

## **LAKE TECHNICAL COLLEGE 201; ANNUAL SECURITY REPORT**

### **Introduction**

Lake Technical College (Lake Tech) prepares this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (The Clery Act). The security report is designed to provide students, staff, and the community with important information about campus safety and security and contains statistics about crime on campus. Lake Tech has a planned, organized, and efficient procedure for providing a safe and secure environment for students, staff, and visitors and ensuring their safety. It is important to remember that safety is a shared responsibility, and we strongly encourage every student, staff member, and visitor to contribute by reporting crimes and any suspicious activities.

Campus crime, arrests, and referral statistics include those reported by the administration of Lake Tech, by local law enforcement agencies, and Lake Tech requests statistics for crimes on or near our campuses that are reported directly to other law enforcement agencies.

The annual report is placed on the Lake Tech website ([www.laketech.org](http://www.laketech.org)), and an annual email is sent to all employees and currently enrolled students notifying them that the report has been posted. A hard copy of the report is housed in the Admissions Office on the main campus in Eustis and the reception office at the Lake Tech's Institute of Public Safety (IPS) in Tavares.

### **Law Enforcement Authority**

LTC has contracted with Miller & Miller Security to patrol the main campus to include parking areas and campus buildings, provide security for students, staff, and property, and provide an on-site officer and supervision.

LTC administration work closely with all law enforcement agencies in the communities it serves and do request assistance from them to investigate incidents committed on LTC campuses.

### **Reporting Crimes**

Students, staff, visitors, and community members are encouraged to report all crimes and public safety incidents occurring on any Lake Tech campus to a Lake Tech administrator or staff member in a timely manner.

- Crimes committed should be reported to the Reception Desk by calling 352.589.2250, or extension 0 from any campus phone, or reported in person to any administrator or staff member during school hours. After hours, report the crime by calling 9-1-1.

Students, staff, or visitors who witness or are victims of illegal activities should immediately notify the school authorities and local law enforcement officers. Lake Tech maintains an accurate record of all incidents involving students, staff, and visitors on its campuses, determines if there is a pattern of crime, and notifies the campus community to potential danger.

### **Campus Security Authorities**

The following individuals have been identified as campus security authorities on each of Lake Tech campuses:

Melissa Stephan, Director of Curriculum & Instruction, 352.978.7133  
Diane Culpepper, Executive Director, 407.430.5324  
DeAnna Thomas, Assistant Director, 352.267.5800

## **Voluntary Confidential Crime Reporting**

Any student who is the victim of a sexual assault, domestic violence, dating violence, stalking or any other crime, or who witnesses any crime on any Lake Tech campus is strongly encouraged to report that crime to any Lake Tech Campus Security Authority or any Lake Tech staff member for investigation and appropriate disciplinary referral or legal action. Any student who is the victim of a crime that occurs during any College-sponsored activity not on a Lake Tech campus is encouraged to report that crime to the law enforcement agency having jurisdiction.

Students who do not wish to pursue a crime through legal remedies may confidentially report a crime directly to any Campus Security Authority as identified on the previous pages of this report, or to any Lake Tech employee who will refer the report to a Campus Security Authority. While maintaining the student's confidentiality, the Campus Security Authority will investigate the report for the purpose of identifying and implementing necessary measures to insure the student's health and safety. The law enforcement agency in the jurisdiction will not be notified and shall not be involved in the investigation. The circumstances of a reported crime will be evaluated to determine if a timely warning should be issued. Under no circumstances will a student's preferences override the College's responsibility to the health and safety of the reporting student or of the greater college community. Statistical information from all voluntary confidential crime reports will be recorded for inclusion in required crime statistics reporting.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Lake Tech Executive Director, constitutes an ongoing or continuing threat to health or safety, a college wide "timely warning" will be issued.

Timely warnings are sent to all currently registered students and current employees using the Lake Tech email system. Students and employees should take responsibility for checking their email accounts frequently. Timely warnings are issued based on the nature of the crime, if the crime is a continuing danger to the college community, and if the notification does not interfere with law enforcement efforts.

Any Lake Tech student, staff, or visitor to Lake Tech who knows of a crime or other serious incident should report the incident immediately by phone to the Reception Desk at 352.589.2250 so that a Campus Safety Alert can be issued, if warranted.

The sole purpose of a timely warning is to insure the health and safety of the Lake Tech campus community. Accordingly, victims' names will be held as confidential and will not be included in any notification.

## **Emergency Notification**

In the event of a situation that poses an immediate threat, such as a severe weather event or an armed intruder, Lake Tech will immediately initiate the mass notification system. Upon confirmation of an immediate threat, through direct observation or a credible report, the Executive Director or her designee will immediately initiate the notification process unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, contain the emergency, respond to the emergency or otherwise mitigate the emergency. All available methods of emergency communication will be utilized such as mass notification system, emergency text messages, computer "pop-up" messages, and postings on the Lake Tech and social media websites.

**Note:** All students and employees are encouraged to update their profile information through their online application at [www.laketechnology.org](http://www.laketechnology.org).

Lake Tech utilizes a School Response Team who serve as security team leaders in each building to facilitate the appropriate emergency response. Procedures to be followed in an emergency are outlined in

the School Emergency Response and Crisis Management Plan which is housed in all classrooms and offices throughout each campus. Various tests of the School Emergency Response and Crisis Management Plan including shelter-in-place and evacuation procedures are conducted periodically on all campuses.

### **Testing Emergency Response and Evacuation Procedures**

Emergency response and evacuation drills are conducted by Lake Tech's School Response Team at least once every quarter at all Lake Tech campuses. Thus, the emergency response and evacuation procedures are tested at least four times each year. These drills may be announced or unannounced. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Students are not told in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated evacuation assembly area on campus, and other factors such as the location and nature of the threat. In both cases, Lake Tech staff on the scene communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by Lake Tech's School Response Team to evaluate egress and behavioral patterns. School Response Team leaders notify the administration of any identified evacuation route issues, notification issues, and dysfunctional equipment issues so that corrections/repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate administrator for consideration. Students receive information about evacuation and shelter-in-place procedures during the New Student Orientation each semester.

Lake Tech's School Response Team conducts announced and unannounced emergency response and evacuation drills each semester to test the emergency response and evacuation procedures and to assess and evaluate the emergency evacuation plans and capabilities. Lake Tech's emergency response and evacuation procedures are housed in all classrooms and offices throughout each campus. Documentation of emergency response and evacuation exercises will be maintained for five years to coincide with accreditation standards and re-accreditation team visits. This documentation includes a description of the exercise, date the exercise was held, the time the exercise started and ended, and whether the exercise was announced or unannounced.

### **Severe Weather Event Guidance**

When a situation exists, such as a severe weather event, such that it would be inadvisable to leave the relative safety of a building, shelter-in-place procedures will be initiated.

#### **Basic Severe Weather Event Procedures**

1. Students and staff who are outside will be instructed to go inside the facility immediately.
2. Everyone will move to an interior area without windows if possible.
3. All windows and doors will be closed and locked.
4. Turn off lights.
5. Away from doors and windows and out of the line of sight, all persons are to crouch low with knees, shins, and feet on the floor and head tucked down at the floor level with arms forming a shield over the head.
6. Maintain calm and quiet.
7. Await directions from emergency officials.

### **Evacuation Guidance**

When a situation exists, such as a fire, such that it would be advisable to evacuate a specific area or the entire campus, evacuation procedures will be initiated. An evacuation notification may come from several sources, listed in the preceding Emergency Notification section.

### **Basic Evacuation Procedures**

1. Instructor will turn off classroom lights and escort students and visitors out of the classroom following the established evacuation route.
2. Ensure that special needs persons in the immediate area are provided assistance by designees.
3. DO NOT LOCK DOORS.
4. Exit the building following the established evacuation route.
5. Proceed to the Evacuation Assembly Areas.
6. Keep drives and accesses clear for emergency vehicles.
7. Instructor will determine that all students and visitors from his/her classroom are present.
8. Remain at the evacuation assembly area until given directions by emergency personnel.

### **Access to Campus Facilities**

Lake Tech encourages an open environment with limited constraints to ensure the reasonable protection of all members of the college community. Lake Tech is a non-residential institution of higher education; therefore, most campus facilities are normally open during business hours. During non-business hours access to all Lake Tech buildings is by key, if issued. Individuals who wish to access Lake Tech buildings or property during non-business hours or for special events should contact the Lake Tech Executive Director or Assistant Director of Facilities.

### **Security Considerations in the Maintenance of Campus Facilities**

Lake Tech is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. The Assistant Director of Facilities, building maintenance, and custodial personnel regularly conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. The Assistant Director of Facilities and the LTC custodial staff conduct routine inspections of lighting on campus during regularly assigned duties. If lights are out or dim, a work order will be submitted immediately. The Lake County School Board maintenance staff will act upon the work order request, usually within 48 hours. The Lake Tech administration encourages employees to report any deficiency in locks, lighting, steps or handrails, roadways, or unsecured equipment immediately to the Assistant Director of Facilities.

### **Security Awareness and Crime Prevention Programs for Students and Employees**

New Student Orientation is a required activity for all incoming students at Lake Tech. During this online orientation program, students are informed of services offered by the College. Topics include the following: how to reach campus security for emergency and non-emergency situations, detailed instructions regarding the College emergency notification system and procedures, and personal safety tips. Students are also shown the College's website which contains more detailed information on a student rights, campus security, and crime statistics on-campus.

A similar program, New Employee Orientation, is required for all full-time and part-time employees. Professional Development workshops are offered periodically to all employees on a variety of topics such as Campus Safety, Detecting Drug Abuse, Lake Tech Emergency Response drills, and Domestic Violence. Sexual and Other Unlawful Harassment workshops are led by Lake Tech staff members who are specially trained, local law enforcement personnel, and/or other community leaders and community agencies.

To help raise awareness of issues of campus safety, Lake Tech sets up information booths during campus events. This provides an opportunity for students to interact with campus security authorities in a positive relationship building manner.

Information about security awareness and crime prevention programs is disseminated to students and employees through the Lake Tech website, security alerts via e-mail blasts, social media tools, and the College catalog.

## **Drug and Alcohol Policy and Procedure**

### Drug and Alcohol Policy

It is the policy of Lake Tech to promote a safe, healthy and productive environment for all students and employees and to maintain a learning and working environment that is free from the negative impact of drug and/or alcohol abuse. In compliance with the provisions of the Drug Free Schools and Communities Act, Lake Tech has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Lake Tech prohibits students, employees, and visitors from being on any Lake Tech campus or attending any College-sponsored off-campus activity while impaired by any impairing substance. Lake Tech also prohibits the manufacture, possession, use, distribution, or sale of controlled substances or alcohol during work time and breaks, on any Lake Tech campus or class/work sites, while driving a Lake Tech vehicle, and/or while driving any vehicle for a College-sponsored, sanctioned, or required activity, with the following exception:

This policy permits College-sanctioned activities approved in writing by the Lake Tech Executive Director where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the College's procedures and applicable legal requirements. These documents will be maintained in the Executive Director's Office.

### Definitions

**Student:** A person who is registered for, enrolled in, or attending a Lake Tech program or course, regardless of the program/course location.

**Employee:** A person who is hired to provide services to Lake Tech on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.

**Visitor:** A person on Lake Tech's premises or attending any College-sponsored activity who is not a student or employee.

**Impairing substance:** Any substance that, when introduced into a person's body, has the effect of impairing, to any degree, that person's mental or physical faculties. Impairing substances include, but are not limited to, alcohol in any form (ethanol, methanol or isopropanol), any substance included within the 2014 Florida Statute 893.03, Drug Abuse Prevention and Control Act, prescription medications, over-the-counter medications and chemical inhalants.

**Controlled Substance:** A drug, substance, or immediate precursor included in Schedules I through V of the Florida Drug Abuse Prevention and Control Act and/or any drug listed in Title 21 of the United States Code and other federal regulations. Generally, these are drugs which have a high potential for abuse and include "legal drugs" which are not prescribed by a licensed physician.

**Alcohol:** the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

## **Drug and Alcohol Procedures**

### Employees

Lake Tech, working in partnership with Lake County School Board (LCSB), complies with the Drug Free Workplace Act and applicable Department of Education requirements by taking the following steps, as they apply to Lake Tech/LCSB employees:

1. Prepares the Drug and Alcohol Prevention Program (DAAPP) for annual distribution to all employees.
2. Publishes the Drug and Alcohol Policy and Procedures in Lake Tech's Policies and Procedures Manual which is located on the College's intranet and annually notifies employees of the document's updating. The Drug and Alcohol Policy and Procedures document is also posted on the employee portal of the LCSB website.
3. Incorporates information about Drug and Alcohol policy and procedures in New Employee Orientation provided by LCSB.
4. Through LCSB, offers an employee assistance program, which includes drug and alcohol information, short-term counseling, and referrals.
5. Notifies employees of their obligation to notify the Human Resources Department of any conviction of a criminal drug violation in the workplace (see below).
6. In conjunction with LCSB, follows the established procedure for notifying the Florida State Department of Education when receiving notice that a covered employee has been convicted of a criminal drug violation that occurred.
7. Reserves the right to search the person, vehicle, and/or personal property of employees when on College property and/or while on duty regardless of location, consistent with applicable law.

Consistent with the Drug Free Workplace Act, employees are required to:

1. Sign a Drug-Free Workplace Statement as a condition of employment.
2. Abide by all terms of the Drug and Alcohol Policy and Procedures.
3. Notify the Human Resources Department in writing, within 48 hours after conviction of a criminal drug violation that occurred while on the College's premises or while participating in a work-related activity.
4. Participate in the employee assistance and/or complete a treatment program, if required by Lake Tech/LCSB as a condition of continued employment.

Employee Assistance Program/Substance Abuse Treatment

Lake Tech encourages the identification and treatment of alcohol and chemical dependency in its early stages before work is affected. Toward this end, Lake Tech/LCSB provides the services of an Employee Assistance Program (EAP) to assist employees who request help with substance abuse. Employees will not be disciplined, demoted, or terminated for seeking professional counseling and/or treatment to recover from an alcohol or chemical dependency. However, employee performance and work behavior will continue to be evaluated consistent with the College's expectations and requirements.

Drug/Alcohol Screening

Lake Tech/LCSB maintains a drug/alcohol screening program consistent with legal requirements. All drug/alcohol screening is conducted in an approved laboratory identified by LCSB and in accordance with the Florida State Statutes. All drug/alcohol screens must be approved by Lake Tech/LCSB and coordinated through the Lake Tech Human Resources Department.

Drug and/or alcohol testing occurs under the following circumstances:

1. Pre-employment drug screens are required of all job applicants selected for employment and/or Lake Tech programs where such screening is a requirement for placement at a clinical or other site.
2. Reasonable Suspicion drug testing is based on the belief that an employee is using or has used drugs in violation of the LCSB policy drawn from specific objective and articulate facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
  - a. Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.

- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - c. A report of drug use in the workplace, provided by a reliable and credible source.
  - d. Evidence that an individual has tampered with a drug test during his employment with LCSB.
  - e. Evidence that an employee has caused or contributed to an accident while at work.
  - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on any LCBS/ premises or while operating a Lake Tech/LCSB vehicle, machinery, or equipment.
3. Routine Fitness for Duty Drug Testing may be required of an employee if the test is conducted as part of a routinely scheduled employee fitness for duty medical examination that is part of or becomes part of LCSB's established policy or that is scheduled routinely for all members of an employment classification or group.

#### Participation in College-Sanctioned and other Work-related Activities where Alcohol Is Served:

When an employee and/or guest attend a College-sanctioned or work-related activity where alcohol is served, each individual is expected to use good judgment with regard to the amount of alcohol consumed and the legal requirements for safely driving away from the activity. Under no circumstances may an individual under the age of 21 hold or drink an alcoholic beverage on the College's premises or work-related activity at another location.

When an employee is chaperoning students on an off-site activity, she or he has an obligation to inform the students that Lake Tech's Drug and Alcohol policy is still in effect. Knowingly permitting a student to consume alcohol, except as specifically allowed by the Drug and Alcohol Policy, may result in disciplinary action or dismissal, depending on the College's interpretation of the circumstances and/or legal requirements.

#### Consequences for Violating Policy/Procedures

As outlined in LCSB Policy 6.33, Alcohol and Drug-Free Workplace, any employee who violates the terms of this policy may be subject to non-renewal of his/her contract or employment or he/she may be disciplined, suspended or terminated. When an employee has a positive confirmed drug test, such action by the School Board will be considered to be for cause. When a job applicant has a positive confirmed drug test, or otherwise violates the terms of this policy, the School Board may refuse to hire the applicant and such refusal to hire will be considered to be for cause. Refusal of the job applicant to submit to a drug test is a basis for refusal to hire the applicant for a period of six (6) months. Violations may also result in legal consequences Lake Tech/LCSB will notify the appropriate authorities whenever warranted.

Within five (5) working days of the receipt of a positive confirmed test result from the Medical Review Officer, Lake Tech/LCSB will inform the employee in writing of such positive test result, the consequences of such results, and the options available to the employee or job applicant. If an employee has a confirmed-positive test result for an alcohol level or an unlawful drug or substance, the employee may be subject to disciplinary action up to and including termination of employment, consistent with the applicable collective bargaining agreement, if applicable.

Follow-up drug testing will be required if the employee, in the course of employment, enters an employee assistance drug-related program or an alcohol or drug rehabilitation program, unless the employee voluntarily entered the program. Such an employee will be required to submit to a drug test, as a follow-up to such a program on a quarterly, annual or semi-annual basis for up to two (2) years thereafter. No advance notice of the follow-up testing date will be given to the employee.

When an employee refuses to submit to a drug test, as described in Section 7(a) 1.3. of this Policy, the School Board authorizes the Superintendent or designee to take appropriate action including, but not limited to, disciplinary action up to and including dismissal from employment with the School Board of that employee according to LCSB Policy 6.38.

### Students

Lake Tech is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with Lake Tech's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on all Lake Tech campuses or as part of any College-sponsored activity. The specifics of this policy are as follows:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on any Lake Tech campus, at any other College locations, or at College-sponsored events activities or events.
2. A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on any Lake Tech campus or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
4. Lake Tech annually hosts Drug and Alcohol Abuse Awareness programs for students. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other resources are available in the Admissions Office at the Eustis campus.
5. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact an administrator to remove the student from the classroom. The administrator will notify the student of his/her alleged violation of Code of Student Conduct, his/her rights as outlined in the Code of Student Conduct, and the subsequent steps that will follow.

Lake Tech complies with applicable Department of Education requirements by taking the following steps, as they apply to students:

1. Prepares Lake Tech's Drug and Alcohol Prevention Program (DAAPP) for annual distribution to all currently enrolled students.
2. Publishes the Drug and Alcohol Policy and Procedures on the website and establishes an annual email notification to students with a link to the online documents attached.
3. Incorporates information about drug and alcohol policy and procedures in New Student Orientation.

4. Reserves the right to search the person, vehicle, and/or personal property of employees when on an Lake Tech campus and/or while on duty regardless of location, consistent with applicable law.

#### Consequences for Violating Policy/Procedures

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct policy and procedures. At his or her discretion, the Lake Tech Executive Director or her/his designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or seminar conducted by member of the Lake Tech Counseling staff. For more severe infractions, the student may be required to complete an off-campus drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at Lake Tech.

#### College-Wide

Lake Tech complies with the Drug Free Schools and Campuses Act (DFSCA) and applicable Department of Education requirements by instituting the following practices:

1. Lake Tech will conduct an annual review of the effectiveness of the College's DAAPP. This activity will be the responsibility of the Lake Tech Executive Director and the administrative team. The review will be completed by June 30 of each year, and the DAAPP will be revised accordingly and prepared for fall term distribution.
2. Annual review information will be compiled to produce a biennial review as required by the Department of Education and the DFSCA.

#### **Local, State & Federal Legal Sanctions**

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession, sale, manufacture or distribution of alcohol or any other controlled substance is illegal under both state and federal drug laws. These laws are strictly enforced Lake Tech or any law enforcement agency with jurisdiction on Lake Tech's campuses. Lake Tech's Code of Student Conduct also states students may not possess, use, or be under the influence of alcoholic beverages nor any narcotic or illegal drugs on campus or at College-affiliated activities or events.

Anyone found to be in violation of local, state or federal law, will be criminally charged and will be subject to criminal prosecution, fine and/or imprisonment.

*A violation of any law regarding alcohol is also a violation of the College's Code of Student Conduct will be treated as a separate disciplinary matter by Lake Tech.*

#### **Preventing and Responding to Sex Assault, Domestic Violence, Dating Violence and Stalking**

It is the policy of Lake Tech to provide a safe and secure environment for employees, students, and visitors by prohibiting sexual assault, domestic violence, dating violence, stalking and by establishing preventative measures, holding perpetrators accountable, providing assistance and support to victims, and reporting violent crimes consistent with Title IX of the Education Amendments the Civil Rights Act of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable legal requirements. This section specifically addresses prevention, reduction, and management of violence to provide a safe working and learning environment for students, employees, and visitors at all Lake Tech controlled, or leased properties (regardless of the location), buildings, and public property that is adjacent to, and accessible from, College property. In addition, this policy prohibits threats or acts of violence against students and employees at any Lake Tech sponsored event or while engaged in off-site College business, educational, or extra-curricular activities, regardless of location.

## Definitions:

**Sexual battery**, identifier for rape and sexual assault under Florida criminal law, in 794.011 F.S. 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.”

**Consent** is defined in Florida within the criminal statute related to sexual battery. 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.**

The term “domestic violence” as stipulated by 741.28(2) F.S. 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.

As defined in 784.046(d) F.S., the term “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 “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment. Pursuant to 784.048(2) F.S., a stalker is one who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person.

## Prevention:

Lake Tech provides counseling and literature on sexual assault, date rape education, and risk reduction through the Admissions Office, and information about the Violence Against Women Documentation Act is included in an online training module located on the Lake Tech’s website.

Throughout the school year, Lake Tech sponsors prevention and awareness programs, such as the Fall Festival and Domestic Violence workshops, that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

There are many signs of an abusive relationship. The most telling sign is fear of one’s partner. If one feels the need to walk on eggshells around one’s partner—constantly watching what you say and do in order to avoid a blow-up—chances are the relationship is unhealthy and abusive. Other signs that one may be in an abusive relationship include a partner who belittles or tries to control his/her partner, and feelings of self-loathing, helplessness, and desperation. The following chart is helpful in determining whether or not one’s relationship is abusive. The more “yes” answers, the more likely one is in an abusive relationship.

<http://www.helpguide.org/articles/abuse/domestic-violence-and-abuse.htm#signs>

### Responding:

The first priority of a victim of sexual assault, domestic violence, dating violence or stalking should be to get to a place of safety. The second priority is to obtain necessary medical treatment, if needed. Lake Tech strongly recommends that victims report the incident to law enforcement **in a timely manner**.

Emergency assistance may be requested by calling dial 9-1-1 or during regular business hours on campus, 352-589-2250.

Time is a critical factor for evidence collection and preservation. Although, the victim is encouraged to report directly to law enforcement, she/he may choose to report the incident to a Lake Tech counselor or Campus Security Authorities (see pages 2-3) who are available to assist the victim in making a report to law enforcement and assuring the victim has access to free confidential counseling from counselors specifically trained in the area of crisis intervention.

Lake Tech counselors assist the victim in understanding the various options available and support the victim in any decision to be made. Appropriate community referrals will be made for services as needed.

Lake Tech counselors can provide victims with a written packet of materials pertaining to campus and community resources related to physical and mental health, victim advocacy, legal assistance, modified academic schedule or delivery method, and alternative transportation options. This information will be provided to victims, regardless of whether the victim reports the crime to law enforcement or not.

The Lake Tech Code of Student Conduct outlines the procedures for campus disciplinary action in cases of alleged sexual assaults, domestic violence, dating violence and stalking. The procedures will provide for a prompt, fair and impartial investigation and resolution. The procedures will be conducted by an administrator or his/her designee who receives annual training on issues related to domestic violence, dating violence, sexual assault and stalking as well as how to conduct a hearing process that protects victim safety and promotes accountability. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceeding including the opportunity to be accompanied to any meeting or hearing by an advisor of their choice. The standard of evidence used during this process is a preponderance of the evidence standard. Additionally, both the accuser and accused will be informed, in writing, of the outcome of any institutional disciplinary proceeding and the applicable appeal process. A student found to have violated Lake Tech's behavior standards related to violence or harassment may be suspended or expelled from Lake Tech for the first offense.

### Reporting to Law Enforcement

Whether to pursue an investigation through the criminal justice system or to utilize the established confidential reporting procedures is the personal decision of the victim of a crime. It is extremely important that any sex offense, domestic violence, dating violence or stalking be reported for campus safety purposes and also to meet Federal reporting requirements. The Lake Tech Administration strongly encourages any victim of sexual assault, domestic violence, dating violence and stalking to pursue his/her legal recourse through criminal prosecution of the offender. Reporting procedure:

- **Sexual Assault Reporting**

When a sexual assault victim contacts Lake Tech Campus Security Authorities or Lake Tech counselor, the Lake Tech employee's first priority is to tend to the medical needs of the victim. In the case of a forcible sexual assault, the employee will summons emergency medical responders. The victim will be transported to a medical facility for medical treatment and evidence collection. Evidence collected at this stage is critical for a successful prosecution. Therefore, the assault should be reported immediately. Ideally, a victim of a sexual assault should not wash, douche, use the toilet or change clothes prior to the medical examination and treatment.

If reported to a law enforcement agency, the officer will gather information in a timely manner, file a police report, attempt to locate the offender, conduct forensic processing of the crime scene and follow other follow-up investigative procedures. Throughout the process, the Lake Tech Campus Security Authority or Lake Tech counselor will facilitate the victim in obtaining counseling and support services available through the College and other organizations.

*A violation of any law regarding a sexual assault is also a violation of Lake Tech's Code of Student Conduct and will be treated as a separate disciplinary matter by the College.*

- Domestic Violence, Dating Violence or Stalking Reporting

Victims of domestic violence, dating violence or stalking have the option to pursue criminal prosecution through the criminal justice system or disciplinary action through Lake Tech administration by utilizing the established procedure for voluntary, confidential reporting.

Upon the report of an incident of domestic violence, dating violence or stalking made to Lake Tech's Campus Security Authorities and consent of the victim to do so, the jurisdictional law enforcement agency will be called, and a criminal investigation will be initiated. In cases where probable cause exists that a domestic assault occurred and the offender is present, the offender may be immediately arrested. In cases where the offender is no longer present, the investigating police officer will obtain or assist the victim in obtaining an appropriate arrest warrant. In cases of dating violence that do not fall under the domestic violence protections of Chapter 741, F.S., the investigating police officer will assist the victim in obtaining an appropriate arrest warrant at the victim's discretion. In cases of stalking, the investigation officer will attempt to establish the identity the offender, if not known to the victim, and admonish the offender to cease all stalking behaviors. If the behavior continues, the police officer will obtain an arrest warrant under the provisions of Chapter 741, F.S.

In cases where the offender is an employee or student, victims of domestic violence, dating violence or stalking have the option of utilizing the voluntary confidential reporting procedure. The Lake Tech Code of Student Conduct outlines the procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Lake Tech behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from Lake Tech for the first offense. Statistics gathered through this process will be included in required annual reporting.

Students and employees who are the victims of domestic violence, dating violence or stalking that occur at locations other than the campuses of Lake Tech should report those incidents to the appropriate law enforcement agency. Any such incident in which the offender is also a Lake Tech student should be reported to the College so that appropriate protective measures may be taken.

In any case, victims of domestic violence may appear before the Clerk of Court in the victim's county of residence and apply for a Domestic Violence Protective Order under the provisions of Chapter 741, F.S. When applying for such a process, the plaintiff (victim) should ensure that Lake Tech is included in the specified list of locations from which the respondent (offender) is prohibited. The plaintiff should also ensure that the Lake Tech is provided with a copy of any order of protection or Domestic Violence Protective Order. A violation of any Domestic Violence Protective Order is, of itself, a criminal violation subject to immediate arrest. In some situations, upon advice of legal counsel, a student or employee may petition the Court for a civil restraining order. If such a process is issued, the College should be notified. A violation of any civil process is not a criminal offense subject to arrest.

The College, however, has the option to ban from all Lake Tech campuses an offender who otherwise has no official College business. The Court may find a respondent who violates a civil restraining order in contempt and issue an order for arrest.

### **Options for Bystanders**

Any person who witnesses an active sexual assault or incident of domestic violence, dating violence or stalking is requested to immediately call 9-1-1 or the Lake Tech administration as deemed appropriate. Bystanders are strongly discouraged from intervening in an altercation to the extent that the bystander's safety is at risk. In addition to calling police, a person who witnesses an active assault may distract the person committing the assault and draw attention to the scene by shouting for help. If a person who commits an assault flees, a bystander should assist the victim of the assault and obtain the offender's description and direction of travel for responding officers. If a bystander encounters someone who is being followed by a stalker, the bystander may accompany that person to a safe, populated location and remain with the person until police arrive.

### **Sex Offender Registration**

Pursuant to 943.0435 F.S., individuals who have reportable convictions for any sex offense are required to maintain a registration with the sheriff of the county in which they reside. Any nonresident with such a conviction who works or attends school in Florida is required to maintain a registration with the sheriff in the county in which that individual works or is a student.

The Florida Department of Law Enforcement (FDLE) is responsible for compiling and maintaining a continually updated sexual offender database. Specific information as set forth in 943.0435(2) F.S. is public record unless exempt or confidential pursuant to Chapter 119, F.S., and is made available for public inspection on the FDLE website ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)).

### **Annual Fire Safety Report and Missing Student Policy**

Lake Tech does not have any on-campus residence facilities; therefore, the College is not required by the Campus Safety and Security Reporting Act to maintain a fire report or to have a missing student policy.

### **Daily Crime Log**

The Lake Tech Campus Security Authorities maintain a daily crime log to record criminal incidents and alleged criminal incidents that are reported. The log contains reported crimes from the last 60 days. This crime log can be viewed in the front kiosk at Lake Tech's main campus.

### **Sources of Crime Statistics**

Campus crime, arrests and referral statistics include those reported to Lake Tech Campus Security Authorities through voluntary confidential reporting procedures. Lake Tech also requests statistics for crimes reported directly to the local law enforcement agencies. In addition to the tables below, Lake Tech's crime statistics can be viewed on its website, [www.laketech.org](http://www.laketech.org).

Note: Hate crimes are reported separately and pertain to crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Hate crimes include criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property or any other crime involving personal injury.

The 1990 Federal Campus Security Act requires that all postsecondary institutions make available crime statistics and security measures. The following information is a summary for Lake Tech for 2015, 2016, and 2017:

# 2019 Campus Safety and Security Survey

Institution: Lake Technical College (Main Campus) (135179001)

User ID: C1351791

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	1	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.			
Crime	Total occurrences in or on Noncampus buildings or property		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.  
**Do not include disciplinary actions that were strictly for school policy violations.**  
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**  
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# **Campus Safety and Security Survey Completion Certificate**

The Campus Safety and Security data for

**Lake Technical College**

**135179**

were completed and locked on September 14, 2019.

Thank you for your participation in the 2019 data collection.

This certificate was prepared on September 16, 2019.