

# Traviss Technical College

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## ANNUAL SECURITY REPORT

FOR THE 2023 - 2024 ACADEMIC YEAR

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(Includes Calendar Year Crime Statistics for 2020 , 2021 , & 2022 )

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# Jeanne Clery Disclosure of Campus Security Policy

and Campus Crime Statistics Act also known as the Clery Act requires colleges and \*universities to:

- Disclose, collect, classify and count crime reports and statistics;
- Issue Emergency Notifications upon confirmation of significant emergency or dangerous situation involving immediate threat to health or safety;
- Issue Timely Warnings/ alerts - timely warning for any Clery Act-specified or non-Clery crime that represents an ongoing threat to the safety of students or employees.;
- Publish Annual Security Report;
- Submit Crime Statistics to Department of Education; and
- Maintain a publicly available daily crime log;

*\*Traviss Technical College is exempt from publishing an annual fire safety report, and policy for reports of missing students due to not having housing.*

The Annual Security Report (ASR) is published by Traviss Technical College and is available online. The PCPS District Police adheres to the requirement to provide campus crime data, relative to the Clery Act, or by compiling data and submitting annually to the Department of Education. Crime statistics are gathered for both technical college campus locations owned or controlled by Traviss Technical College that are used for institutional and educational purposes, as well as public property within or immediately adjacent to and accessible from campus. This data is compiled through reports made to Traviss staff and other Law Enforcement Agencies. Fire safety information is compiled by gathering reports from TTC Safety and Emergency Management. This ASR is a reflection of the policies and procedures related to the Clery Act requirements for both Traviss campuses: Lakeland (main) and South Lakeland (Extension). For a printed copy of this report, please visit Traviss Technical College, 3225 Winter Lake Road, Lakeland, Florida, 33803.

# Message from Sheriff Grady Judd

## Polk County Public Schools



The Polk County Sheriff's Office has proudly partnered with the Polk County Public Schools to provide quality campus law enforcement services and crime prevention education to the students, faculty, staff members, and visitors.

The Polk County Sheriff's Office is the nation's most recognized law enforcement agency with a total of ten accreditations, of which three are Accreditation with Excellence Awards, and an additional two Excelsior Awards. PCSO members are well-equipped, highly trained professionals who will provide you the highest level of customer service with a sense of urgency.

The Annual Security & Fire Safety Report is our way of increasing communication about crime prevention and awareness. We also regularly provide educational programming to enhance the community's knowledge regarding the best safety practices while on campus and around town. Through training and various crime prevention resources, PCSO and the Polk County Public Schools have taken important steps to address sexual violence, dating violence, stalking, alcohol and drug misuse, theft, and other crimes that are not uncommon on campuses across the nation.

I encourage you to use the information in this guide to promote your own personal safety and to assist us in keeping all Polk County Public Schools safe and secure.

Please take time to learn more about PCSO and the services we provide online at [www.polksheriff.org](http://www.polksheriff.org) and be sure to sign up for your free monthly e-newsletter. Also, like us on Facebook @polkcountysheriff, and follow us on Twitter @PolkCoSheriff.

We are here to serve you.

A handwritten signature in black ink that reads "Grady Judd".

Sheriff Grady Judd

# Who are we?

## **Background Information**

Traviss Technical College opened on September 28, 1964, as Polk Vocational Center with World War II barracks at Bartow Air Base serving as the first classrooms. It has been accredited through the Council of Occupational Excellence for 45 years. Traviss Technical College programs are approved by the and follow the Florida Department of Education curriculum frameworks which designates title, clock hours, and skills for each individual program.

Traviss Technical College focuses on the development of technical skills, occupational skills, and work habits and attitudes necessary for success in the world of work. Programs offered at Traviss prepare individuals for meaningful employment in a variety of occupations currently labeled as high skill/high wage by the local Workforce Development Board, Career Source Polk.

Traviss operates under the supervision of Polk County School Board, school number 1591 for postsecondary reporting, known as Traviss Technical College, and 1561 for secondary reporting, known as Traviss Technical Academy. The student body consists of traditional high school students with a career and technical focus, dual enrolled high school students in a post-secondary program, and adult post-secondary programs.

## **Mission Statement:**

Traviss Technical College educates and prepares students for success in a changing workplace.

## **Schoolwide Accreditation**

Traviss Technical College is accredited by the Commission of the Council on Occupational Education.

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: (800) 917-2081 Toll-free or (770) 396-3898

Fax: (770) 396-3790

<http://www.council.org>

Traviss Technical College is accredited by Cognia/Southern Association of Colleges and schools Council on Accreditation and School Improvement.

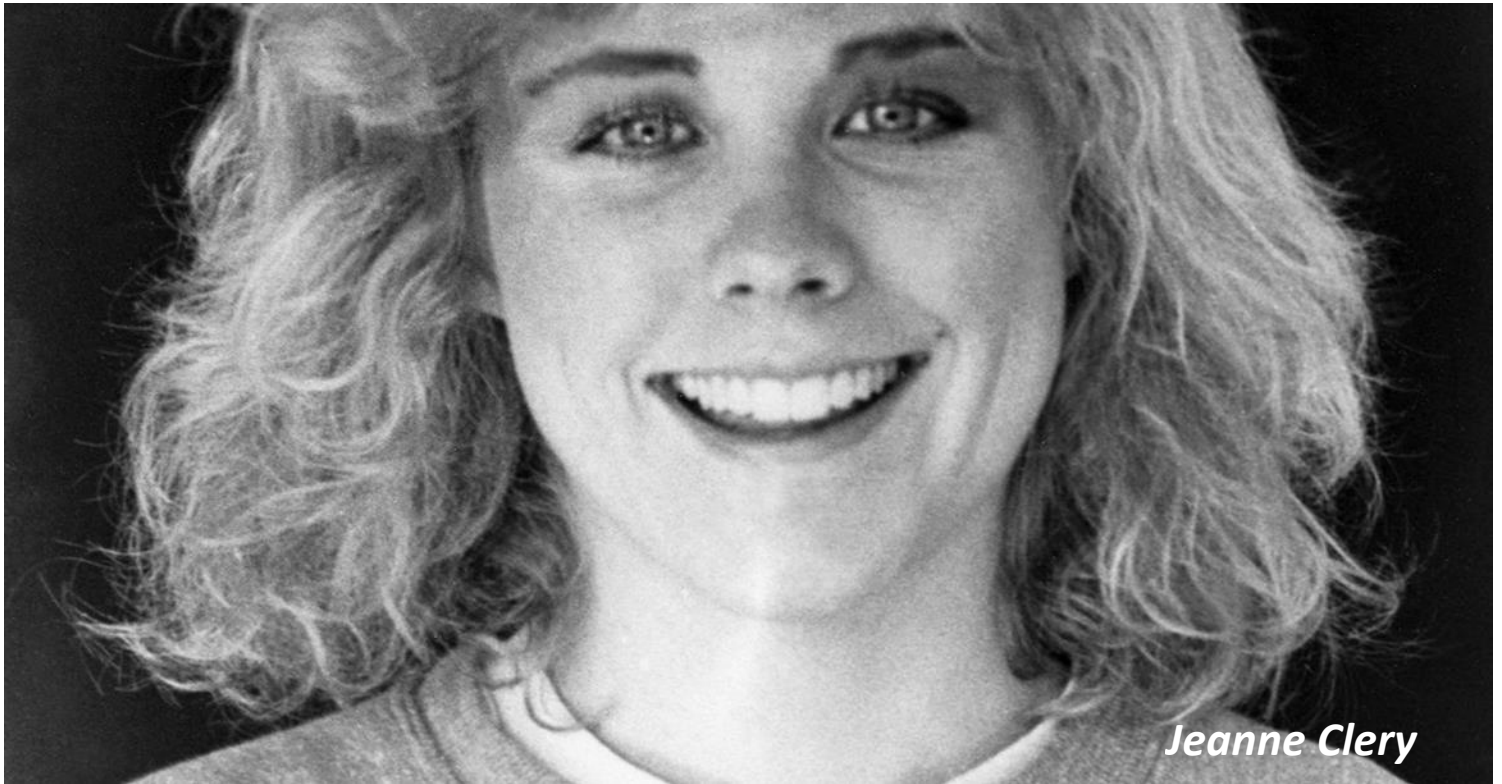
9115 Westside Parkway

Alpharetta, GA 30009

Telephone: (888) 413-3669

<http://www.advanc-ed.org>

# CLERY ACT



*Photo courtesy of the CLERYCENTER*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act is a federal consumer protection law, enforced by the Clery Compliance Team within the Department of Education's Financial Aid Division. This law formed because of Jeanne Clery who was a first year student at Lehigh University in April 1986 when she was raped and murdered in her dorm room. Her parents, Howard and Connie Clery, worked tirelessly at the local, state and national level to create legislation that became what we know today as the Clery Act.

The Clery Act provides guidelines and expectations for campus crime classification and reporting, crime prevention and response and campus safety policy and procedure requirements that create transparency between institutions of higher education, students and employees. Institutions of higher education receiving federal financial aid under Title IV are required to comply fully with the Clery Act. The Clery Act requires institutions to complete certain annual and ongoing tasks. TTC is committed to adhere to the requirements of the law by producing this annual security report. Due to the Clery Act, awareness of safety and security policies and procedures have encouraged transparency to concerns around certain incidents and Clery crime statistics.

# DEFINITIONS

## LOCATIONS

Crime statistics are reported according to the following geographical categories: on campus and on campus residential, non-campus building or property, and public property. The following definitions apply to these geographic categories:

**Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institutions education purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-campus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Study abroad program locations are included in this geographic category as well.

**Public Property:** All public property, including streets and sidewalks that are immediately adjacent to and accessible from the campus.

## CRIMES

For use in classifying criminal offenses:

**Murder/Non-negligent Manslaughter:** The willful, non-negligent killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter:** The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result 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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. This includes attempted acts as well.

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

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

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

**Drug Law Violations (Sale and Possession):**

The unlawful cultivation, manufacturer distribution, sale purchase, possession, transportation, or importation of any controlled substance, or the unlawful manufacture, sale, purchase, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

**Weapons Law Violations:** The violation of state laws or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime definitions for **sexual assault, domestic violence, dating violence, and stalking** are located under the VAWA section of this guide.

A hate/bias crime is a crime that shows evidence that the victim was intentionally selected due to the perpetrator's bias against the victim. All Campus Security Authorities are required to report hate crimes by category of prejudice, geographic location, year the incident was reported, and category of crime, including any crime perpetrated on the basis of prejudice that results in bodily injury.

The following categories of crime statistics for the campus, non-campus properties, and public property areas that are reported to the TTC District Police and Campus Security Authorities must be disclosed for the most recent three calendar years.

**Hate crimes must be reported by category of prejudice:**

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

### Daily Crime Log

At each TTC campus a daily crime log maintains all incidents reported to Campus Security Authorities. Additionally, the Polk County Sherriff's office and the Lakeland Police assist with this effort to communicate calls from local law enforcement to capture incidences. This log identifies the type of criminal incident or Alleged criminal incidents (with the exception of traffic violations) that take place on campus to include: general location, time of each incident, and disposition. Daily Crime Log incidents are entered within two business days of receiving the report. Upon request, the public can view logs within normal business hours Monday– Friday 7am-3:30pm or accessed online. Daily Crime Log entries beyond 60 days are archived electronically, and backed up on an external drive monthly. Requests to view this information must be made to the Traviss Technical College Administration; these reports will be available for public view within 2 business days.

### Campus Security Authorities (CSA)

All TTC community members are encouraged to report all crimes and other emergencies to Traviss Technical College Administration as soon as they are made aware of the incident, so that the proper authorities can be contacted. The Clery Act recognizes certain college officials and offices as Campus Security Authorities (CSA). The act identifies these individuals as “officials of an institution who have significant responsibility for student and campus activities”. Traviss Technical College individuals functioning in the following roles are considered a CSA: 1) School Safety Guardians; 2) Contracted Security Guard for Entrance of the School; 3) Director; 4) Assistant Directors; 5) Dean of Students; 6) Social Worker/ School Counselors; 7) Program Coordinators; 8) Faculty/Staff that oversee student groups; 9) School personnel that provide access and/or security for campus facilities or other special events.

CSAs are responsible for reporting crimes to local law enforcement based on jurisdiction and Polk County Public Schools Safe Schools department, including crimes where the victim chooses to remain anonymous. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

### PASTORAL AND PROFESSIONAL COUNSELORS

Traviss does not employ pastoral or professional counselors. The college does not identify any employees to serve as confidential resources. Individuals seeking confidential resources should refer to victim advocacies for a list of available resources.

### Other Important Numbers: Non- Emergency Line

Polk County Sherriff's Office	863-298-6200
Lakeland Police Department	863-834-6900
Polk County Fire Department	863-519-7350

### LAW ENFORCEMENT RELATIONSHIP AND JURISDICTION

Traviss' CSAs, including TTC Security guards and School Safety Guardians are not sworn law enforcement personnel and do not have authority to make arrests. TTC college campuses rely on local law enforcement of jurisdiction as a result. Although TTC does not have a formal memorandum of understanding with any law enforcement agency, security operations are supplemented with local law enforcement officers who are contracted during the college hours of operations. The college maintains a cooperative working relationship with Polk Sherriff's Office and Lakeland Police Department.

These agencies will promptly respond to our campuses within their jurisdiction for emergencies, to complete police reports and to conduct criminal investigations. The College encourages accurate and prompt reporting of all crimes and other emergencies that occur on or near our campuses whether the victim elects to or is unable to make such a report.

### TITLE IX COORDINATOR(S)

The role of the Title IX Coordinator is to manage, implement, and administer this Policy, including the enforcement of Title IX complaint procedures contained within Title IX training programs and ensuring the prompt and appropriate resolution of Title IX complaints. Questions or concerns regarding Title IX, this Policy, or other aspects of the colleges equal opportunity or affirmative action programs may be directed to:

**Title IX Coordinator: Angela Perpilus, Assistant Director**



# NOTIFICATION PROCESS

TTC is committed to providing a safe learning and working environment, for the protection of all members of the campus community and ensure compliance with federal. Legislation. TTC has developed a Comprehensive Emergency Management Plan, which outlines key operational responsibilities in the event of an emergency on campus. Emergency response and evacuation procedures are identified and are to be followed in the event of a campus emergency. The plan identifies key emergency support responsibilities as coordinated with the appropriate TTC Departments, as well as local, State, and Federal agencies.

## Emergency Notification Process

Local law enforcement agencies with the support of TTC District Police will respond and assess any potential threat in relation to the college community; and determine the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger. All incidents are evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists.

TTC Administration will immediately notify the campus community, upon confirmation of a significant emergency or dangerous situation occurring on or near TTC's campuses. Incidences that may involve an immediate threat to the health or safety of students, faculty, and staff will constitute an Emergency Notification. These departments will determine the appropriate segment or segments of the campus community to receive an emergency notification. The goal of such notification is to ensure that the effected campus community members take reasonable precautions for safety.

Designated campus personnel, and/or the Media Relations Department will have the ability to prepare a notification to disseminate to the campus community via School Messenger and/or email notification. Follow-up information pertaining to emergencies on campus will be disseminated using some or all of the notification systems mentioned above.

Various forms of notifications can be utilized to include, but are not limited to phone, email, the campus public address (PA) system and/or social media.

If the Emergency Notification is related to any significant weather (hurricane, tornado, etc.) affecting the district, TTC Media Relations will have the authority to create and disseminate the alert to the TTC community via the appropriate messaging system. Emergency Notifications will have follow up messages to provide updates and an "ALL CLEAR" notice to inform all the appropriate segment or segments of the campus community when the incident subsides.

\*"Confirmation" does not necessarily mean that all of the pertinent details are known or even available.

TTC students, staff, and faculty are notified on an annual basis to contact TTC Administration in any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus after calling 911 (if applicable).

Additionally, information regarding evacuation procedures are provided in case of an emergency or dangerous situations. This information is included within the student orientation process and employee onboarding.

All active students, faculty and staff affiliated with TTC are automatically enrolled in receiving notifications. Individuals who do not opt out, or change contact information, will receive notifications. To opt out students complete an Opt-Out form and turn into Student Services on the Main Campus.

## Emergencies include:

- Any of the Clery Reportable Crimes (murder and non-negligent manslaughter, negligent manslaughter, forcible sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson)
- An outbreak of a serious illness approaching tornado, hurricane or other extreme weather condition
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

## To report a crime or emergency, members of the community have the following options:

- Call 9-1-1 for any situation that requires an immediate police, fire, or emergency medical response;
- Administration is also able to support you in requesting law enforcement; or
- For anonymous reporting, call CRIMELINE at (800) 423-TIPS (8477).

# TIMELY WARNING

Timely Warning Notifications apply to Clery Act Crimes, but may include non-Clery Act Crimes that pose an ongoing or serious threat to TTC students, faculty and staff. Such notifications include, but are not limited to, major incidents of arson, burglary, robbery, and sex assault. Assessments of crimes occurring on or around campus will be handled on a case-by-case basis by the TTC District Police or partnering agency and will be evaluated to determine if the threat is believed to be ongoing. Non-Clery Crimes that occur on Clery geography are known as “TTC Alerts” and will be issued for crimes including, but not limited to, series of thefts, fraud, series of car burglaries, suspicious incident on campus, etc.

Incidents that are reported directly through a Campus Security Authority (CSA) and found to qualify for an alert a Timely Warning Notifications will be issued to the entire TTC campus community. Timely Warning Notifications shall be issued as soon as all pertinent information is available. If after reviewing the incident(s) it is determined a threat to the campus community continues to exist, assigned personnel from TTC Administration will collaborate with PCPS Media Relations department to immediately create the Timely Warning Notification message. Unlike Emergency Notifications, Timely Warning Notification drafts is subject to approval by TTC executive leadership, or designee prior to dissemination. Once approved, the Timely Warning Notification will be sent using SchoolMessenger and/or email notification. Timely Warning Notifications may utilize various forms of communication that include, but are not limited to, phone, email, text message, and/or social media.

Timely Warning Notification messages should include the following information:

- Information that promotes safety;
- Allows individuals to protect themselves; and
- Time, location and type of crime.

Unless including any of this information would risk compromising law enforcement efforts.

TTC students, faculty and staff are notified on an annual basis to contact local law enforcement of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, employees, and/or visitors on campus. Local law enforcement agencies have collaborated with the TTC Administration and School Safety Guardians for responding to such situations. Additionally, this information is included within the student orientation process and employee on boarding process.

TTC is not required to issue an emergency notification and timely warning based on the same circumstance. However, the TTC Executive Leadership will provide adequate information to the community as needed.

## Test of the Emergency Notification and Warning System

The Clery Act requires that the college conduct at least one test of its emergency notification system each year. The college conducts test at least once a semester, whereby the college will send a coordinated test message through School Messenger to include, but are not limited to phone, email, the campus public address (PA) system. These tests will evaluate emergency notification procedures and performance of the various systems.

## Emergency & Evacuation information

The most important component of TTC's emergency preparedness is you! Having students, faculty and staff who are informed and prepared for an emergency and/ or evacuation results in fewer adverse impacts to all and a quicker recovery. On campus drills, which include emergency/ fire (Evacuate), severe weather (Shelter), and active assailant drills (Lockdown). Additionally, Lockdowns and other training are conducted by administration regularly to ensure the safety of our campus community. While procedures are standardized across the district, each school individually tailors its plan to address the specific needs of the campus population. In doing so, it provides a coordinated effort of not only campus operations, but it also promotes preparedness, and tests district plans, policies, procedures and systems.

Emergency and Evacuation Procedures are developed by TTC and PCPS Safe Schools and evaluated annually for effectiveness. TTC staff, and faculty are trained in evacuation procedures and perform full scale drills at least once a year; which may include the student population.

TTC campus and assessments are maintained by the Office of Safety and Emergency Management; exempt from public records disclosure pursuant to sections 119.071(3) and 281.301, Florida Statutes.

The following Standard Response Protocol (or SRP), includes four actions to keep staff and students safe during incidents. The SRP is not based on Individual scenarios but an all-hazards approach to lead response actions. Specific vocabulary is used with specific actions that can be performed during an incident.

## HEIGHTENED SECURITY- STANDARD RESPONSE PROTOCOL

Heightened Security is a term that defines a protocol, in a school, in response to a threat outside the school without immediate threat to the students inside the school. During a "Heightened Security", the building perimeter is secured with staff stationed at the doors. Visitors may not enter the building during a 'heightened security.' Teaching proceeds as usual. Depending on the conditions, class period changes may be allowed. Generally, movement between buildings and inside buildings is restricted.

- You will hear over the PA: "Heightened Security! Secure the perimeter!"
- Students and staff will be brought into a campus building
- Outside access points will be locked
- Students in classrooms will be accounted for using standard roll call and will be reported to administration
- Continue classes uninterrupted
- Increase situational awareness

DO NOT open or unlock outside access points during the lockout until the all clear has been sounded by the school administrator, school safety guardian or first responders.

There may be occasions where dismissal may need to be delayed due to the circumstances on which a Lockout was initiated.

## LOCKDOWN-STANDARD RESPONSE PROTOCOL

Lockdown is defined as a protocol that keeps students locked in their classrooms. Students are instructed to remain out of sight through windows or doors. Lights are turned off and teaching stops until the threat passes. "Lockdowns" are utilized when an intruder is known to be inside the building, or some other serious threat inside the building or on the school property is identified.

- You will hear "Lockdown! Locks, Lights, Out of Sight!" over the public address system; the announcement should be made twice
- Students and staff will be brought in from the halls and courtyards
- Individual classroom doors and windows will be shut and locked
- Classroom lights, computer monitors should be turned off and close blinds if possible
- Move out of line of sight of windows
- Students in the classroom will be accounted for using a silent whispered roll call
- Remain calm and quiet
- Silence cell phones (DO NOT turn them off)
- DO NOT evacuate if the fire alarm sounds unless it is safe to do so
- DO NOT open classroom door during the Lockdown until the all clear has been sounded by the school administrator, school resource officer or district or first respond

There may be occasions where dismissal may need to be delayed due to the circumstances on which a Lockout was initiated.

## EVACUATE-STANDARD RESPONSE PROTOCOL

Evacuate is called when there is a need to move students from one location to another. Evacuation locations predetermined each year on the Safe School Plan.

- You will hear “Evacuate! To (insert Location)!” the public address system; the announcement should be made twice
- An Evacuation can also be implemented using the fire alarm system You will be instructed to:
  - Leave belongings behind
  - Bring their phone
  - Form a single file line
- You will be led to a designated evacuation location
- Students will be accounted for in evacuation location using a standard roll call
- DO NOT leave the designated evacuation location without authorization
- DO NOT return to the classroom until the all clear has been sounded by the school administrator, school safety guardian or first responders.

## SHELTER-STANDARD RESPONSE PROTOCOL

Shelter is called when the need for personal protection is necessary. The shelter announcement includes a description of the safety strategy that should be taken by students, staff and visitors. Shelter safety strategies are unique to each hazard.

- You will hear “Shelter of (insert Hazard) (Describe safety strategy)” over the public address system;
- You will be instructed to seek shelter from the hazard
- Students and staff will be brought in from the halls and courtyards
- Students in classrooms will be accounted for using a standard roll call
- Continue following the safety strategy until the all clear has been sounded by the school administrator or first responders

### **Hazards requiring the Shelter procedure may include:**

- Tornado
- Severe weather
- Hazardous materials release
- Bomb Threat

### **Safety strategies may include:**

- Seal rooms and offices
- Remain inside and move away from the windows
- Assume a protective position

## SEVERE WEATHER/TORNADO

The severe weather procedure/tornado is activated following an alert of severe weather conditions received by the school administrator or designee. This alert can be received from the district's severe weather notification technology or by personal observation.

Watch: Dangerous weather conditions are possible in and near the watch area.

- Outside activities will be suspended and students staff, and visitors inside building
- Students, staff and visitors will be relocated to safe areas of the school or administrative building
- Continue business as usual
- Refer to warning action items if severe weather warning is issued

Watch: Dangerous weather conditions are occurring or imminent in the warning area.

- The Shelter Procedure: You will hear "Shelter for (weather hazard)! Remain inside and move away from windows
- Students, staff, and visitors will be moved from upper floors to designated shelter areas on lower floors and interior corridors
- Students will be instructed to get into a protective position

After the danger has passed: Severe weather watches or warnings have been expired or canceled.

- The Evacuation Procedure: "Evacuate ! To (insert location)". Will be implemented In the event of facility damage or utility failure.
- DO NOT leave the designated evacuation location without authorization

To assume a protective position, students should face an interior wall, with knees and elbows on the ground and hands over the back of their head

## CHEMICAL/BIOLOGICAL RADIOLOGICAL/NUCLEAR RELEASE

- Shelter Procedure: "Shelter for (hazardous material hazard) Seal rooms and offices."
- Bring students, staff and visitors in from halls and courtyards
- Isolate any individuals directly exposed to the release
- Activate School Emergency Response Team (SERT) and await further instruction from local first responders

### RELEASE INSIDE OF SCHOOL/FACILITY

- DO NOT attempt to contain or clean up the release without authorization
- At the affected site, implement the Evacuation Procedure: "Evacuate! To (insert location)"
- Evacuate to a safe area up-wind to the release if possible (up- wind is the direction the wind is coming from)
- When appropriate have students, staff and visitors cover their nose and mouth evacuation
- Isolate any individuals directly exposed to the release
- Activate School Emergency Response Team (SERT) and await further instruction from district or local responders

# FIRE SAFETY

## FIRE DRILLS, TRAINING AND INSPECTIONS

**Fire Drills:** Fire drills are conducted regularly. Staff and students will be notified in advance but actual drill times will vary to encourage simulated emergency response.

**Fire, Health, and Safety Inspections:** For the safety of all staff and students, room inspections are completed throughout the year to conduct specific fire, health and safety checks.

**Tampering with Fire Safety Equipment:** Tampering with any part of a fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants, or exit signs, and illegal use of a fire extinguisher are violations of State Law.

**Smoking:** Traviss Technical College campuses are smoke free.

**Fire Alarm Systems:** TTC campuses are equipped with fire alarm systems to provide emergency notification throughout the facility. In addition to automatic detection in hazardous areas, manual pull stations are provided for occupant use.

**Fire Extinguishers:** TTC staff are encouraged to familiarize themselves with the location of the fire extinguisher closest to their work area and throughout the facilities. All staff should know how to use a fire extinguisher. If someone does not know how to use one and wants to learn, he or she should contact an administrator.

**Smoke Detectors:** All campuses are equipped with smoke detectors.

**Strategies for Fire Safety:** In the event of a fire all staff and students will want to identify the closest primary and secondary exits and avoid re-entry in the building. Exit maps are posted in all TTC classrooms.

*Traviss Technical College is exempt from publishing an Annual Fire Safety Report due to no On-campus student housing. The following information is provided for awareness purposes.*

## 2022 ON CAMPUS DRILLS

CAMPUS	ADDRESS	EMERGENCY EGRESS DRILLS/ FIRE DRILLS	ACTIVE ASSAILANT DRILL (LOCKDOWN DRILL)	SEVERE WEATHER DRILL (TORNADO WARNING)	NUMBER OF DRILLS (CONDUCTED IN 2022)
<b>Main Campus</b>	3225 Winter Lake Road Lakeland, FL 33803	8	8	1	17
<b>Extension Site @ Sun N Fun</b>	4590 Rocky Rd, Lakeland, FL 33811	2	2	1	5

## STUDENTS RIGHTS AND RESPONSIBILITIES

### Due Process Procedure

A campus dean or administrator must inform the student of school rules that have been violated. A student has the right to present evidence or witnesses concerning violation, and the student must:

1. Have knowledge of the charge or complaint being made against him/her;
2. Have a description of the specific charges;
3. Be given and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing;
4. Have had prior knowledge that their actions were in violation of established rules and regulations; and
5. Be advised that they have to go to the next higher authority if not satisfied with the decisions.

### Grievance Procedure

A student is encouraged to resolve an issue at the lowest level. If there is no resolution, the student may present the concern to a counselor or dean. If a satisfactory solution is not reached, then the issue is regarded as a grievance. A student must follow these steps to process a grievance:

1. The student must submit the grievance in writing to a campus administrator.
2. Within five (5) school days, a campus administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A

- decision will be made.
3. Within five school days of the initial meeting, a student may submit a written appeal regarding the outcome of that meeting to the Senior Director. The senior director will schedule a meeting with the student within two weeks. A decision will be made.
  4. If the student is not satisfied with the decision, he/she may further appeal in writing to the Associate Superintendent or designee who will convene an impartial board to review the grievance and render a final decision.
  5. If the grievance is not settled to the student's satisfaction at the local level the student may contact The Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350, Telephone 770-396-3898.
  6. If the grievance is related to the State and not settled to the student's satisfaction at the local level the student may send a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL. 32399-0400, or e-mail:cieinfo@fldoe.org or fax: 850-245-3238.

Student Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment of any kind (sexual, racial, religious or national origin) - whether it is a staff member harassing a student, a student harassing a staff member, or students harassing other students - is illegal and will not be tolerated. If you feel you are being harassed, contact a campus administrator.



# VICTIM SERVICES

Our mission is to collaborate with and empower organizations and individuals to eliminate violence in our community through a dvocacy, education and training.

Victim advocate services are free and available 24/7 to students, faculty, staff, and visitors. An advocate can be reached by calling the 24/7 crisis hotline at 800-627-5906. Victim advocates are available to assist with a variety of issues arising as a direct result of a crime, violence, or abuse - with or without a police report. Our advocates also respond in person to specific locations off campus on a case-by- case basis.

## Services Include

- Crisis counseling for victims and their families
- Personalized service planning
- Referral to other programs for emergency needs
- Information about victims' rights and the legal process
- Accompaniment during the legal process
- Forensic evidence collection and medical services to victims of sexual assault within the first 5 days following the incident
- Personal advocacy and support
- Safety planning
- Assistance filing for injunctions against repeat violence sexual violence, dating violence, or domestic violence.
- Assistance in applying for victim compensation
- Support groups for victims of crime
- Public awareness and public education

## SEX OFFENSES

If you or someone you know has been directly impacted by sexual violence and you are unsure about reporting to the police, please contact an advocate via our 24/7 crisis hotline at 407-497-6701 Victim advocates can provide immediate assistance and support, as well as offer specific options and resources.

Recommendations for survivors of sexual violence:

- Call the 24/7 HOTLINE at 800-627-5906
- Consider filing a police report (recommended but not required).
- Do not change your clothing.
- Do not wash your body or clothes (saving clothing items, sheets, etc. Can provide important evidence even if you delay reporting or disclosing)
- Do not alter/change the scene of the crime
- Address health concerns as soon as possible; forensic exams are available at the Polk County Health Department which do not require a police report filed (advocates can assist with related medical appointments at the local Sexual Assault Treatment Center 863.413.2708)
- Victim advocates will assist with notifying the Police Department if requested by the victim.
- Remember that support and assistance are only a phone call away.

## THE CAMPUS SEX CRIMES PREVENTION ACT

(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campuses. To search for an offender by name, neighborhood, university, or email/IM please visit [http://offender.fdle.state.fl.us/offender/Sea re h.js p](http://offender.fdle.state.fl.us/offender/Sea%20re%20h.js%20p). For more information, please visit <http://offender.fdle.state.fl.us/offender>, or contact the Florida Department of Law Enforcement at:

Florida Department of Law Enforcement (FDLE) Missing Persons and Offender Registration  
2331 Phillips Road  
Tallahassee, FL 32308  
1-888-357-7332  
[sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us)

# CAMPUS SECURITY AND PARKING

## Visitors

Only registered students and persons on official school business are allowed on campus. All visitors must sign in at the information desk in the administrative area and receive a visitor's pass to be worn in a visible place while on campus. Students may not bring visitors or pets to campus.

## Lost and Found

Lost and found articles should be promptly reported to the Administrative Dean. Traviss Technical College cannot reimburse the cost of any items that are lost by students. It is recommended not to bring any personal items to campus. Cars should be locked at all times. Any valuables that must be left in a car should be in the trunk or out of sight. Each student is responsible for their personal items.

## School Property

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. Polk County Public Schools policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

## No Smoking

All campuses in Polk County Public Schools are smoke free.

## Identification Badge Requirements and Procedures

Traviss Technical College programs simulate the workplace and for security purposes a visibly displayed photo ID is required by everyone while on campus. Students will receive an ID badge during their orientation to the campus. The following guidelines are to be adhered to by each student and staff member:

- Badges must be replaced if lost, stolen, or damaged and will be paid for by the badge owner
- Badges are to be clearly displayed on the front of shirt/blouse, above or at the waist
- Badges must be worn at all times while on campus
- Instructors will make a visual check for badges
- Instructors will not allow student access to class if a student's badge is not properly displayed

Students without badges must purchase one or leave campus (high school students must be referred to the Administrative Dean)

Administrators will schedule building checks to ensure badges are being worn and checked as prescribed. Persons attending orientation or conducting business on campus must display a temporary badge.

## Parking

**Visitor Parking** - Designated visitor parking spaces are available. Any other parking areas are restricted and require a campus parking decal to be affixed to the vehicle. A valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit must be displayed to park in designated handicapped parking spaces. Visitors must report to the administration building for a visitor ID badge.

**Student Parking** - Designated student parking requires the purchase of a parking decal which is to be affixed to the vehicle. Handicapped parking spaces are provided for use with a valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit; violators' vehicles will be towed. Additional parking information is provided in the campus orientation materials.

# THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Traviss Technical College (TTC) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, TTC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a School Board Official.

In this context, TTC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the Traviss community.

For a copy of policy governing sexual misconduct by students, visit: <https://polkschoolsfl.com/codeofconduct/>

For a copy of the School Board Policy -Equal Education Opportunities <https://polkschoolsfl.com/equity/>

## A. Definitions

There are numerous terms used by School board in our policies and procedures. Because both employees and students can complain of sexual misconduct and can navigate both on campus administrative resolution processes as well as (depending on the offense) an external criminal resolution process, TTC is providing definitions of terms under the School Board policy equal educational opportunities, Polk County Public Schools Code of Student Conduct, as well as definitions from the Department of Education and the State of Florida. Questions regarding any terms used in this document related to sexual misconduct should be directed to TTC Title IX Officer/EEO Officer, or Administrator, Clery Act Compliance. Consent is defined in Florida within the criminal statute related to sexual battery.

Fla. Stat. §794.011 Sexual battery. - (a) "Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Consent, to be valid, must be:

- i. Freely and actively given.
- ii. In mutually understandable words or actions.
111. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
- iv. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
- v. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
- vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
- vii. Any attempted acts of sexual misconduct are also violations of this policy.

## Sexual Assault

"Sexual assault" is defined by the Department of Education as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as non forcible sexual intercourse with a person who is under the statutory age of consent.

Rape and sexual assault are called "Sexual Battery" under Florida criminal law.

**Fla. Stat. § 794.011 Sexual battery.CI)**

As used in this chapter:

“Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Con-sent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the of-fender.

“Mentally defective” means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.

“Mentally incapacitated” means temporarily incapable of appraising or controlling a person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.

“Offender” means a person accused of a sexual offense in violation of a provision of this chapter.

“Physically helpless” means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.

“Retaliation” includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.

“Serious personal injury” means great bodily harm or pain, permanent disability, or permanent disfigurement.

“Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

“Victim” means a person who has been the object of a sexual offense.

“Physically incapacitated” means bodily impaired or handicapped and substantially limited in ability to resist or flee. (2)(a) A person 18 years of age or older who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a capital felony, punishable as provided in ss. 775.082 and 921.141.

(b) A person less than 18 years of age who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

A person who commits sexual battery upon a person 12 years of age or older, without that person’s consent, and in the process thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

A person who commits sexual battery upon a per-son 12 years of age or older without that person’s consent, under any of the following circumstances, commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115:

When the victim is physically helpless to resist.

When the offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.

When the offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the of-fender has the ability to execute the threat in the future. Cd) When the offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance which men-tally or physically incapacitates the victim.

Ce) When the victim is mentally defective and the of-fender has reason to believe this or has actual knowledge of this fact.

When the victim is physically incapacitated.

When the offender is a law enforcement officer, correctional officer, or correctional probation officer

as defined by s. 943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under the provisions of s. 943.1395 or is an elected official exempt from such certification by virtue of s. 943.253, or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of government.

A person who commits sexual battery upon a person 12 years of age or older, without that person’s consent, and in the process thereof does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

The offense described in subsection (5) is included in any sexual battery offense charged under subsection (3) or subsection (4).

A person who is convicted of committing a sexual battery on or after October 1, 1992, is not eligible for basic gain-time under s. 944.275. This subsection may be cited as the “Junny Rios-Martinez, Jr. Act of 1992.”

Without regard to the willingness or consent of the victim, which is not a defense to prosecution under this subsection, a person who is in a position of familial or custodial authority to a person less than 18 years of age and who:

Solicits that person to engage in any act which would constitute sexual battery under paragraph (l)(h) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Cb) Engages in any act with that person while the per-son is 12 years of age or older but less than 18 years of age which constitutes sexual battery under paragraph (1) Ch) commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(c) Engages in any act with that person while the person is less than 12 years of age which constitutes sexual battery under paragraph (l)(h), or in an attempt to commit sexual battery injures the sexual organs of such per-son commits a capital or life felony, punishable pursuant to subsection (2).

For prosecution under paragraph (4)(g), acquiescence to a person reasonably believed by the victim to be in a position of authority or control does not constitute consent, and it is not a defense that the perpetrator was not actually in a position of control or authority if the circumstances were such as to lead the victim to reasonably believe that the person was in such a position.

(10) Any person who falsely accuses any person listed in paragraph (4)(g) or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(g) is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

**Fla. Stat. § 794.0115 Dangerous sexual felony offender; mandatory sentencing.**

This section may be cited as the “Dangerous Sexual Felony Offender Act.”

Any person who is convicted of a violation of s. 787.025(2)(c); s. 794.011(2), (3), (4), (5), or (8); s. 800.04(4) or (5); s. 825.1025(2) or (3); s. 827.071(2), (3), or (4); or s. 847.0145; or of any similar offense under a former designation, which offense the person committed when he or she was 18 years of age or older, and the person:(a) Caused serious personal injury to the victim as a result of the commission of the offense;

Cb) Used or threatened to use a deadly weapon during the commission of the offense;

(c) Victimized more than one person during the course of the criminal episode applicable to the offense;

Cd) Committed the offense while under the jurisdiction of a court for a felony offense under the laws of this state, for an offense that is a felony in another jurisdiction, or for an offense that would be a felony if that offense were committed in this state; or

(e) Has previously been convicted of a violation of

s. 787.025(2)(c); s. 794.011(2), (3), (4), (5), or (8); s. 800.04(4) or (5); s. 825.1025(2) or (3); s. 827.071(2), (3), or (4); s. 847.0145; or

any offense under a former statutory designation which is similar in elements to an offense described in this paragraph; or of any offense that is a felony in another jurisdiction, or would be a felony if that offense were committed in this state, and which is similar in elements to an offense described in this paragraph, is a dangerous sexual felony offender, who must be sentenced to a mandatory minimum term of 25 years imprisonment up to, and including, life imprisonment.

“Serious personal injury” means great bodily harm or pain, permanent disability, or permanent disfigurement.

The offense described in subsection (2) which is being charged must have been committed after the date of commission of the last prior conviction for an offense that is a prior conviction described in paragraph (2)(e).

It is irrelevant that a factor listed in subsection (2) is an element of an offense described in that subsection. It is also irrelevant that such an offense was reclassified to a higher felony degree under s.

794.023 or any other law.

Notwithstanding s. 775.082(3), chapter 958, any other law, or any interpretation or construction thereof, a person subject to sentencing under this section must be sentenced to the mandatory term of imprisonment provided under this section. If the mandatory minimum term of imprisonment imposed under this section exceeds the maximum sentence authorized under s. 775.082, s. 775.084, or chapter 921, the mandatory minimum term of imprisonment under this section must be imposed. If the mandatory minimum term of imprisonment under this section is less than the sentence that could be imposed under s. 775.082, s. 775.084, or chapter 921, the sentence imposed must include the mandatory minimum term of imprisonment under this section.

A defendant sentenced to a mandatory minimum term of imprisonment under this section is not eligible for statutory gain-time under s. 944.275 or any form of discretionary early release, other than pardon or executive clemency, or conditional medical release under s. 947.149, before serving the minimum sentence.

**Fla. Stat. § 794.02**

Common-law presumption relating to age abolished. The common-law rule “that a boy under 14 years of age is conclusively presumed to be incapable of committing the crime of rape” shall not be in force in this state.

**Fla. Stat. § 794.021**

Ignorance or belief as to victim’s age no defense. When, in this chapter, the criminality of conduct depends upon the victim’s age being below a certain specified age, ignorance of the age is no defense. Neither shall misrepresentation of age by such person nor a bona fide belief that such person is over the specified age be a defense.

**Fla. Stat. § 794.023**

Sexual battery by multiple perpetrators; reclassification of offenses.

The Legislature finds that an act of sexual battery, when committed by more than one person, presents a great danger to the public and is extremely offensive to civilized society. It is therefore the intent of the Legislature to reclassify offenses for acts of sexual battery committed by more than one person.

A violation of s. 794.011 shall be reclassified as provided in this subsection if it is charged and proven by the prosecution that, during the same criminal transaction or episode, more than one person committed an act of sexual battery on the same victim.

A felony of the second degree is reclassified to a felony of the first degree.

Cb) A felony of the first degree is reclassified to a life felony. This subsection does not apply to life felonies or capital felonies.

For purposes of sentencing under chapter 921 and determining incentive gain-time eligibility under chapter 944, a felony offense that is reclassified under this subsection is ranked one level above the ranking under s. 921.0022 or s. 921.0023 of the offense committed.

**Fla. Stat. § 794.05**

Unlawful sexual activity with certain minors.

A person 24 years of age or older who engages in sexual activity with a person 16 or 17 years of age commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.84. As used in this section, “sexual activity” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another; however, sexual activity does not include an act done for a bona fide medical purpose.



The provisions of this section do not apply to a person 16 or 17 years of age who has had the disabilities of nonage removed under chapter 743.

The victim's prior sexual conduct is not a relevant issue in a prosecution under this section.

If an offense under this section directly results in the victim giving birth to a child, paternity of that child shall be established as described in chapter 742. If it is determined that the offender is the father of the child, the offender must pay child support pursuant to the child support guidelines described in chapter 61.

Unlawful sexual activity with certain minors is defined as attempting to commit by solicitation sexual acts with a minor by oral, written, or electronic means.

### Domestic Violence

The Department of Education defines the term "domestic violence" to mean:

Felony or misdemeanor crimes of violence committed:

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Florida criminal law defines "domestic violence" as:

**Fla. Stat. § 741.28 Domestic violence; definitions. As used in ss. 741.28-741.31:**

"Department" means the Florida Department of Law Enforcement.

"Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

"Law enforcement officer" means any person who is elected, appointed, or employed by any municipality or the state or any political subdivision thereof who meets the minimum qualifications established in s. 943.13 and is certified as a law enforcement officer under s. 943.1395.

Domestic Violence as defined in the Rules of Conduct, in the Golden Rule Student Handbook is violence towards a current or former spouse or intimate partner in which the individuals are currently or have previously cohabitated together.

### Dating Violence

The Department of Education defines the term "dating violence" to mean violence committed by a person:

Who is or has been in a social relationship of a romantic or intimate nature with the victim and

1) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of Florida defines "dating violence" in criminal law as:

**Fla. Stat. § 784.046 (1) Cd) "Dating violence"** means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context

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***If you believe a family member, friend, neighbor or co-worker is a victim of domestic violence, get involved. Domestic violence is against the law. If you hear or see someone being hurt, call 911 immediately. If you or someone you know needs support, call 1-800-799-SAFE(7233). TTY# 1-800-787-3224.***

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October is  
Domestic Violence  
Awareness Month



## Stalking

The Department of Education defines the “stalking” as:

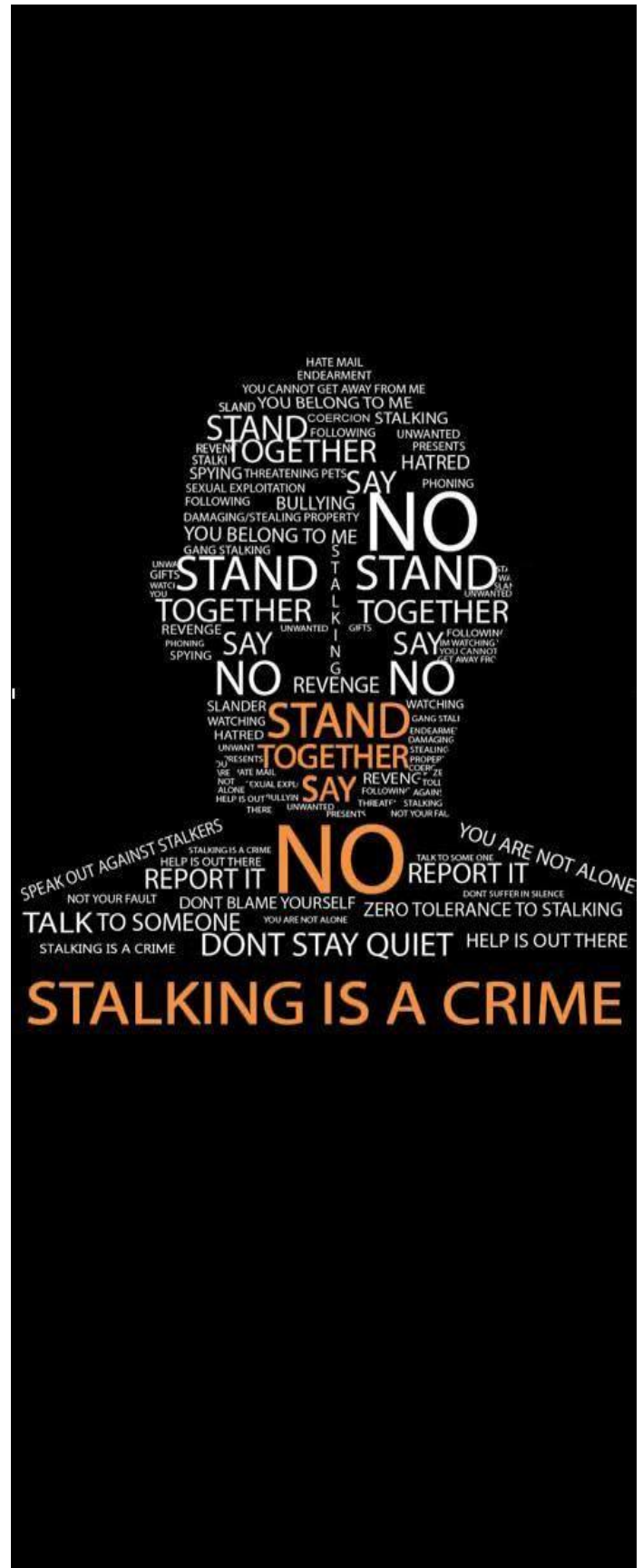
- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - (i) Fear for the person's safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition:
  - (iii) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - (iv) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (v) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of Florida defines “stalking” in criminal law as:

**Fla. Stat. § 784.048 Stalking; definitions; penalties.** (1) As used in this section, the term:

- (a) “Harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
- (b) “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
- (c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.
- (d) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Stalking as defined in the Rules of Conduct, in the Golden Rule Student Handbook is repeated, unwanted conduct toward or contact with another person that creates

fear for the person's safety or the safety of others, or causes an individual to suffer emotional distress. Such conduct is direct, indirect, or through a third party using any type of action, method, or means. Cyber stalking is also included in this definition.



### C. Procedures for Reporting a Complaint

The School Board has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance, and other services on and/ or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation, and working accommodations, if reasonably available. The School Board will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Police, School Board Officials or local law enforcement. Students and employees should contact Title IX Coordinator, 3225 Winter Lake Road, Lakeland, Florida, 863.499.2700 to report incidents of sexual assault, domestic violence, dating violence, and/or stalking.

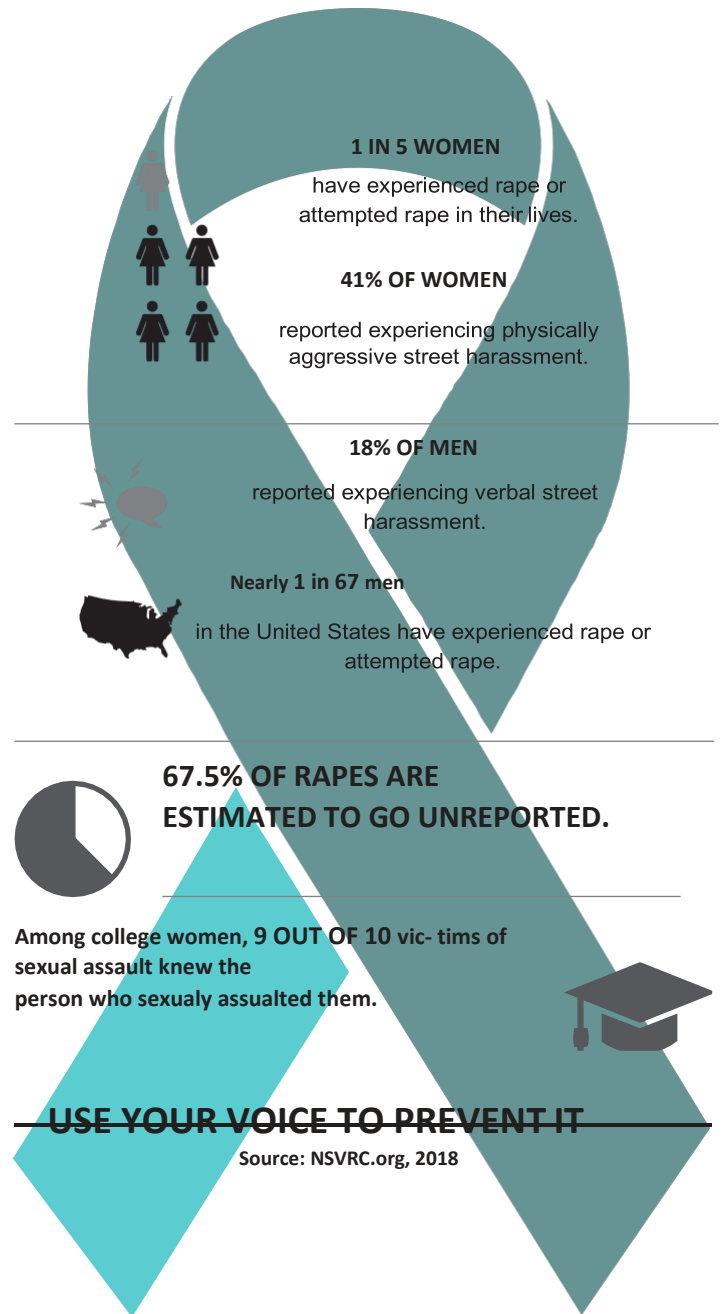
After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at a certified Sexual Assault Treatment Center. The Florida Council Against Sexual Violence's (FCASV) Hotline Number, 1-800-956-7273, will route calls to local crisis centers. The FCASV website also includes a search for local sexual violence treatment centers <http://www.fcasv.org/information/find-your-local-center>.

In Florida, evidence may be collected even if you chose not to make a report to law enforcement. Advocates are available 24 hours a day, 7 days a week to provide support and advocacy for survivors of sexual abuse. Even if the victim declines to involve Law Enforcement we are required to 1) assess information provided to them for purposes of determining if a Timely Warning (community TTC alert) needs to be sent out; 2) determine if the crime statistic should be included in their annual count; and 3) notify the Title IX/ EEO Officer call 863.499.2700. A victim's personal identifying information would never be publicly disclosed.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the criminal offense occurred/ or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to TTC hearing boards/investigators or police.

Although TTC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and the victim has the right to decline involvement with the police. TTC will assist any victim with notifying local police if they so desire. See "Off-Campus Resource" section for contact information for local police departments to investigate crimes when deemed appropriate.

## LEARN ABOUT THE FACTS OF SEXUAL VIOLENCE





If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Officer, by calling, writing or coming into the office to report in person or local law enforcement (if the victim so desires). TTC will provide resources, on campus, off campus or both, to include medical, health, counseling, advocacy, financial aid, legal assistance, and visa & immigration assistance to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of sexual assault, stalking, dating violence, or domestic violence is reported to TTC, the following are the procedures that TTC will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

1. Depending on when the incident is reported (immediate vs delayed report), provide the victim/ survivor with access to medical care if needed.
2. Assess immediate safety needs of the victim/survivor.
3. Assist the victim/survivor with contacting local police if the victim/survivor requests and provide the victim/ survivor with contact information for the local police department.
4. Provide the victim/survivor with referrals to on and off campus resources as required.
5. Provide a copy of TTC policies prohibiting sexual misconduct to the victim/survivor and inform the victim/survivor regarding time frames for inquiry, investigation and resolution.
6. Inform the victim/survivor of the outcome of the investigation, whether or not the accused will be administratively charged, and inform the victim/survivor of the outcome of any hearing that may have taken place.
7. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

The standard of evidence used to determine responsibility is a preponderance of the evidence, which means that it is "more likely than not" that the sexual misconduct, dating violence, domestic violence, and/or stalking occurred. (50.1% likely to have occurred).

#### **D. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is to have occurred on or off campus, TTC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options for reporting and resources.

#### **Rights of Student and Employee Victims of Sexual Misconduct**

Sexual misconduct is not tolerated at OTC. Reports of sexual misconduct, including, sexual harassment, sexual assault, dating and domestic violence, or stalking are taken seriously. It is important to TTC that victims are informed, protected, and respected. The following rights are afforded to any TTC student, staff, or faculty member who experiences sexual misconduct.

1. **CONFIDENTIALITY.** Identifying information of a victim will be protected as much as possible within legal requirements.
2. **TIMELY WARNINGS.** Any timely warning that is broadcast through School Messenger and/or email notification as appropriate for the safety of our community will not identify a victim by name.
3. **REPORTING OPTIONS.** TTC encourages victims to file a report so that the College may investigate, take appropriate action to protect the victim and others from additional misconduct, and take appropriate action against the perpetrator. However, ultimately, it is the victim's choice whether or not to report her or his victimization. At TTC, there are several offices to report an incident if you choose to do so.
4. **NO CONTACT or PROTECTIVE ORDERS.** TTC will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to the TTC Administration for their information and enforcement. In addition, a TTC administrative no contact order may be issued by the Title IX officer/EEO Officer, or an Administrator.
5. **REQUESTS FOR CHANGES.** You may request a change in academic setting (class or campus) , or work assignment in order to be separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Title IX officer/EEO Officer, or Administrator 3225 Winter Lake Road, Lakeland, Florida, 863.499.2700.
6. **FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION.** You can expect a fair and just process as your complaint is handled, either through the Title IX officer/EEO Officer, or Administrator 3225 Winter Lake Road, Lakeland, Florida, 863.499.2700.
7. **RETALIATION CONCERNS.** Threats, intimidation, and any form of retaliation for making a complaint of sexual misconduct are prohibited by federal law and school policy and may be grounds for disciplinary action up to and including expulsion or termination. If any retaliation occurs, it is important to contact either the Title IX officer/EEO Officer, or Administrator 3225 Winter Lake Road, Lakeland, Florida, 863.499.2700.
8. **COMMUNITY RESOURCES.** The communities in which TTC campuses are located also offer resources to victims. Please see the Resources section in the Annual Security Report for further information.

## Injunctions

TTC complies with Florida law in recognizing orders of protection, which are called injunctions in Florida. There are five types of injunctions that differ based on the nature of the threat and the victim's relationship to the abuser. Injunctions are issued throughout the State of Florida.

### Domestic Violence Injunctions

You may file a Domestic Violence Injunction if there has been an incident of violence and the Respondent is your spouse, former spouse, related to you by blood or marriage, living with you or has lived with you in the past or is the other parent of your child(ren) whether you have been married or lived together.

### Repeat Violence Injunctions

You may file a Repeat Violence Injunction if two or more incidents of violence have been committed against you or a member of your immediate family by another person.

At least one of those acts of violence must have occurred within the last six months of filing a petition.

### Sexual Violence Injunctions

You may file a Sexual Violence Injunction if there has been an incident of violence wherein a sexual act is committed or attempted. In order to receive an injunction, you must have reported the sexual violence to law enforcement and be cooperating in any resulting criminal proceeding.

### Dating Violence Injunctions

You may file a Dating Violence Injunction if there has been an incident of violence between individuals who have had a continuing relationship of a romantic and intimate nature. The relationship must have existed within the past six months.

### Stalking Violence Injunctions

You may file a Stalking Violence Injunction if someone purposely follows or harasses you repeatedly over a period of time for no legitimate reason.

**Please refer to the Polk County Clerk of Court webpage for more information on the types of injunctions and the requirements for filing <http://www.polkcountyclerk.net/domestic-violence/>**

Any person who obtains an order of protection from Florida or any U.S. State should provide a copy to the Title IX officer/EEO Officer. A victim may then meet with Police and/or a victim advocate to develop a safety action plan, which is a plan for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, different parking arrangements, providing a different telephone number or email address, changing classroom or working locations, and/or allowing a student to complete assignments from home.

TTC cannot apply for a legal order of protection (injunction) for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services and may obtain assistance in doing so from local law enforcement agency, or may go directly to the Polk County Courthouse located at 255 N Broadway Ave, Bartow, FL 33830 (863) 534-4000. Hours of operation are Monday through Friday from 7:30 am to 5:00 pm. If you are the victim of dating violence, domestic violence, sexual assault, or stalking and need an emergency injunction after hours, contact your local police department.

TTC may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, The School Board offices will work cooperatively to ensure that the victim's health, physical safety, work, and academic status are protected, pending the outcome of a formal investigation of the complaint. For example, if reasonably available, a victim may be offered changes to academic, or working situations in addition to counseling, health services, financial aid, visa and immigration assistance, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse and Incest National Network <http://www.rainn.org>

Department of Justice <https://www.justice.gov/ovw/sexual-assault>

Department of Education, Office of Civil Rights  
<http://www2.ed.gov/about/offices/list/ocr/index.html>

The White House <https://www.notalone.gov/>

Sex Offenses and other incidents of sexual or relationship violence can also be reported directly to law enforcement or you can contact an advocate via our 24/7 crisis hotline at 800-627-5906. Victim advocates can provide assistance and support, as well as options and resources. Additional information can be found at [www.victimservicecenter.org](http://www.victimservicecenter.org).

## How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. **Watch out for your friends and fellow students/employees.** If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. **Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.**
3. **Speak up when someone discusses plans to take sexual advantage of another person.**
4. **Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.**
5. **Refer people to on or off campus resources listed in this guide for support in health, counseling, or with financial or legal assistance.**

## Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. “I don't want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Adjudication of Violations

Whether or not criminal charges are filed, TTC or an individual person may file a complaint under TTC's policy prohibiting Harassment and Discrimination (to include Sexual Misconduct) with the Title IX Officer/ EEO Officer alleging that a student or employee violated the institution's policies. Information is online to assist complainants in understanding policy and procedures. Additionally, administration from various departments have undergone annual training for assisting students with the adjudication process to not only ensure situations are handled timely but accurately. For a comprehensive list of policies and procedures related to sexual harassment, to include sexual assault, refer to the School Board Policy.

## Rights of Students and Employees Accused of Sexual Misconduct

If you have been accused of sexual misconduct including sexual harassment, sexual assault, dating or domestic violence, or stalking, and the university is determining whether disciplinary action is appropriate, you have certain rights.

1. **CHARGES.** You have the right to be notified of the charges against you. You will be notified in writing and will be provided a copy of the complaint against you.
2. **PROMPT, FAIR, AND IMPARTIAL INVESTIGATION.** You have the right to a prompt, fair, and impartial investigation of the complaint against you, including an opportunity to present witnesses and other evidence. You may present documents, the names of witnesses, and other evidence to the investigator(s). The investigator(s) may also interview other witnesses and consider other evidence.
3. **STANDARD OF EVIDENCE.** The standard of evidence that is applied is called a "preponderance of the evidence," meaning you will only be considered responsible for sexual misconduct if the evidence shows that you more likely than not committed the violation. Less evidence is required under this standard than under the "beyond a reasonable doubt" standard that would be used if you are also criminally charged for sexual misconduct by law enforcement. However, at the complainant's request, the university may take action to change a class assignment or working relationship, or issue a campus protective order, so that you will be separated from the complainant to the greatest extent possible. These actions will not be considered in determining whether you are responsible for the alleged sexual misconduct, and will not prejudice you under that process.  
**SANCTIONS.** You have the right to know the potential sanctions that may be imposed if you are found responsible for sexual misconduct. These sanctions include, but are not limited to, warnings, probation, suspension, dismissal from the college, or termination from employment.
4. **INFORMATION.** You have the right to information regarding the status of the complaint against you, including the outcome of the campus investigation and any disciplinary action, the procedures to appeal a disciplinary action, and the final outcome.

## When a Student is the Accused

The following provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX. Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise.

As a public institution TTC must provide due process to students accused of violent conduct, injurious behavior, sexual misconduct, dating violence, domestic violence, and/or stalking. Alleged victims of violence may choose how to proceed within the student conduct process, although TTC can proceed with conduct action without the victim's consent if the alleged behavior put others in reasonable fear of physical harm or created a hostile environment in which others are unable to conduct or participate in work, education, research or other activities, or otherwise adversely affects the accused student's suitability as a member of TTC community. Alleged victims of violence or harassment whose cases are handled by TTC have certain rights as outlined in School Board Policy. The following provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX and the Campus Save Act. Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise. To ensure fairness to victims/survivors of acts of violence throughout the disciplinary process, TTC has established the following provisions for victims/survivors:

1. A victim or a survivor may have a person of her or his choice accompany her or him throughout the investigative process. This person will act as a support person or advisor but will not represent the victim or survivor. A victim or a survivor shall be notified of the available assistance at TTC.
2. TTC Administration conducts investigation including but not limited to interviewing witness, reviewing videos, & consulting with the TTC Title IX Officer/EEO Officer
3. A victim or survivor may not have her or his irrelevant past conduct, including sexual history, discussed during the investigation.
4. A victim or survivor maybe provided access to view the charged student's statements during the investigation.
5. A victim or survivor should not be questioned directly by the charged student during the investigation. All questions shall be asked through an TTC Administrator.
6. A victim or a survivor may make a "victim or survivor impact statement" and suggest an appropriate sanction, disciplinary warning, disciplinary probation, disciplinary suspension, and / or disciplinary expulsion if the charged student is found to have been in violation of the Student Conduct.
7. A victim or survivor and the charged student, will be informed of the outcome of the student conduct review, any outcomes, and appeal process concurrently in writing, after making a commitment to protect the confidentiality for all persons involved as outlined in the Family Educational Rights and Privacy Act Regulations, 34 CFR 99(a)(13). The victim/survivor must be informed of the outcome of the investigation and the outcome of any appeal without a commitment to protect the confidentiality of the information, pursuant to the Clery Act Regulations, 34 CFR 668.46(b)(II). The "final outcome" means only the final determination with respect to the alleged offense and any sanction that is imposed against the accused. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin shall be treated as the alleged victim for purposes of this paragraph. TTC will provide the written determination of the hearing, appeal outcomes, and any changes to the result before it becomes final to the victim or survivor.
8. A victim or survivor will be given periodic status updates throughout the investigation.

If a complainant reports, TTC will ask for consent from the complainant to begin an investigation. Sometimes TTC may have to proceed without an investigation if there is a great risk to public safety.

### **Student Disciplinary Process and Sanctions**

The TTC disciplinary process is consistent with the Code of Student Conduct and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser or the accused. The TTC disciplinary process does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to the victim. Investigators and hearing officers are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Depending on the classification of the offense, an accused student may be disciplined in accordance with the TTC Code of Student Conduct shall be afforded the procedural safeguards outlined in the TTC Code of Student Conduct.

### **Sanctions**

In all cases, investigations that result in a finding of more likely than not that a violation occurred will lead to the initiation of disciplinary procedures against the accused individual. Campus sanctions for sexual misconduct include the following and will be imposed upon a finding of responsibility:

### **Disciplinary Suspension**

A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. During the period of suspension, a student may not attend classes, participate in campus related activities, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on college campus premises unless authorized whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. An overlay will be placed on a student's record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.

### **Disciplinary Expulsion**

Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from TTC without opportunity to graduate or re-enroll at TTC for a specified time period. An overlay will be permanently placed on the student's record. Further, a hold will be permanently placed on a student's record for record keeping purposes.

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

- The district's EQUAL EMPLOYMENT OPPORTUNITY office receives and conducts an initial investigation of complaints of discrimination and/or sexual harassment.
- At the conclusion of the investigation with confirmed findings, the EEO office refers the case to the district's Professional Standards (PS) office for action.
- ER reviews the case and conducts additional interviews and gathers additional evidence where needed.
- If discipline may be warranted, ER commences the investigative process including making recommendations for disciplinary and/or non-disciplinary action.





# EDUCATION AND PREVENTION PROGRAMS

## Drug-Free School Summary

Standards of conduct and disciplinary sanctions imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by Traviss Technical College students on school property or as part of any of its activities will be enforced.

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on Polk County Public School owned and controlled property or as part of any of its activities. Any student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol.

Violation of these policies by a student will be reason for disciplinary action up to and including termination/ expulsion, and/ or referral for prosecution consistent with local, state, and federal law.

**TTC /TTC is a smoke-free campus.**

## Compliance with Drug-Free Schools and Communities Act

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA), Department of Education Requirements (34 C.F.R § 86.100) provide guidelines for the college to construct, prepare, distribute and inform the college community of information regarding drugs and alcohol. The guide developed is entitled The Drug and Alcohol Prevention Program Guide (DAAPP).

Within this guide it will cover several elements not only to adhere to compliance requirements of the DFSCA but is also constructed as a useable instrument for reference. The following areas addressed within DAAPP include:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possessions use, or distribution of illicit drugs and alcohol by students and employees;
2. A list of applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs or alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A list of any drug and alcohol programs (counseling, treatment, or rehabilitation or re-entry) that are available to employees or students; and
5. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law) a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct.

Administrator, Clery Act Compliance, prepared the DAAPP's construction. TTC Deans of Discipline or the Office of Professional Standards handle any discipline or sanctions due to not abiding by the TTC Code of Student Conduct or TTC Drug-Free Workplace policy (GBEC).

## Federal Drug-Free School Act

Federal legislation conveys to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards on campus or at school sponsored events must be in place and consistently enforced. State law prohibits the sale, consumption, and/or possession of alcoholic beverages by persons younger than 21 years of age.

## Education and Prevention Programs

TTC has a mandatory training on Drugs and Alcohol. Additionally, TTC is required to offer the training on \*Violence Against Women's Act (VAWA) on Sexual Assault, Domestic Violence, Dating Violence and Stalking. To comply with this, TTC offers the optional training entitled Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act for Post-Secondary Students. TTC has mandated faculty and staff to complete the required training within 30 days of hire and has made training available during summer; as well, as during pre-planning to ensure all employees have captured the requirements.

Mandatory training for faculty and staff was developed that encompasses Drug and Alcohol, in addition to VAWA prevention programs entitled Title IX, VAWA and Clery Act for Faculty and Staff. These trainings are incorporated within the first term of new students' enrollments and offered in the online format. Information in the training will discuss the following:

- Options Definitions of Drug and Alcohol
- Common concerns & scenarios
- Practical points: drinking/dangerous drinks, date rape drugs, text effects, dangerous relationship, bystander prevention
- Survivor options
- Student rights and contact information to report offenses
- \*Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act for Undergrads and Graduate Students:
  - Definitions of VA WA offenses, consent vs. non-consent
  - Common concerns & scenarios
  - Practical points: text effects, safe sex, pregnant preventions, gender violence, stalking, sex trafficking, domestic & dating violence, hostile environment, bystander prevention
  - Survivor options
  - Student rights and contact information to report offenses

TTC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students, participating in and presenting information and materials during new employee orientation, and ongoing awareness prevention programming and activities to all students and employees.





# SAFETY

## CODE OF STUDENT CONDUCT

Students are expected to do their best and do the right thing. They should treat others in a manner which is considerate of their rights and does not interfere with the educational process of the school. Students are expected to be cooperative with all instructors and administrators in the interest of safety and security. Students are expected to comply with any reasonable request by any staff member at any location on campus. Behavior that interferes with the educational process in a negative way, will lead to dismissal from school.

### Campus Safety and Security

Each center has a security plan and security personnel.

The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security of individuals and personal belongings. Safety and weather drills will be conducted throughout the year to ensure everyone knows how to conduct themselves during an emergency.

### Sexual Predators and Jessica Lunsford Act Statement

In compliance with the Jessica Lunsford Act, Polk County Public Schools is making every effort to ensure the well-being of our county's precious children. In line with school safety goals and following the intent of the Jessica Lunsford Act, it is TTC policy that individuals who have been convicted as a Sexual Predator or Sexual Offender may not enroll in our schools.

### Campus Crisis Plan

In the event of an extreme, dangerous situation, involving people in a life or death conflict, actual death or hostage, a comprehensive plan of action is in place at each campus to deal with such matters. This will be reviewed during student orientation or by classroom teachers during the first week of class. Should the need arise, notify the instructor or nearest staff member immediately if you are aware of a dangerous situation on campus.



### ON CAMPUS RESOURCES

<u>Resource</u>	<u>Address/Location on Campus</u>	<u>Phone Number</u>
School Safety Guardians	3225 Winter Lake Rd. Lakeland, FL 33803	863.499.2700
School Based- Administration	3225 Winter Lake Rd. Lakeland, FL 33803	863.499.2700
<b>Office of the Title IX Coordinator</b>	<b>3225 Winter Lake Rd. Lakeland, FL 33803</b>	<b>863.499.2700</b>

### OFF CAMPUS RESOURCES

<b>Resource</b>	<b>Address/Location off Campus</b>	<b>Phone Number</b>
Peace River Crisis Stabilization Unit (CSU) 24/7 365 days a year	1255 Golfview Avenue Bartow, FL 33830	863-519-3744
Lakeland Regional Health	1324 Lakeland Hills Boulevard Lakeland, FL 33803	863-687-1112 800-223-4512(After Hours Crisis Line)
Bartow Regional Medical Center	2200 Osprey Boulevard Bartow, FL 33830	863-533-8111
Polk County Courthouse	255 N. Broadway Avenue Bartow, FL 33830	863-534-4000
Polk County Courthouse (Injunction for Protection)	255 N. Broadway Avenue Bartow, FL 33820	863-534-4184
Lakeland Police Department	219 N. Massachusetts Avenue Lakeland, FL 33801	863-834-6900
Lakeland Police Department- Domestic Abuse Response Team (DART)	219 N. Massachusetts Avenue Lakeland, FL 33801	863-834-8927
Polk County Sheriff's Office	1891 Jim Keene Boulevard Winter Haven, FL 33880	863-298-6200
Peace River Center Domestic Violence Outreach Services (Polk County Courthouse)	255 N. Broadway Avenue Bartow, FL 33830	863-534-4350
Peace River Domestic Violence Shelter 24/7 365 days a year	Confidential	863-413-2700
Harbor House of Central Florida Domestic Violence Shelter 24 hr crisis line	P.O. Box 680748 Orlando, FL 32801 <a href="http://www.harborhousefl.org">www.harborhousefl.org</a>	407-886-2856 800-500-1119
Women's Resource Center of Florida, Inc.	165 Avenue A NW Winter Haven, FL 33811	863-294-5318
Peace River Rape Recovery	1860 Crystal Lake Drive	863-413-2707
The Porch Light (Florida Baptist Children's Home)- shelter and rehabilitation for sex trafficking victims	1015 Sikes Boulevard Lakeland, FL 33815	863-687-8811
Florida Council Against Sexual Abuse	<a href="http://www.fcasv.org">www.fcasv.org</a>	888-956-7273



**TRAVISS TECHNICAL COLLEGE CRIME STATISTICS**

Main Campus	2020			2021			2022		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
Murder/ non-neglect manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
VAWA Offenses Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Violations</b>									
	ARR		REF		ARR		REF		
Weapons: carrying, possessing, etc.	0		0		0		0		
Drug abuse violations	0		3		0		0		
Liquor law violations	0		0		0		0		

<b>OC=</b>	<b>ON CAMPUS</b>
<b>NC=</b>	<b>NON- CAMPUS</b>
<b>PP=</b>	<b>PUBLIC PROPERTY</b>
<b>ARR=</b>	<b>ARREST</b>
<b>REF=</b>	<b>REFFERALS</b>

TRAVISS TECHNICAL COLLEGE CRIME STATISTICS

Extension Site @ Sun N Fun	2020			2021			2022		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
Murder/ non-neglect manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
VAWA Offenses Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Violations									
	ARR		REF		ARR	REF	ARR	REF	
Weapons: carrying, possessing, etc.	0		0		0	0	0	0	
Drug abuse violations	0		0		0	0	0	0	
Liquor law violations	0		0		0	0	0	0	

OC=	ON CAMPUS
NC=	NON- CAMPUS
PP=	PUBLIC PROPERTY
ARR=	ARREST
REF=	REFFERALS









# REPORTING

## REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES



All students, employees, and guests should promptly and accurately report crimes in progress, life and death situations, crashes with injuries, and other suspected emergencies or dangerous situations to 911.

Specify your location if you are calling from a cellphone. Stay on the line until the dispatcher locates your jurisdiction and tells you to hang up.

### **Voluntary Confidential Reporting**

TTC has several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis. If you are the victim of a crime and do not wish to pursue action within the TTC system or the criminal justice system, you may still want to consider making a confidential report to an administrative dean. With such information, the school can keep an accurate record 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 of potential danger. Individuals seeking confidential resources should refer to victim advocacies for a list of available resources.

### **Security of And Access To Campus Facilities**

Access to academic and administrative facilities on campus is generally open to students, employees, and visitors for the purpose of study, work, teaching, and conducting other business during normal business hours. Each campus has designated security personnel available for reporting incident.

### **Maintenance Of Campus Facilities**

TTC facilities are well-maintained, and in the interest of students, faculty and staff security is given considerable attention. Polk County Safe Schools works closely with Facility Operations to address physical security concerns such as burned out lights or malfunctioning door locks so these issues are promptly repaired.

## YOUR SAFETY IS OUR CONCERN

Travis Administration and School Safety Guardians protect the rights of the campus community regardless of sex, race, color, ethnicity, sexual orientation, religion, or other belief system.

We maintain the highest ethical standards to ensure positive interactions and to maintain the continued trust and support of our community.

Our first and highest priority is the safety and welfare of the students, faculty and staff members, and visitors. To keep our campus community safe, we investigate suspicious behavior and identify violations.

### Protect Yourself from Identity Theft

Identity theft is one of the fastest growing and most personally devastating crimes in the country. What, exactly, is identity theft?

It is the theft of your good name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number or some other piece of personal information. Once “armed” with this information, identity thieves can open new credit and bank accounts, obtain cellular phone service, or even file a fraudulent tax return – all without your knowledge! You may not know this has happened for months – until you start getting bills about which you know nothing!

Here are some tips to help prevent this type of theft:

- Safeguard your credit, debit, and ATM card receipts. Never toss them in a public container.
- Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless absolutely necessary.
- Check your credit report and reconcile your bank and credit statements in a timely manner.
- Create Strong Passwords and use secure networks.
- Keep sensitive personal and financial documents secure.
- Protect your mobile device and computer.
- Don't fall for Phishing Scams.

## PREVENT CAMPUS THEFT

Theft is the biggest crime problem facing college campuses across the nation.

### Tips to avoid theft

Electronics are a popular target for thieves. An owner walks away from their property for a moment and returns to find that the property is missing. Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following is a list of safety tips and general crime prevention information:

- Walking Be aware of surroundings. Avoid walking around while using electronic devices (e.g. cell phone, I-Pod, etc.).
- Electronic devices are a distraction from nearby activity.
- Always walk with a friend. When walking around campus, it is a safe practice to be in the company of another friend or acquaintance. Do not focus on electronic devices when walking.
- Understand the campus geography! Explore the campus in daylight to become aware of surroundings. This will provide orientation when walking at night.
- When crossing campus after sundown, walk in areas well lighted. Keep a phone in hand and have 911 on “speed dial” for unexpected emergency situations.
- Wear a backpack for books or carry them in a bag that can be dropped or thrown if necessary.
- If walking to a vehicle, the keys should be kept in hand and ready to use when entering the parking lot or street.
- When suspicious of being followed, walk or run to an occupied residence or facility, or to an area where people are present.
- Be prepared to call 9-1-1 or to yell or scream if necessary. If observing something that looks suspicious, contact TTC school safety guardian or an TTC employee and explain the situation.
- If unsure it is suspicious, but it doesn't “feel right,” then it is probably suspicious. Trust your instincts.

## KEYS TO PREVENT AUTO BURGLARY & THEFT

The TTC School Safety Guardians and other law enforcement agencies do everything in their collective power to prevent auto burglary and auto theft. The following are 10 keys that can help you protect your vehicle from theft:

1. Always roll your windows and lock your car.
2. Don't leave valuables in plain view, items left in open attract thieves. Store them in your trunk if necessary.
3. Engrave expensive accessories, such as car stereos and speaker systems, with your driver's license number. This aids the police in tracing the stolen items.
4. Never leave your vehicle running and unattended.
5. Install an anti-theft device that is highly visible, hard to defeat, and renders the car inoperable.
6. Drop a business card or address label in the map pockets of your doors.
7. Don't hide a spare key
8. Don't leave important papers such as a bank statements, credit card statements or other important documents in your car.
9. Photocopy your registration and insurance information and keep it in safe place other than your vehicle.
10. Most importantly, be crime-wise, Think of what you can do to protect your belongings ahead of time before you become a victim, Don't become complacent

To report a crime or emergency, members of the community have the following options:

- Call 9-1-1 for any situation that requires an immediate police, fire, or emergency medical response;
- Administration and or designee at the two TTC locations are also able to support you in requesting law enforcement; and
- For anonymous reporting, call CRIMELINE at (800) 423-TIPS (8477)

