34 C.F.R. §110.25(b)).

To file a complaint please refer to the grievance procedures provided in the student and employee handbooks.

As a student and employee of the College you have the right to file complaints of discrimination and harassment. Complaint investigations will be conducted in a fair, respectful, and consistent manner.

All students and employees of Southern Technical College are expected to comply with the terms and conditions of this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Disciplinary action, up to and including, expulsion from the College with no opportunity for re-entry will be taken against any student who violates this policy.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment refers to behavior that is unwelcome, whether those involved stand in a subordinate-supervisory relationship, faculty-student relationship, employee-student relationship, student-student relationship, employee-employee relationship or vendors doing business with the College. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to the conduct is made either implicitly or explicitly as a condition to receiving a passing grade or favoritism in class or the student's continued attendance in class or enrollment in the College,
- The harassment has the purpose or effect of interfering with the student's school performance or creating an environment which is intimidating, hostile, or offensive to the student.

No employee or student shall threaten or suggest, either directly or indirectly, that a student's refusal to submit to sexual advances will adversely affect the student's grades, progress, evaluation, advancement, or any other aspect of academics.

The College remains watchful for inappropriate behavior or conduct; however the nature of harassment or discrimination is such that it is often difficult for the College to detect. Therefore, if you believe that you are being subjected to, or witness any form of harassment or discrimination, it is your responsibility to immediately bring this to the attention of your Instructor, Program Manager (if applicable) or the Director of Education. If a faculty member is the person who is responsible for the harassment or discrimination or if you have reported such conduct to your

Program Manager and no action appears to have been taken, then you are to report this situation to the Campus Executive Director or Director of Education.

## FORMS OF HARASSMENT

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*Forms of harassment may include but are not limited to:*

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-Verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or absence gestures;
- Physical: unwanted physical contact including touching, interference with an individual work movement, or assault; and
- Other: making or threatening reprisals as a result of negative response to harassment.

*What you should do if you believe you are a victim of harassment or discrimination.*

- Do not remain silent. Tell the harasser that you find such conduct offensive and unwelcome and that you want the conduct to stop immediately.
- You may find it helpful to keep a detailed log of all incidents noting the date, time, place, and persons involved and any witnesses to the event.

Harassment of any type will not be tolerated by the College. If an employee or student becomes aware of any behavior that may constitute harassment, it is the responsibility of that person to report such conduct.

- Employees should notify their immediate supervisor and/or the Title IX Coordinator at 863-292-7724.
- Students should notify the Director of Education of their campus and/or the Campus Executive Director

### *Filing a Complaint*

To file a complaint please refer to the grievance procedures provided in the student and employee handbooks.

### *Investigation*

- The Human Resource Department will respond to the initial complaint within three (3) days of notification of the alleged act(s).
- If the allegations prove to have merit, the Human Resource Department will conduct a formal investigation into the charges which will include interviewing witnesses, obtaining written and/or verbal testimony, other types of documentation or evidence, as well as other investigative techniques deemed appropriate. The investigation will be completed within thirty (30) days unless extenuating circumstances demand that an extension be granted by the Chief Operating Officer.

### *Response and Decision*

- The Human Resource Department will issue a written statement of the findings of the investigation within fourteen (14) days of the completion of the investigation. The Findings Statement will be sent to the Complainant and Respondent via certified return receipt through the U.S. Postal System.
- The Findings Statement will include a determination as to whether or not discrimination or harassment took place and any appropriate remedy or disciplinary actions up to and

including termination of employment or expulsion from the College. Disciplinary actions shall be determined on a case-by-case basis. Discipline decisions that affect a student or students shall be made in accordance with the terms of the Student Code of Conduct found in the College's Catalog.

### *Retaliation*

The College strictly prohibits, and will not tolerate, reprisals against any individual due to the participation in this process. A claim of retaliation shall be treated as a separate allegation of Discrimination.

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## SOUTHERN TECHNICAL COLLEGE SEXUAL ASSAULT POLICY AND PROCEDURES

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- In the event of a sexual offense students should contact the police authorities immediately by dialing 911 and/or contact the Executive Director or other available campus authority. It is extremely important the evidence is preserved for the proof of a criminal offense
- The student has the option to notify appropriate law enforcement authorities, as well as on-campus security when on duty, Executive Director and other available campus authorities. Campus personnel are available for assistance of notification of the authorities if requested.
- In the event a student wishes to find counseling services for victims of sexual assault, visit the Executive Director. Additionally, links are provided below for outside assistance. <http://www.rainn.org/>  
<http://www.fcasv.org/information/find-your-local-center>
- If the victim is in need of a change in class due to the assault, a request should be made by the victim to the Executive Director and Chief Operating Officer. This request will be reviewed, and if it's reasonable and can be accommodated, the student will be notified.
- In the event of campus disciplinary action in cases of an alleged sex offense—  
(A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and  
(B) Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused; and  
(C) Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

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## SOUTHERN TECHNICAL COLLEGE VAWA POLICY

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### **PURPOSE AND SUMMARY**

Southern Technical College (STC) is committed to creating and maintaining a community where all individuals who participate in STC programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

STC prohibits sexual harassment and sexual violence. Such behavior violates both law and STC policy. The STC will respond promptly and effectively to reports of sexual harassment and sexual

violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and / or sexual Violence, or otherwise violates the Violence against Women Act (herein referred to as “VAWA Policy”).

### **SCOPE OF POLICY**

The VAWA Policy applies to all STC employees and students.

### **CONSENSUAL RELATIONSHIPS**

The VAWA Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the STC community are subject to other STC policies outlined in the Employee and/or Student Handbooks. While a consensual romantic relationship between members of the STC community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

### **GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION**

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by STC, as part of its nondiscrimination policy, if it denies or limits a person’s ability to participate in or benefit from STC educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the STC may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

### **RETALIATION**

The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

### **REPORTING SEXUAL HARASSMENT OR SEXUAL VIOLENCE**

Any member of the STC community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedures as outlined in the Employee and/or Student Handbooks. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Any manager, supervisor, or designated employee responsible for reporting or responding to

sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable STC to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede STC's ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence also may file a separate complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within EEOC time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

#### **RESPONSE TO REPORTS OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE**

STC will provide a written explanation of available rights and options, including procedures to follow, when the STC receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any STC program.

Upon a finding of sexual harassment or sexual violence, STC may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

#### **PRIVACY**

STC shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and STC policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the STC community. While such information is considered confidential, STC policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the STC concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.



## **REQUESTS FOR CONFIDENTIALITY**

Confidential resources, outside/third party counseling sources are available for individuals who may be interested in bringing a report of sexual harassment or sexual violence with a safe place to discuss their concerns and are posted on the STC website.

Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the STC to resolve their concerns.

An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the STC's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the STC will comply with requests for confidentiality to the extent possible.

## **EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY**

STC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any STC employee.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to re-apply for future employment. STC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the STC responsible officers and communicated by the Title IX Coordinator. This decision may not be appealed.

## **STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY**

STC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any STC student.

Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re-enroll. STC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.

The final decision for any disciplinary action taken will be made at the sole discretion of the STC Responsible Officers and communicated by the Title IX Coordinator. This decision may not be appealed.

## **ADDITIONAL ENFORCEMENT INFORMATION**

The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by

students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

### **RESPONSIBLE OFFICERS**

Title IX Administrator/President & Chief Operations Officer, Brett Weber  
Title IX Coordinator/Compliance Manager, Sarah Cruz Mendoza  
2910 S. Orlando Dr.  
Sanford, FL 32773  
(407) 323-4141

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### **SOUTHERN TECHNICAL COLLEGE SEX OFFENSE PREVENTION**

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Southern Technical College is dedicated to the prevention of sexual assault, and promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Annually the College holds informational sessions available to both the students and the employees. These sessions are meant to educate both students and employees on what is considered a sexual offense and what resources are available to victims. To help promote awareness to the issues victims face, during a week in October the College will display purple colored ribbons across campus as a reminder.

For additional resources please visit the following website to learn what's considered abuse, what to do if one finds themselves in an abusive relationship and how to create a personalized safety plan: <http://www.loveisrespect.org/>

Please see the appendix A for local area resources, or visit your campus Academic department.

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### **SOUTHERN TECHNICAL COLLEGE CRIME STATISTICS**

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Statistical information is provided by local law enforcement agencies and individuals at Southern Technical College with significant responsibility for student and campus activities. These individuals include, for example, the Director of Education, Program Managers, Department Heads, and other personnel who have been instructed to contact the security department. Visit the college's website for a summary of the Campus Safety and Security report at: <https://www.southerntech.edu/admissions/consumer-information/>.

## APPENDIX A

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### **Southern Technical College (STC) Community Resources For Victims of Violence in Compliance with Violence Against Women Act Reauthorization of 2013**

#### **UNITED WAY 2-1-1**

<http://www.referweb.net/211CommunityResources/>

United way helps people assess their needs and links them directly to the resources that will help.  
Th

#### **ADDITIONAL RESOURCES BY COUNTY:**

##### **Charlotte County**

**C.A.R.E. Inc.**

**24 Hour Crisis Hotline: 941-627-6000    Englewood Area: 941-475-6465  
Hearing/Speech: Impaired Dial 7-1-1 Florida Relay: 1-800-500-1119**

The [Center for Abuse and Rape Emergencies](#) of Charlotte County, Inc. helps Victims/Survivors of Domestic Violence Sexual Assault and other Violent Crimes in Charlotte County, Florida. The Goal of C.A.R.E. is to create safety in our community by helping victims/survivors and to promote non-violent relationships by example and education. Certified advocates provide crisis intervention, information and referral.

##### **Hillborough County**

This link provides a comprehensive list for Domestic Violence and Sexual Abuse resources  
<http://www.safetampabay.org/resourceguide/domesticviolresources.html>

##### **Domestic Violence**

Alpha House of Tampa,  
Inc. 201 S Tampania Ave  
Tampa, FL 33609  
Tel. (813) 875-2024

Tel. (813) 875-3307

*For pregnant women in crisis situations*

Center Against Spouse Abuse (CASA)

P.O. Box 414

St. Petersburg, Fl. 33731

Tel. (727) 895-4912

Fax (727) 821-7101

Crisis Line (727) 898-3671

<http://www.webcoast.com/CASA/>

Child Net

839 W Dr MLK Jr Blvd

Tampa, FL 33613

Tel. (813) 232-1343

Tel. (813) 752-1335

*For mothers of children less than 5 Y/O and pregnant women*

Clerk of Circuit Court, Hillsborough County  
[Domestic Violence Contacts](#)

Hillsborough County Domestic Violence  
Victim Assistance  
Tel. (813) 272-6423

Hillsborough County Sheriffs Office  
[Domestic Violence Page](#)

Intervention Services  
PO Box 4772  
Tampa, FL 33677  
Tel. (813) 247-5433  
Tel. (813) 247-7233  
*Intervention program for domestic violence assailants*

Prevention Projects, Inc.  
13701 Bruce B Downs Blvd Ste 110  
Tampa, FL 33613  
Tel. (813) 978-3960  
Tel. (813) 866-7355  
*Anger management and domestic violence intervention*

Project Dove  
405 N Reo Ste 260  
Tampa, FL 33609  
Tel. (813) 287-2210  
*Psychological rehabilitation program for children who have witnessed domestic violence*

Spring of Tampa Bay  
Outreach Services/Consumer Counseling  
5118 N 56th St Ste 131  
Tampa, FL 33610  
Tel. (813) 621-7233  
*Domestic violence support groups, counseling, and case management*

Spring of Tampa Bay  
Confidential Emergency Shelter  
PO Box 4772  
Tampa, FL 33677  
Tel. (813) 247-7233  
Tel. (813) 247-5433

Tampa Police Department  
[Domestic Violence Page](#)

Victim Assistance Program  
700 E Twiggs St Rm 711  
Tampa, FL 33602  
Tel. (813) 272-6472  
Tel. (813) 272-6472

Sexual Abuse, Child or Adult  
2-1-1 and Hotline Services 2-1-1 Abuse Reporting Hotline  
1-800-96-ABUSE

Crisis Center of Tampa Bay (APPLE)  
Sexual Abuse Treatment Program  
209 S. Morgan St  
Tampa, FL 33602  
Tel. (813) 228-0011  
Tel. (813) 264-9955  
<http://www.crisiscenter.com/>

Sexual Abuse / Hotline Services  
Tel. (813) 234-1234

Adult Protective Services, FL Dept Of  
Children & Families  
Tel. (813) 233-2360

Child Abuse Council  
Tel. (813) 673-4646

Child Protection Team  
Tel. (813) 251-8007

Hillsborough Co. Crisis Ctr.  
2214 E. Henry Ave  
Tampa, FL 33610  
Tel. 813-238-7273 (RAPE)  
Office 813-238-8411

Family Emergency Ctr.  
2960 Roosevelt Blvd.  
Clearwater, FL 34620  
Tel. (727) 530-7233

Family Service Center – Clearwater  
<http://www.fsc1.com/my/shared/home.jsp>

Florida Council Against Sexual Violence  
<http://www.fcasv.org/>

Joshua House  
Childrens Home Society  
Tel. (813) 949-8946  
<http://www.joshuahouse.com/>  
*Emergency shelter and counseling center for abused children*

Mary & Martha House  
Tel. (727) 645-7874

Sexual Abuse Intervention Program  
Tel. (813) 272-KIDS

Sexual Abuse Services  
934 11th St. N.  
St Petersburg , FL. 33705-1205  
Tel. (727) 898-5414

### **Lake County**

For more information, call THE CONNECTION HELPLINE at 352-483-2800 or 1-800-884-0585  
RAPE & SEXUAL ASSAULT  
FLORIDA COUNCIL AGAINST  
SEXUAL VIOLENCE  
Education & Support  
Tel. 1-888-956-RAPE or 1-  
888-956-7273 WEB:

<http://www.fcasv.org/>  
SERVICES:

Provides technical assistance to agencies seeking to improve their services for rape victims.  
Provides up-to-date information assistance and leadership on all aspects of sexual violence,  
including rape, child abuse, stalking and sexual harassment. Has a resource library from a network  
of national resources.

AGE GROUPS: All

HOURS:24/7

FEES: None

LANGUAGES: English, Spanish

### **Lee County**

Abuse Counseling and Treatment (ACT)  
P.O. Box 60401  
Fort Myers, FL 33906  
Tel.: (239) 939-2553                      24-Hour Hotline: (239) 939-3112  
Website: [www.actabuse.com](http://www.actabuse.com)

Provides assistance to victims of domestic violence and sexual assault through shelter, advocacy,  
counseling, support groups, education on teen dating violence, information and referrals.

Florida Coalition Against Domestic Violence  
Tel.: 1-800-500-1119

Website: [www.fcadv.org](http://www.fcadv.org)

A 24-hour, toll-free domestic violence hotline that links callers to the nearest domestic violence  
center. Provides translation services, legal assistance and assistance to immigrant victims of  
domestic violence.

### **Orange County**

Domestic Violence

Counseling (Salvation Army Brevard)

Domestic Violence shelter, support groups, children's support, adolescent and anger management, supervised visitation and monitored visitation exchange.

Tel. 321.631.2764 (24 hr hotline)

SAVS-Sexual Assault Victims Services

24 hour crisis counseling available to sexual assault victims throughout the county. Volunteers assist victims at the hospital during the rape exam and follow the case through the criminal justice system, providing emotional support, information and referrals.

Tel. 321.784.4357

Lifeline of Central Florida

crisis hotline, any kind of crisis may call 407.425.2624

[www.lifelinecentralflorida.org](http://www.lifelinecentralflorida.org)

Help Now

24 hour domestic violence crisis line, shelter information.

[www.givekidssafeshelter.com](http://www.givekidssafeshelter.com)

Tel. 407.847.8562

Victims Assistance

Osceola County Court, victims assistance program

[www.ninja9.org/courtadmin/VOCA/VOCA.htm](http://www.ninja9.org/courtadmin/VOCA/VOCA.htm)

Tel. 407.343.2462

### **Polk County**

Women's Resource Center Winter Haven

Tel. (863) 294-5318

### **Seminole County**

THE CHRYSALIS CENTER, INC.

1033 North Pine Hills Suite 200

Orlando, FL 32808

Tel. (407) 295-0123 Main

Tel. (407) 295-0811 Fax

<http://www.chrysalishealth.com>

[sgallagher@chrysalishealth.com](mailto:sgallagher@chrysalishealth.com)

BREAKTHROUGH COUNSELING SERVICES

823 West Central Boulevard

Orlando, FL 32805

Tel. (407) 342-4956 Main

Tel. (407) 641-8005 Fax

[tbcproductions@earthlink.net](mailto:tbcproductions@earthlink.net)