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# 2015 Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

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#### POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT

The Clery Act requires Polk State College to publish an annual report that contains statistics for the previous three years of reported crimes that occurred on campus, in non-campus facilities, and on public property running through or immediately adjacent to/and accessible from the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Polk State College does not have on-campus residential facilities. The Clery Act further requires annual statistical data of certain crimes reported to campus security and local law enforcement. Those crimes, which are also known as "Clery Act Crimes," include the following:

- > Criminal homicide (murder, non-negligent manslaughter, negligent manslaughter)
- > Sexual assault (including rape, fondling, incest, statutory rape)
- > Robbery
- > Aggravated assault
- **▶** Burglary
- ➤ Motor vehicle theft
- > Arson
- Domestic violence
- Dating violence
- > Stalking

In addition, the Clery Act requires colleges/universities to compile statistical data on hate crimes, liquor law violations, drug law violations, and illegal weapon possession violations.

The total enrollment at Polk State College for the fall of 2014 was approximately 11,085 full-time equivalent students in on-campus and off-campus programs.

#### TO REPORT A CRIME OR EMERGENCY

To report a crime or emergency on campus, members of the campus community can either call 911 to reach the local police department, or call campus security. The Winter Haven Police Department has jurisdiction at the Winter Haven campus; the Polk County Sheriff's Office has jurisdiction at the Lakeland campus; the Lakeland Police Department has jurisdiction at the Airside Center; the Bartow Police Department has jurisdiction at the Clear Springs ATC; and the Lake Wales Police Department has jurisdiction at the JDA Center and Arts Center. On campus, students, employees and visitors can call the Polk State College Security Department at 863-297-1059, or internal extension 5059, or use one of the emergency phones located at various locations throughout the College. Members of the campus community are encouraged to accurately and promptly report crimes to the appropriate agency listed above. Any suspicious activities or persons seen in the parking lots or loitering around vehicles or inside buildings should be reported immediately to the Security Department or local law enforcement.

#### RESPONSE TO REPORTS OF CRIMES AND OTHER EMERGENCIES

In response to a call, Polk State College Security will take the required action, either dispatching a security officer or asking the victim to report to the Security Office to file an incident report. In

an emergency, the department will summon additional resources as necessary to respond to the emergency, including but not limited to, the police department, fire department, and emergency medical services for the appropriate campus. All incident reports are forwarded to the vice president of administration/CFO and the campus provost for review and potential action, as deemed appropriate.

While Polk State Security does not have a written memorandum of understanding with the Winter Haven Police Department, the Lakeland Police Department, the Bartow Police Department or the Lake Wales Police Department for the investigation of criminal incidents, these four departments, by virtue of their law enforcement authority and jurisdiction, are responsible for investigating all criminal activity that occurs at campuses/centers.

#### **VOLUNTARY CONFIDENTIAL REPORTING**

Polk State College does not have procedures for voluntary, confidential reporting of crimes. Because College reports are public records, the College cannot hold reports of crimes in confidence. Therefore, College counselors can only inform persons they are counseling about the official College reporting procedures for incidents to be included in the annual disclosure of crime statistics. Violations of the law will be referred to the appropriate local law enforcement agency for investigation. Polk State instructs all campus counselors to encourage their clients to report crimes to the Polk State College Security Department for inclusion in the annual disclosure of crime statistics.

#### SECURITY OF/AND ACCESS TO CAMPUS FACILITIES

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. Most facilities have individual hours, and the hours may vary at different times of the year. During non-business hours, access to all College facilities is by authorized electronic access, key issue, or by admittance via security. In the case of an emergency closing, the College will admit only those with prior approval. Security officers regularly patrol the campus grounds and buildings, and are on duty 24 hours a day, seven days a week at both the Winter Haven and Lakeland campuses. The satellite campuses are staffed by security officers whenever classes or special events are scheduled.

#### MAINTENANCE OF CAMPUS FACILITES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The facilities maintenance staff regularly inspects all College facilities to assess and initiate repairs of malfunctioning lights and other unsafe physical conditions. Other members of the College community help when they report equipment problems to facilities maintenance.

#### AUTHORITY OF THE COLLEGE SECURITY DEPARTMENT

Polk State College security officers have the authority to ask persons for identification and to determine whether the individuals have lawful business at the College. Security officers have the authority to issue parking violations to students, faculty, and staff. Security officers do not have law enforcement authority or possess arrest powers. Criminal incidents are referred to local law enforcement agencies that have jurisdiction of that campus. The College Security Department maintains a good working relationship with the Winter Haven Police Department, Polk County

Sheriff's Office, Lakeland Police Department, Bartow Police Department and Lake Wales Police Department. Security officers often collaborate with police officers responding to reports of crimes or other incidents at the College. The College contracts two sworn law enforcement officers to oversee Polk State College Security, act as liaisons with local law enforcement agencies, and provide general law enforcement services.

#### POLICIES FOR TIMELY WARNINGS

In an effort to provide timely notice to the Polk State College community in the event of a crime that may pose a serious ongoing threat, a Timely Warning Notice will be sent to all students and employees via the College's e-mail system. These warnings may also be posted on the Polk State website homepage, if deemed appropriate. Timely Warning Notices are written by the public information officer with input from the coordinator of security. Timely Warning Notices are approved by the president or president's designee and distributed to the community by the director of information technology, or in his/her absence, the senior programmer analyst. Crimes reported to the Polk State College Security Department are reviewed to determine if there is a serious ongoing threat to the community and if the distribution of a Timely Warning Notice is warranted. Crime alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a caseby-case basis, depending on the facts of the case and the information known by the College. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other College community members and a warning would not be distributed. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Security Department. Warnings may also be posted for other crime classifications, as deemed necessary by the coordinator of security or his/her designee. A daily crime log is available for review during normal business hours at the Security Office in the LMB building on the Lakeland campus and in the WMS building on the Winter Haven campus. Information about crimes typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime.

#### **EMERGENCY NOTIFICATION POLICY**

In the event of a significant threat to the safety or health of the college community, Polk State will immediately notify the community upon confirmation of the threat and give direction for the response to the threat via some or all of the notification systems available through the Polk State Emergency Notification System. The emergency notification will be authorized by the president, the president's designee, or an incident commander. The following departments/offices may be involved in confirming an emergency or dangerous situation that poses a threat to the health and safety of the campus community: The Polk State College Security Department, Risk Management, Facilities, Dean of Student Services, and/or local police or fire departments. The Polk State Emergency Notification System consists of the Wide-Area Emergency Broadcast System (WEBS), THE InformaCast Berbee System, Polk State College Alert, and staff/student e-mail accounts. WEBS will broadcast announcements over loudspeakers that are located in outdoor campus locations and in common areas inside campus buildings. InformaCast Berbee will broadcast voice and text messages to all IP phones connected to the network. The Polk State College Alert will send messages to registered mobile phones, wireless PDAs, pagers, and/or e-

mail addresses. In addition to the above, e-mail messages can be sent to all Polk State student, staff, and faculty e-mail addresses. In some cases, face-to-face communication may be used to notify individuals about an emergency on campus. The Polk State web page and social media pages will be used, along with some or all of the options described above, to provide follow-up information to the campus community during an emergency situation. The larger community, including parents and neighbors, can use the Polk State website and local media to receive information about an emergency at the College. The College will, without delay and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Polk State College Emergency Notification system will be tested daily.

#### EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION PROCEDURES

College employees have access to an Emergency Preparedness Plan (EPP) that includes operational guidelines and leadership command structure for the institution in the event of a campus emergency. The EPP is installed and updated automatically on all College desktop computers. The EPP is also available to all staff, faculty, and students via the Safety page of the Polk State College website. The College conducts at least one emergency response exercise each year, such as a table-top exercise, functional exercise, or live exercise. These tests are designed to assess and evaluate the emergency plans and capabilities of Polk State College. Depending on the location, when a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Security Staff; the Winter Haven Police Department, Polk County Sheriff's Office, Lakeland Police Department, Bartow Police Department or Lake Wales Police Department; and the Polk County Fire Department, Winter Haven Fire Department, Lakeland Fire Department, or Lake Wales Fire Department. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other Polk State College departments and local agencies could also be involved in responding to the incident. Students, faculty, and staff are expected to evacuate campus buildings if they hear a fire alarm or if they are notified by first responders or the campus administration that an evacuation is necessary. They receive information about evacuation and shelter-in-place procedures through the Polk State Emergency Notification System.

#### SHELTER-IN-PLACE PROCEDURES: WHAT IT MEANS TO "SHELTER-IN-PLACE"

If an incident occurs and the buildings or areas around the campus or center become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to "shelter-in-place" means to utilize the building that one is in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building is not damaged, occupants of the building should stay inside, in an interior room, until they are told it is safe to come out. If a building is damaged, occupants should take their personal belongings (purse, wallet, Polk ID card, etc.) and follow the evacuation procedures for the building (close the door, proceed to the nearest exit, and use the stairs instead of the elevators). Once occupants have evacuated, they should proceed to the pre-designated rally

point or to a safe location. If police or fire department personnel are on the scene, evacuees should follow their directions.

A shelter-in-place notification may come from several sources, including Polk State's Emergency Notification System.

#### SHELTER-IN-PLACE PROCEDURE

Regardless of location, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, campus community members should follow these steps, unless instructed otherwise by local emergency personnel:

- 1. Occupants inside a building will stay where they are. They will collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If outdoors, they will quickly proceed into the closest building or follow instructions from emergency personnel on the scene.
- 2. Occupants of a building will locate a room to shelter inside. The room should be:
  - An interior room
  - Above ground level
  - Without windows or with the least number of windows
  - If there is a large group of people inside a particular building, several rooms may be necessary

#### Occupants will also:

- 3. Shut and lock all windows and close exterior doors.
- 4. Turn off air conditioners, heaters, and fans.
- 5. Close vents to ventilation systems as they are able.
- 6. Turn on a radio or TV and listen for further instructions.
- 7. Remain calm and make themselves comfortable.

## PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING POLICY STATEMENTS

Polk State College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Polk State College is in the process of researching a number of vendors to provide educational programs and training to all incoming students and employees in compliance with Violence Against Women Reauthorization Act of 2013 (VAWA). Ongoing awareness programs related to sexual assault, domestic violence, dating violence and stalking are presented to faculty and staff periodically. These presentations are normally organized through a number of College offices and student groups, including the Student Activities and Leadership Office (SALO), Students Living a Message (SLAM), and college success counselors.

## PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED

If a person is the victim of an act that constitutes domestic violence, dating violence, sexual assault, or stalking at Polk State, the first priority is to go to a place of safety, call 911 or the appropriate law enforcement agency based on the location of the assault, and then call Polk State College Security. Polk State College Security will assist the victim in notifying the local law enforcement

agency, unless the victim declines to make a report. Security will notify the appropriate law enforcement agency, even over the objection of the victim, if it would endanger others not to make such notification.

#### **Medical Care and Evidence Collection:**

An individual who has been the victim of sexual violence is urged to seek medical care as soon as possible. Even if a victim does not want to report the assault, medical attention is still needed to check for injuries, sexually transmitted infections, or pregnancy.

Victims of sexual assault are strongly encouraged to undergo a forensic examination by a trained professional to ensure proper medical attention. Victims who undergo evidence collection do NOT have to press charges.

In addition to receiving proper medical attention, consider the following:

- ➤ Time is a factor in the collection of evidence. Post-assault forensic evidence (commonly referred to as a "rape kit") is best collected within 72 hours of the assault. Victims should go to the hospital as soon as possible after the assault.
- ➤ An officer from the police department with jurisdiction or a victim's advocate from the Polk County Sheriff's Office can accompany the victim to the hospital to provide support and answer questions on what to expect.
- ➤ Victims should not bathe or douche as this will destroy evidence that supports a legal case against the accused.
- The investigating agency will keep the clothes worn during the assault as evidence. Victims should bring a change of clothes to the hospital, or take the clothes he/she was wearing during the assault in a brown paper bag to the hospital.
- > If the use of a "date rape drug" is suspected, the hospital can take a urine sample for evidence collection.
- For more information about evidence collection go to: <a href="www.rainn.org/get-information/sexual-assault-recovery/rape-kit">www.rainn.org/get-information/sexual-assault-recovery/rape-kit</a>.

A Winter Haven Police Officer or officer from another agency or jurisdiction will assist with transportation to the hospital if needed. In cases requiring urgent care, victims should contact local emergency services by calling 911.

#### **Hospital contact information:**

Winter Haven Hospital: 200 Avenue F NE, Winter Haven, Fl., PH. 863-293-1121 Lakeland Regional Medical Center: 1324 Lakeland Hills Blvd, Lakeland, Fl., PH. 863-687-1100 Bartow Regional Medical Center: 2200 Osprey Blvd, Bartow, Fl., PH. 863-533-8111 Lake Wales Medical Center: 410 S 11<sup>th</sup> Street, Lake Wales, Fl., PH. 863-676-1433

Medical attention does not need to occur at a hospital when forensic evidence is no longer available or if the assault happened more than 72 hours ago. The victim may seek care at the local Planned Parenthood or Rape Recovery Center, or from a private physician or gynecologist.

The local Planned Parenthood offers gynecological exams, pregnancy tests, emergency contraception, HIV tests, and sexually transmitted infection tests.

The local hospitals will cover the costs of standard post-assault medical care free of charge. The hospital services will be charged to the student's insurance if they do not file a police report.

The College shall proceed with the College's disciplinary process. The dean of student services for the respective campus location will ensure prompt, fair and impartial investigation and resolution. During the College's disciplinary action, the accused and accuser will have the same opportunity to have others present during the disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of the disciplinary proceeding. This action does not violate the Family Educational Rights and Privacy Act (FERPA). The standard of evidence for these investigations is preponderance of the evidence. If a student is found to be guilty of having committed the offense, any of the following sanctions may be imposed: expulsion, suspension, withdraw without refund, discretionary sanctions, disciplinary probation, warning, restitution, fines and obligations, and other lesser sanctions instead of or in addition to those specified here, such as limiting the student's participation in club activities. Both the accuser and the accused shall be simultaneously informed, in writing, of the following: the outcome of the disciplinary proceeding; the procedures for the accused and the victim to appeal the decision; any change to the results that occurs prior to the time that such results become final; and when the results become final. The victim shall receive written notification about counseling, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community. The victim shall receive written notification about his/her options, and available assistance, in changing academic, living, transportation, and working situations. Polk State College is currently developing policies to protect the confidentiality of victims, to include how publicly available recordkeeping will be accomplished without the inclusion of identifying information.

Individuals may also report a sex offense to the College's Title IX coordinator. This person is responsible for coordinating the College's compliance with Title IX. The Title IX coordinator is also the director of equity and diversity and can be reached at 863-292-3602. In the absence of the director of equity and diversity, individuals may report sex offenses to the director of human resources at 863-297-1076, or the dean of student services. Both are located in the Administration Building, Polk State College, 999 Avenue H NE, Winter Haven, Florida, 33881. The College's sexual harassment policy, including a description of the grievance procedures, can be found in Board Rule 3.27 and Procedures 6076 and 6086.

#### CONFIDENTIALITY

Polk State College will protect the identity of person or persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the greatest extent of that the law requires.

#### WRITTEN NOTIFICATION

Polk State College strongly encourages prompt reporting of sexual offenses to the police. However, people who experience sexual misconduct have the right to decide whether to file a criminal report with the police. There is also the option of filing a sexual harassment complaint with the Office of Equity & Diversity or the Office of Human Resources. There is also the option to file an informal report, an anonymous report, or no report at all.

#### Here are a few things to know about filing a report:

- Anyone can file a report whether they are a victim, witness, or concerned third party.
- ➤ Victims have the option to file both a criminal report with the police and a report with the College at either the Office of Equity & Diversity, the Office of Human Resources, or with the vice president of student services.
- Filing a report does not mean that individuals have to be involved in a police investigation, go to court, or talk to the accused.
- A victim or witness who is under the influence of alcohol or drugs at the time of a sexual misconduct incident generally will not face disciplinary charges from the College or from the dean of student services for underage drinking or drug use.
- A victim has the right to request a victim advocate to accompany them when filing a report with the police or with the College. Victims may call the Security Department to request a victim advocate, 863-297-1059.
- A victim can also contact the academic success counselor (Ombudsman) for information and assistance in reporting on campus. Individuals may contact Cate Igo at 863-292-3759 on the Winter Haven campus; or Kimberly Pearsall at 863-669-2309 on the Lakeland campus.
- Intentional filing of a false report will not be tolerated. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal laws and civil defamation laws.

Individuals who have additional questions or need more help may contact the offices or staff members listed in the On-Campus Resources section of the policy below. Individuals should choose the office or contact person with whom they feel most comfortable.

#### **To File a Police Report:**

Those who want to press criminal charges against an accused should contact Polk State Campus Security at 863-297-1059, dial 911, or contact the police in the area where the assault took place. Criminal charges can be filed against any type of accused, including non-Polk State community members. Criminal charges of sexual assault are entirely separate from violations of the Student Code of Conduct, which only applies to Polk State students. Filing a formal report with the police is necessary when a victim would like to initiate a criminal investigation. The accused can receive punishment up to/and including jail time. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and College disciplinary processes. If the incident occurred off-campus, the Polk State Security Department will assist the complainant in filing the complaint in the appropriate jurisdiction.

#### To File a Complaint for Title IX Violation:

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendment of 1972. A Title IX investigation is separate from a criminal investigation by the police and courts. Victims of any form of sex discrimination, sexual violence, sexual misconduct or gender-based harassment are encouraged to report the incident to the Title IX coordinator/equity director:

Valparisa J. Baker
 Director, Equity & Diversity
 Title IX Coordinator

999 Avenue H NE Winter Haven, FL 33881-4299

Phone: 863-292-3602 Fax: 863-297-1053 vbaker@polk.edu

Office: WAD 227

#### To File a Polk State College Judicial Report:

Sexual misconduct is a violation of the Student Code of Conduct, and as such a victim may make a judicial complaint against a Polk State student. A judicial investigation and hearing is separate from a criminal investigation by the police. An accused can receive punishment up to and including expulsion from the College. Formal judicial complaints can be made by contacting:

 Sylvester Little, Dean Student Services – Lakeland Polk State College 3425 Winter Lake Road Lakeland, FL 33803 LTB 1287 863-669-2813 slittle@polk.edu

Lawrence Pakowski, Dean Student Services – Winter Haven Polk State College 999 Avenue H NE Winter Haven, FL 33881-4299 WAD 160 863-669-2305 lpakowski@polk.edu

#### **To File an Anonymous Report:**

The College strongly encourages those who want to file a report on behalf of themselves or someone else to identify themselves by name, but anonymous reports will be accepted by anyone with knowledge of a sexual misconduct violation.

#### **Expectation of Reporting for College Employees:**

Additionally, College employees without statutory privilege are required to report any incident of sexual misconduct that they witness or that is reported to them and provide the name of the victim to the Title IX coordinator/equity director. Employees who hold confidentiality exemption are not required to provide the name or any identifying information of the victim, but do still need to report the incident to the Title IX coordinator/equity director. In instances when the name has been reported, the Title IX coordinator/equity director will speak with the victim to:

- Ensure that he/she is aware of available resources, services, and interim safety measures to assist with the physical and emotional aftermath of the incident;
- Advise the victim of the complaint filing options and take any necessary steps to ensure the safety of the Polk State College community.

If the victim speaks to an employee with confidential exemption, that employee will act on behalf of the Title IX coordinator/equity director and provide information about services, support and reporting the incident

#### REGISTERED SEX OFFENDER POLICY STATEMENT

Federal and state laws require a person designated as a sexual predator or offender to register with the Florida Department of Law Enforcement (FDLE). FDLE is then required to provide notification to the local law enforcement agency of where the registrant resides. If the registrant is enrolled, employed, or carrying on a vocation at Polk State College, FDLE must also provide the local law enforcement agency with that information. In addition, information may be obtained through the Polk County Sheriff's Office, or by calling the FDLE hotline at 1-888-357-7332, or visiting the FDLE website at: <a href="http://www.fdle.state.fl.us">http://www.fdle.state.fl.us</a>.

#### DISCIPLINARY PROCEDURES POLICY STATEMENTS

Any employee or student of Polk State College can file a charge against another employee or student for violations of the Student Code of Conduct. Allegations pertaining to Student Code of Conduct violations are entirely separate from criminal investigations by police. In addition, the complainant may also file a criminal complaint with the police having jurisdiction if the violation is a criminal offense.

Polk State College's disciplinary proceedings are fair, prompt, and impartial to both the accused and the accuser. The proceedings provide the same opportunities to both parties to have an advisor of their choice present, and the proceeding be conducted by officials who receive training on sexual assault issues and on how to conduct a proceeding that protects the safety of victims and promotes accountability.

### DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS POLICY STATEMENT

The outcome of disciplinary proceedings will be based upon presented evidence sufficient to make a reasonable and prudent person believe that a fact sought to be proved is more likely true than not. All such matters which the decision is based must be introduced into evidence at the hearing. Where there has been a finding of sexual harassment, the resolution relative to the accused may include some form of disciplinary action for the person found to have committed the harassment. Depending on the individual circumstances of each case, disciplinary action could include one or any combination of the following: verbal counseling, letter of warning, specific activities to discourage future violations of sexual harassment, probation, suspension, reassignment, expulsion from enrollment at the College, non-renewal of contract up to and including termination. A report will be written by investigator as recommendation of action and submitted to the appropriate administrator to take such action deemed appropriate. Any discipline as a result of the investigation would then be subject to the College's Grievance Procedure (Procedure 6013). If the complainant or the accused determines that the response to the complainant is not satisfactory, either party may appeal through the regular College grievance procedure (#6013) contained in the Polk State College DBOT Rules and Procedures Manuals or Student Handbook as appropriate.

#### SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Periodically throughout the academic year, security awareness and crime prevention presentations are provided to student, staff and faculty groups. These presentations are organized through a number of College offices and student groups, including Campus Security, academic Success counselors, Student Activities and Leadership Office (SALO), and Students Living a Message (SLAM). Campus safety and security information is available to all students from the Polk State website homepage, under Campus Safety and Security. A common theme of all College awareness and crime prevention programs is to inform students and employees about campus security procedures/practices and to encourage them to be responsible for their own security and the security of others.

Polk State requires all new hires to complete Harassment/Sexual Harassment training online. All employees must also complete biannual refresher training. Staff responsible for the oversight of student programs and athletics are also required to complete Title IX biannual online training. The College is implementing an ongoing safety and crime prevention awareness campaign for employees and students to ensure compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA) changes effective July 1, 2015, as well as implementing Bystander Intervention and Vulnerable Persons Act training. The College's first Bystander Intervention Training was held on September 4, 2014 and was facilitated by an external consultant/expert in gender violence prevention.

#### DRUG, ALCOHOL & SUBSTANCE ABUSE POLICY STATEMENTS

Polk State College is a drug-free workplace and a drug-free academic institution. College employees and students are prohibited from the unlawful possession, use, sale, or distribution of illicit drugs and alcohol on College property or as part of College activities. The Security Department enforces the College's policies prohibiting drugs and alcohol, and when deemed necessary, will involve the local police in assisting with the enforcement of the laws relating to drugs and alcohol.

Regarding the Drug Free Schools and Communities Act (DFSCA), information concerning the availability of drug or alcohol counseling, treatment, or rehabilitation is available to employees from the Human Resources Department and available to students from Student Services on both main campuses.

#### MISSING STUDENT NOTIFICATION POLICY

Polk State College does not have any on-campus residential student housing facilities. Therefore, there are no policy statements drafted under this label.

#### STUDENT CRIMINAL ACTIVITY OFF-CAMPUS

Crime statistics are requested from the law enforcement agencies having jurisdiction for geographic areas identified as non-campus or public property for inclusion into the Polk State College campus annual security report.

#### ANNUAL DISCLOSURE OF CRIME STATISTICS

The Polk State College Security Department prepares the Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Polk County Sheriff's Office, the Winter Haven Police

Department, the Lakeland Police Department, the Bartow Police Department, and the Lake Wales Police Department. Campus crime, arrest, and referral statistics include those reported to Polk State College Security and to designated law enforcement officials. Personnel identified as "campus security authorities" by law include the Winter Haven and Lakeland provosts and their academic deans, deans of student services, the athletic director and athletic coaches, and law enforcement agencies. Each year, an annual disclosure notification is sent to all enrolled students. Notifications will be made via Polk State College student e-mail addresses. Faculty and staff also receive similar notifications through the College's e-mail system. A hard copy of this report may also be obtained on the Polk State College website under Campus Safety and Security.

#### WINTER HAVEN CAMPUS

Offense	Year	On Campus	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offense, Forcible	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	2	0	0	2
	2013	1	0	0	1
	2014	1	0	0	1
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Violations Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
Drug Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Drug Law Violations Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
Weapon Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Weapon Law Violation Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
-	2014	0	0	0	0
Dating Violence, Domestic Violence,	2012	0	0	0	0
and Stalking	2013	0	0	0	0
-	2014	2	0	0	2

Polk State College does not have any on-campus residential facilities.

#### **Hate Crimes**

#### LAKELAND CAMPUS

Offense	Year	On Campus	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offense, Forcible	2012	0	0	0	0
	2013	1	0	0	1
	2014	0	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	2	0	0	2
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Violations Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
Drug Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	2	0	1	3
Drug Law Violations Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
Weapon Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Weapon Law Violation Referred for	2012	0	0	0	0
Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
Dating Violence, Domestic Violence,	2012	0	0	0	0
and Stalking	2013	0	0	0	0
-	2014	0	0	0	0

Polk State College does not have any on-campus residential facilities.

#### **Hate Crimes**

Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offense, Forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0
Sex Offenses, from Foreible	2013	0	0	0
	2014	0	0	0
Robbery	2012	0	0	0
Robbery	2012	0	0	0
	2013	0	0	0
Aggravated Assault	2014	0	0	0
Aggravated Assault	2012	0	0	0
	2013	0	0	0
Dunalam	2014			
Burglary	2012	0	0	0
		0	0	0
M . X/ 1' 1 701 C	2014	0	0	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Liquor Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Liquor Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2014	0	0	0
Drug Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Drug Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2014	0	0	0
Weapon Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Weapon Law Violation Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
1 7	2014	0	0	0
Dating Violence, Domestic Violence,	2012	0	0	0
and Stalking	2013	0	0	0
C	2014	1	0	1

Polk State College does not have any on-campus residential facilities, and the J.D. Alexander Center does not have any non-campus facilities associated with this location.

#### **Hate Crimes**

Lake Wales Art Center				
Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offense, Forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Robbery	2012	0	0	0
,	2013	0	0	0
	2014	0	0	0
Aggravated Assault	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Burglary	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Liquor Law Arrests	2012	0	0	0
1	2013	0	0	0
	2014	0	0	0
Liquor Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
T S S S S S S S S S S S S S S S S S S S	2014	0	0	0
Drug Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Drug Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
2 isospinius i souon	2014	0	0	0
Weapon Law Arrests	2012	0	0	0
capon Lan Tirosto	2013	0	0	0
	2014	0	0	0
Weapon Law Violation Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2013	0	0	0
Dating Violence, Domestic Violence,	2014	0	0	0
and Stalking	2013	0	0	0
and Stanting	2013	0	0	0
	2014	U	U	U

Polk State College does not have any on-campus residential facilities, and the Art Center does not have any non-campus facilities associated with this location.

#### **Hate Crimes**

Airside Center				
Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offense, Forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Robbery	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Aggravated Assault	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Burglary	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Liquor Law Arrests	2012	0	0	0
1	2013	0	0	0
	2014	0	0	0
Liquor Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
1	2014	0	0	0
Drug Law Arrests	2012	0	0	0
5	2013	0	0	0
	2014	0	0	0
Drug Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
T 7	2014	0	0	0
Weapon Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Weapon Law Violation Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
F	2014	0	0	0
Dating Violence, Domestic Violence,	2012	0	0	0
and Stalking	2013	0	0	0
and Summing	2013	0	0	0
	2014	U	l O	1

| 2014 | 0 | 0 | 0 | Polk State College does not have any on-campus residential facilities, and the Airside Center does not have any non-campus facilities associated with this location.

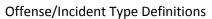
#### **Hate Crimes**

Clear Springs Advanced Technology Center				
Offense	Year	On Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offense, Forcible	2012	0	0	0
•	2013	0	0	0
	2014	0	0	0
Sex Offenses, Non Forcible	2012	0	0	0
·	2013	0	0	0
	2014	0	0	0
Robbery	2012	0	0	0
•	2013	0	0	0
	2014	0	0	0
Aggravated Assault	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Burglary	2012	0	0	0
,	2013	0	0	0
	2014	0	0	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Liquor Law Arrests	2012	0	0	0
-	2013	0	0	0
	2014	0	0	0
Liquor Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2014	0	0	0
Drug Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Drug Law Violations Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2014	0	0	0
Weapon Law Arrests	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Weapon Law Violation Referred for	2012	0	0	0
Disciplinary Action	2013	0	0	0
	2014	0	0	0
Dating Violence, Domestic Violence,	2012	0	0	0
and Stalking	2013	0	0	0
	2014	0	0	0

Polk State College does not have any on-campus residential facilities, and the Clear Springs Center does not have any non-campus facilities associated with this location.

#### **Hate Crimes**

### **Polk State College Campus Security**





Please list all offenses that are relevant to each incident. For example, if someone enters into a locked room and steals a laptop, please list that as a burglary and a theft. For certain offenses listed in bold type below, please provide the victim with the Polk State College Domestic Violence Pamphlet.

Accident/Injury	Any type of incident where a person falls, slips, trips, or sustains any injury while on campus, other than in a traffic crash or criminal activity.
Aggravated Assault	Threatening someone with a weapon (stick, knife, gun, etc.) where the victim was afraid that violence was about to occur (does not usually include threats by text or phone).
Aggravated Battery	Intentionally striking, cutting, or otherwise injuring someone with a weapon.
Alcohol Offense	Any incidents involving the unauthorized possession or use of alcohol on campus.
Armed Robbery	Taking property from a victim by force or threat of violence where a weapon is used or displayed.
Arson	Intentionally damaging property by fire/burning.
Assault	Threatening to do harm to someone where the victim is afraid that violence is about to occur (does not usually include threats by text or phone).
Battery	Intentionally touching against the will of the victim. Can include pushing, punching, holding, grabbing, or striking them with something that is not a weapon (saliva, water, food, etc.).
Bomb Threat	Any threat to place or detonate an explosive device on campus.
Burglary	Entering a building, room, or vehicle without permission and with the intent to commit another crime within. An example would be entering a professor's unlocked office and stealing property from within (burglary and theft).
Criminal Mischief	Intentionally damaging property (vandalism)
Dating Violence	Any assault, aggravated assault, battery, aggravated battery, kidnapping, false imprisonment, stalking, or sexual battery that occurs between two people who have been dating within the last six months and have or have had a continuing and significant relationship of a romantic or intimate nature.
Destruction/damage/vandalism	To willfully or maliciously destroy, damage, deface, or otherwise
to property (except arson)	injure real or personal property without the consent of the owner or the person having custody or control of it.
Disability	Opinion or attitude toward a group of people based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness (Categories of Prejudice).
Disorderly Conduct	Inciting a riot or threatening to commit violence against another in a public place. It can also include a physical fight between two subjects on campus, even if they choose not to press charges against each other.

# Polk State College Campus Security Offense/Incident Type Definitions



Domestic Violence	Any assault, aggravated assault, battery, aggravated battery,
Domestic Violence	kidnapping, false imprisonment, stalking or sexual battery
	between two people who are married, have ever been married,
	are living together as a family, have ever lived together as a family,
	are related by blood or marriage, or are parents of a child in
	common.
Drug Offense	Any incident involving illegal drugs or paraphernalia.
Ethnicity/national origin	Opinion or attitude toward a group of people of the same race or
,,	national origin who share common or similar, language, customs,
	and traditions (Categories of Prejudice).
False Fire Alarm	Any incident where a fire alarm is intentionally activated where no
	true hazard exists.
Forced Fondling	Intentionally touching another person's private parts in a sexual
	way against their will or without their consent.
Gender	Male or female (Categories of Prejudice).
Gender identity	Opinion or attitude toward a group of people because the
	perceived gender of those persons may be different from the
	gender traditionally associated with their gender at birth
	(Categories of Prejudice).
Grand Theft Auto	Theft of a motor vehicle. This includes cars, motorcycles, and golf
	carts.
Identity Theft	Willfully using the personal identification information (name, date
	of birth, social security number, bank account information, etc.) of
	another person without that person's permission.
Incest	Non-forcible sexual intercourse between persons who are related
	to each other within the degrees wherein marriage is prohibited
Indecent Evacure	by law.
Indecent Exposure	Intentionally exposing or displaying sexual organs (this does not include a female who is breastfeeding her infant).
Information	Non-criminal incidents that do not fall into any other category.
Intimidation	To unlawfully place another person in reasonable fear of bodily
mandidi	harm through the use of threatening words and/or other conduct
	but without displaying a weapon or subjecting the victim to actual
	physical attack.
Medical Incident	Incidents where a person on campus makes a complaint of a
	medical nature (illness, faintness, chest pains, etc.) that is not
	caused by an accident and that may require medical attention.
Motor Vehicle Theft	Theft or attempted theft of a motor vehicle.
Murder	The intentional killing of a human being by another.
Negligent Manslaughter	The unintentional killing of a person through gross negligence.
Non-negligent Manslaughter	The unintentional killing of a person due to injuries received in a
	fight, argument, quarrel, assault or commission of a crime.
Race	Persons who possess common physical characteristics genetically
	transmitted by descent and heredity that distinguish them as a
	distinct division of mankind (Categories of Prejudice).

### **Polk State College Campus Security**

Offense/Incident Type Definitions



Religion	A group of people who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (Categories of Prejudice).
Robbery	The taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Scheme to Defraud	A systematic, ongoing course of conduct with intent to defraud one or more persons, or with intent to obtain property from one or more persons by false or fraudulent pretenses, representations, or promises or willful misrepresentations of a future act.
Sexual Battery	Non-consensual oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the non-consensual anal or vaginal penetration of another by any other object.
Sexual orientation	Opinion or attitude toward a group of people based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (Categories of Prejudice).
Stalking	Willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person.
Statutory Rape	Sexual activity between an adult (18 years old or older) and someone under 16 years of age, or sexual activity between someone who is 16 or 17 years old with someone who is older than 23 years old.
Theft	The taking of property without permission (other than motor vehicles).
Trespassing	Entering a property, structure or vehicle without permission; or failing to leave once advised to by a property owner or owner's representative.
Violation of Injunction	Any violation of an injunction for protection against domestic violence, dating violence, or repeat violence.
Weapon Offense	Any incident that occurs on campus involving a prohibited weapon (firearms, tasers, etc.), to include possessing or brandishing.

Traffic crashes and hit-and-run crashes will be reported on the Vehicle Accident Report.