



ANNUAL SECURITY REPORT

2023 - 2024

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





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Clery Act



Photo courtesy of the CLERY CENTER

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 was formed because of Jeanne Clery, 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 levels to create legislation that became what we know today as the Clery Act.

The Clery Act provides guidelines and expectations for campuses to report crimes, provide prevention education, and outline campus safety policies and procedures. This requirement creates transparency between institutions of higher education, students, and employees. Institutions of higher education receiving federal financial aid under Title IV must comply fully with the Clery Act. The Clery Act requires institutions to complete specific annual and ongoing tasks. Orange Technical College (OTC) is committed to adhering to the law's requirements by producing this yearly security report. Due to the Clery Act, awareness of safety and security policies and procedures has created a renewed culture around the various topics that encourage transparency while honoring this law's spirit.



***The best education in the world is useless
if a student doesn't survive with a
healthy mind and body.***



- Connie and Howard Clery -



(L to R) OCPS District Security: Descalzi, Cruz, Vega, Brown, Boyer, and Aponte

The Clery Act

Officially known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Requires colleges and universities to:

- Collect, classify, and count crime reports and statistics for on-campus, public property, and non-campus facilities for the previous three calendar years, as well as maintain and make available upon request a Daily Crime Log;
- Issue emergency and timely warning notifications to the campus community;
- Provide information regarding policies and practices surrounding campus safety, education and prevention programs, disciplinary actions, and rights and options for victims; and
- Publish the Annual Security Report (ASR) by October 1st and submit crime statistics to the Department of Education by the required deadline.

The Administrator of Clery Compliance prepares the ASR in collaboration with the OCPS District Police, OCPS Safety and Emergency Management, OCPS Legal Services, OCPS Discipline Office, OCPS Professional Standards, and the OTC Senior Leadership to include the Marketing & Communication Team ensuring information represented is accurately updated in this publication.

The ASR reflects the policies, procedures, services, and crime statistics related to Clery Act requirements for properties owned or controlled by OTC that are used for institutional and educational purposes, as well as public property within or immediately adjacent to and accessible from campus. The data consists of 2020, 2021, and 2022 crime statistics compiled through reports made to the Campus Security Authorities, OCPS District Police, and other law enforcement agencies. The OCPS District Police (OCPS DP) evaluates the data provided by local law enforcement agencies to provide campus crime data relative to the Clery Act and submits it annually to the Department of Education. The ASR is published by OTC and is available online. For a printed copy of this report, visit any OTC location or the Ronald Blocker Educational Leadership Center located at 445 W. Amelia St. Orlando, FL 32801.

Notification of Availability

By October 1st of each year, all OTC faculty, staff, and students will receive an official campus phone and email notification regarding the ASR content and availability. The notification provides information regarding the report and a direct link to access the publication.

Posted Notification

Notice of availability is displayed at the following locations: OCPS Homepage, OCPS Human Resources (for current and prospective employees), and the OTC website under Campus Safety and admissions webpage. Written notification of resources and services regarding mental health services, counseling, medical, victim advocacy, legal assistance, visa & immigration assistance, and other services provided by OCPS/OTC; as well, as those available within the local community are available within the ASR and displayed on the OTC Website under, Campus Safety [orangete.ch/campus-safety](https://www.orangete.ch/campus-safety)



OCPS District Police



(L to R) Deputy Chief Durkee, Chief Holmes, DP Manager Sewell, and Sergeant Crohe

Message from the Chief of Police



Dear Students and Parents:

On behalf of OCPS District Police, I want to thank you for taking the time to review the Orange Technical College Annual Security Report. Through the publishing of this report, students and parents can become acquainted with crimes that have occurred on or near our campuses. Students must feel safe for learning to occur. We hope that becoming familiar with this report will bring you that peace of mind.

Respectfully,

Bryan D. Holmes
Chief - District police

Who We Are

OCPS District Police (DP) is committed to ensuring the safety and security of students, faculty, and staff. OCPS DP act as a liaison with local law enforcement to ensure services are available for all OCPS traditional schools and technical colleges. Referred to as agencies of jurisdiction, local law enforcement are the primary response agencies to campuses for emergencies, service calls, and/or to conduct criminal investigations. OCPS DP provides supplementary coverage that includes the authority to make arrests on all property owned by the School Board of Orange County. Comprised of sworn law enforcement personnel, K-9 detection unit, non-sworn district security officers, intelligence analysts, enterprise security systems unit, communications specialists, school safety and security administrators, Clery Act compliance administrator, and office management staff, the District Police provides the following services:

- Law enforcement services, as needed
- Uniformed security officers that conduct ID checks at select OTC locations
- Support during emergency response protocols
- Police Communications services for incidents and emergency notifications, 24/7/365
- K9 detection screenings, as needed – follow on Instagram [@coco_ocps](#)
- Clery Act - administrative service

Reporting of a Criminal Behavior or an Emergency

Campus Security Authorities (CSA)

All OTC community members are encouraged to report all crimes and other emergencies directly to local law enforcement. However, we recognize that some may prefer to report to other individuals on campus. The Clery Act recognizes certain college officials and offices as a Campus Security Authority (CSA). According to CFR 34 668.46, the act defines these individuals as "officials of an institution who have significant responsibility for student and campus activities." Orange Technical College individuals functioning in the following roles are considered CSAs:

- (i) A campus police department or a campus security department of an institution.
- (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (iv) An official of an institution who has significant responsibility for student and campus activities.

Additionally, it includes campus contract security personnel, parking enforcement staff, personnel providing access control, and security at campus facilities or other special events.

CSAs are responsible for reporting crimes to local law enforcement based on jurisdiction. OTC representatives responsible for arranging a "short-stay away trip" or school-sponsored trip(s) for educational purposes are also considered CSAs. Each "short stay away trip" is deemed a non-campus location for the college. Trip information is recorded, and outside local law enforcement agencies are contacted. CSA reporting for non-campus crime incidents is monitored and recorded through local law enforcement by the Administrator-Clery Act Compliance and accounts for any valid statistical information related to the Clery Act. These incidents are counted and disclosed in the annual crime statistics for the institution with no identifying information.

All Orange Technical College students, staff, and visitors are urged to immediately report any crimes, incidents involving public safety, or suspicious activity. Please dial 9-1-1 while on campus if a victim of a crime chooses to report the crime or is unable to do so. All employees are to contact the OCPS District Police. The annual crime statistics disclosure includes reports submitted to OCPS District Police, local law enforcement agencies, and CSAs. Reports submitted are assessed for issuance of a Timely Warning Notification when deemed necessary.

Victims can report interpersonal violence and sex offenses to law enforcement, or you can contact an advocate via a 24/7 crisis hotline at (407) 497-6701. Victim advocates can provide assistance, support, options, and resources. Additional information can be found at www.victimservicecenter.org.

To report a crime or emergency

Call 9-1-1 for any situation that requires immediate police, fire, or medical response

Contact designated CSAs, OCPS District Police at 407-317-3333, or an administrator at any OTC campus locations, who can assist with requesting non-emergency law enforcement services; or

Report a crime anonymously by submitting a tip using FortifyFL Suspicious Activity Reporting App

The first step of reporting a crime or emergency is to contact 9-1-1. Below are some considerations when speaking to emergency dispatch.

A public safety dispatcher will ask a series of structured questions for each call received, while a second dispatcher will send the appropriate assistance to your location. Listen carefully to each question and respond according to your recollection.

WHAT TO DO

<i>Give a brief description of what occurred</i>	<i>Which direction was the suspect headed?</i>
<i>Where exactly did the incident occur?</i> <i>Include building and room/area</i>	<i>Was the suspect on foot or in a vehicle?</i>
<i>Then give a detailed description of the events that occurred</i>	<i>What did the suspect(s) look like? Describe each suspect one at a time</i>
<i>How long ago did the incident occur?</i>	<i>Gender, Race, Age, Clothing, Glasses, Facial Hair, Height & Weight, and Hair Color & Length</i>
<i>Did the suspect(s) have any weapons?</i>	<i>Was the suspect carrying anything?</i>
<i>Where and when was the suspect last seen?</i>	<i>Vehicle Description, Color, Make, Model, License Plate, direction of travel</i>
<i>Which direction was the suspect headed?</i>	<i>Your name, title, and number to be reached</i>
<i>*for OCPS/OTC employee use</i> <i>Was the suspect on foot or in a vehicle?</i>	<i>*OCPS DP will ask: What time was 911 called?</i>

Reporting Criminal Behavior: Non - Emergency Line

Orange County Sheriff's Office servicing Avalon, South, and West Campuses	407-836-4357
Orlando Police Department	321-235-5300
Winter Park Police Department	407-644-1313

Voluntary Confidential Reporting

If you are the victim of a crime and do not wish to pursue criminal charges, you may want to consider making a confidential report. On-campus dual-enrolled students can report crimes and other serious incidents to a Mental Health Counselor / SAFE Coordinator. Adult students seeking voluntary confidentiality reporting can refer to off-campus victim advocate resources at the end of this publication. Employees can report crimes on-campus to Professional Standards anonymously and will be treated as confidential to the maximum extent. The telephone number is 407-317-3976.

Pastoral and Professional Counselors

Pastoral counselors, mental health counselors, or professional counselors are not considered CSAs when acting in the scope of their field. OCPS/ OTC does not employ pastoral counselors.

TITLE IX Coordinator(s)

Per Title IX laws and School Board Policy JB - Equal Educational Opportunities, the District Title IX Coordinator and school-based Title IX Coordinators are readily available. The Title IX Grievance Process ensures the prompt and appropriate resolution of Title IX complaints. Questions or concerns regarding Title IX, this policy, or other aspects of the college equal opportunity or affirmative action programs may be directed to:

 TITLE IX	Avalon	East
	Jose Raymond Assistant Director	Tamara McKendrick Assistant Director
Main	South	West
Michelle Berggren Assistant Director	Matthew Fitzpatrick Assistant Director	Greg Brown Assistant Director
Keshara Cowans, EEO /Equity Officer and District Title IX Coordinator 445 W. Amelia Street, Orlando, FL 32801, 407-317-3411		
Professional Standards, (investigates allegations of employee misconduct) 445 W. Amelia Street, Orlando, FL 32801, 407-317-3239		



Clery Geography

The Clery Act defines Clery geography and requires the collection and submission of crime statistics to the Department of Education for inclusion in the Annual Security Report. Clery geography includes buildings and property that are part of the institution's on-campus, non-campus buildings or property, and public property within or immediately adjacent to and accessible from the college.

Daily Crime Log

The Daily Crime Log (DCL) documents criminal and alleged criminal incidents that have occurred within the Clery Geography of our institution and have been reported to or identified by the OCPS District Police or CSA. The DCL aims to accurately record all such incidents. The OCPS District Police Communication Center also helps in communicating calls from local law enforcement to capture incidents. Traffic violations that are non-criminal in nature are not recorded in the log. The DCL is designed to provide crime information on a more timely basis than the annual statistical disclosures. The DCL is required to be updated within two (2) business days of receiving a criminal and alleged criminal incident report.

The DCL can provide useful insights into the types of crimes that occur on or near our campus, such as theft or burglary. This helps students and staff stay informed about crime on campus and supports crime prevention efforts.

The OCPS District Police maintains the DCL for all OTC Campuses, which is accessible to the public and can be viewed at all OTC Campuses administration office. Requests for daily crime log entries beyond sixty (60) days will be made available within two (2) business days during regular business hours, from Monday to Friday, between 7 a.m. and 4 p.m. at OCPS District Police. DCL records for previous calendar years are archived and maintained at the OCPS District Police. They can be accessed by contacting the Administrator- Clery Act Compliance at 445 W. Amelia St., Orlando, FL 32801.

Campus Geography Defined

On-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; and (2) any building or property that is within or reasonably contiguous 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. The OTC Apopka location is considered part of the college's non-campus geography. "Short Stay-Away trips" or school-sponsored trip(s) are included in this geographic category as well.

Public Property: All public property, including thorough fares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

Law Enforcement Relationship and Jurisdiction

OTC campuses rely on the local law enforcement agency of jurisdiction for law enforcement services. OCPS District Police jurisdiction applies to all OCPS locations and are considered a secondary responder to the college. OCPS District Police Area Commanders and Police Sergeants support each college campus and have arrest authority. Additionally, OCPS District Police Communication Center provides support for incident notifications 24/7/365.

The district has a service contract with local agencies of jurisdiction. OCPS District Police provides supplemental coverage to ensure a law enforcement officer is on campus during regular operating hours.

OTC maintains a cooperative working relationship with local law enforcement agencies that serve each of its campuses. The Apopka Police Department (APD) serves the Apopka Campus, while the Orange County Sheriff's Office (OSCO) is responsible for the Avalon, South, and West Campuses. The Winter Park Police Department (WPD) serves the East Campus, and the Orlando Police Department (OPD) serves the Main Campus. In case of emergencies, these agencies will respond to our campuses within their jurisdiction, and they are also available to conduct criminal investigations and respond to calls for service as needed.

OTC encourages witnesses and others to accurately and promptly report crimes and emergencies. A crime report can be made to the OCPS District Police, local law enforcement, or CSA. A CSA must report all crimes reported even if a victim is unable or unwilling to make such a report.

OCPS District Police currently interacts with local, state, and federal law enforcement agencies as needed to include but not limited, to intel briefing, training, and off-duty coordination.



(L to R) OCSO Sheriff Mina, OPD Chief Smith, and OCPS DP Chief Holmes

Campus Security

Campus Security Services

Local agencies of jurisdiction provide law enforcement services to all college campuses except for the OTC Apopka location, Monday-Friday, 7:00 - 2:30 p.m. OCPS District Security provides supplemental coverage to ensure security is present at the Main Campus, and the Ronald Blocker Educational Leadership Center (RBELC) where campus security is monitored 24/7/365. On-campus and administrative facilities are generally open to students, employees, and visitors during regular business hours (Monday–Friday, 7:00 a.m. - 4:00 p.m.).

Note: At the Main Campus, including the RBELC, students, faculty, and staff have access to restricted parking only accessible through a school- issued I.D. badge.

Security Systems and Resources

Trained District Police personnel monitors computerized-access systems that include security cameras and alarm systems. In the event of an incident, the District Police can share information with local law enforcement agencies. The district allocates metal wand detectors to college campuses to enable trained administration to utilize them as needed.

Security Video Surveillance Technology

Technology and security are an integral part of the district's enterprise-wide electronic and physical security strategy. Video surveillance technology is identified within the district's design criteria and is often the subject of security enhancement projects. It serves as a critical component in protecting our facilities and personnel by

identifying emerging security trends and facilitates a collaborative response among our local law enforcement partners.

The Enterprise Visitor Management System (EVMS)

This standardized system provides the ability to register visitors and volunteers and manage access to OCPS schools/facilities while potentially identifying people who may pose a danger to students and employees.

Visitors

Anyone visiting an OCPS campus is required to sign in using a districtwide visitor management system. Visitors must show a government-issued photo I.D., which the system checks individuals against a national sex-offender registry.

Maintenance of Campuses

The OTC campuses are well-maintained to provide a safe and secure environment for students, faculty, and staff. All OTC campuses have a secured gated perimeter to assist with the safety of the student population. A "Campus Tour" is completed at each OTC location by an OTC Administrator and a law enforcement officer annually. This partnership provides the opportunity to proactively address security concerns for campus maintenance to assist with campus safety efforts. This information is recorded as a part of a self-assessment report under the Florida Safe Schools Assessment Tool (FSSAT) and reported to the Florida Department of Education. Additionally, each campus administrator follows up on any necessary maintenance-related actions.



Identification Badge Requirements and Procedures

Orange Technical College requires all students, employees, and visitors to display a photo I.D. badge for security purposes at all times. 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 visibly displayed on the front of the 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 correctly displayed; and
- 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.

Employee Parking

Employee parking requires a display of an OCPS/ OTC Parking Permit, which is provided upon employee onboarding. Parking permits are required to be displayed at all times while on-campus. Employees must submit a parking permit application request for a replacement to the Office of Building Management. Employees that only visit the Ronald Blocker Educational Leadership Center (RBELC) facility and do not work at this facility are exempt from this requirement. All OCPS employees throughout the District must park in the garage on floors 2 through 5 only.

Student Parking

Designated student parking requires purchasing a parking decal, which is to be affixed to the vehicle. Disability parking spaces are provided for use with a valid Florida Department of Highway Safety and

Motor Vehicles disabled parking permit. Temporary parking decals may be issued to students attending courses of less than 30 class hours. Additional parking information is provided in the campus orientation materials.

***OCPS parking permit identifies your vehicle in case of an emergency and allows us to notify the owner.**

Visitor Parking

At each OTC Campus, there are designated visitor parking spaces 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 disability parking spaces. Visitors must report to the administration building for a visitor I.D. badge.

If visiting the RBELC, there is a visitor parking area. This is for non-OCPS employees visiting the facility for OCPS business. A parking attendant will direct visitors to the designated area.



OCPS District Security Descalzi

Emergency Notifications

OCPS is committed to providing a safe learning and working environment to protect all campus community members and ensure compliance with federal legislation.

OCPS has developed a Comprehensive Emergency Management Plan (CEMP), which outlines key operational responsibilities during a campus emergency. Emergency response and evacuation procedures are identified in the CEMP and followed in a campus emergency. The CEMP identifies key emergency support responsibilities as coordinated with the appropriate OCPS Departments and local, State, and Federal agencies.

What is an Emergency Notification?

An emergency notification for Orange Technical College locations is triggered by an event occurring on or near the campus which poses a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. The college recognizes an Emergency Notification as an “OTC Alert”. OTC Alerts are sent through a multimedia communication system known as Everbridge, which provides timely and accurate information in an emergency.

An OTC administrator or designee of the college, an OCPS District Police Administrator, or the OCPS District Police Communication Center will collaborate with the OCPS Media Relations Team to relay an ongoing incident to issue an Emergency Notification to the campus community. Examples of in-progress incidents that necessitate an Emergency Notification include, but are not limited to, the following:

- SECURE, LOCKDOWN, EVACUATE, SHELTER
- Approaching tornado, hurricane, or other extreme weather condition
- Gas leak
- An outbreak of serious illness
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

OTC Alert Process

Upon receiving information of an OCPS/OTC incident, the OCPS District Police Communication Center will be notified. An OTC Alert is initiated and determined based on the totality of facts and circumstances surrounding an incident. This analysis will affirm confirmation for notification to the campus community. An OTC Alert for an in-progress incident will be issued to the affected campus community via the appropriate messaging system. The decision to inform the campus community will be based on an emergency or dangerous situation posing a threat to the campus community.

The Clery definition of “Confirmation” states that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. It DOES NOT necessarily mean that all pertinent details are known or even available.

The OCPS District Police or designee will uphold the confirmation process without delay and take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Users will have the appropriate access to send OTC Alerts through the appropriate messaging system. The Administrator - Clery Act Compliance, or designee will be the secondary persons to create, edit, and disseminate an OTC Alert through the appropriate messaging system.

Primary and Secondary users will determine the campus community's appropriate segment or segments to receive an emergency notification. Such notification aims to ensure that the affected campus community members take reasonable precautions for safety. Intel from a caller on the scene will help identify the incident's location by notifying the OCPS Communication Center to make the appropriate segment determination. The alert system's primary and secondary users will decide on the OTC Alerts to reach the community's proper segment. A threat that is limited to a particular building on-campus or a portion of the population will be examined before disseminated notifications.

OTC students (including dual-enrolled), staff, and faculty will receive notifications based on the individuals' admissions/job affiliated home location, i.e., all OTC Campuses, including Avalon, South, Main, West, East, and Ronald Blocker Educational Leadership Center (RBELC). When OTC Alerts are disseminated, various forms of communication are utilized to include the Mobile Everbridge Application, phone, and email via the appropriate messaging system.

Additionally, On-campus administrators will have the ability to utilize the public address (PA system) described in the OCPS Standard Response Protocol Guidelines.

Weather-Related Alerts

Any significant weather affecting the district, the OCPS District Incident Management Team members, along with OCPS Media Relations, or Director – Marketing, Recruitment & Enrollment Management or designee will have the authority to create, edit, and disseminate the alerts to the OTC community. The alerts may utilize various forms of communication to include phone, email, and social media, via the appropriate messaging system to include the district's initial notification regarding weather. An OTC Alert will be provided to the campus community if an extreme weather-related situation occurs during regular operation.

This does not include delayed dismissal procedures (formally known as “30/30 rule”).

Utilizing the designated Emergency Notification Templates will have the heading “OTC Alert ((Campus Name)) ((incident)). I.e., “OTC ALERT MAIN CAMPUS SECURE.”

An OTC Alert aims to ensure timely notification and information to will keep campus community members out of harm's way. Information will include a specific campus where the event is taking place, the type of incident, and the things the campus community should know to keep the communities safe and informed.

ALL CLEAR

OTC Alerts will have to follow up messages to provide updates and an “ALL CLEAR” notice to inform all the appropriate segments or segments of the campus community when the incident subsides. OCPS District Police designee or the Administrator- Clery Act Compliance, or an individual campus designee; shall send secondary messages to the campus community with an “all clear” utilizing the same distribution methods as the original notification when the threat has subsided.

OTC Alerts messages shall include the following unless including any of this information would risk compromising law enforcement efforts:

- The specific location of the on-campus incident, including, if possible, the building or classroom number or the cross street of the incident if located off-campus;
- A brief description of the incident; and
- Instructions for the campus community to follow to promote safety.

Increasing OTC Community Awareness

The OTC community is notified annually to promptly report all crimes and public safety-related incidents or suspicious incidents to 911 and inform campus security or an OTC Administrator. All employees are encouraged to contact the OCPS District Police. Additionally, information regarding evacuation procedures is provided in case of an emergency or dangerous situation. This information is included within the student orientation process and employee onboarding. The OTC community, including visitors, is encouraged to utilize the Everbridge Mobile app to notify of any emergency information that affects any OTC Campus. Flyers throughout campus, along with annual notifications, contain information and instruction on the mobile app. Information is also on the OTC Campus Safety Webpage.

OTC students, staff, and faculty are automatically signed up to receive OTC Alerts upon admission or employment onboarding. The user can opt-out of these services following the prompts at the time of notification. Current or former students can update contact information by visiting any OTC Campus Admission Office to update their data. Employees can utilize the employee web portal to update their data. Users will have the option to download the appropriate messaging system's application to assist with message delivery.



Timely Warning

What is a Timely Warning Notification?

The college recognizes Timely Warnings as a "Campus Safety Notice." A Campus Safety Notice is applied to Clery Reportable Crimes reported to a CSA or local law enforcement, posing a serious or continuing threat to students and employees that occurs within Clery geography. These crimes will be evaluated for a Campus Safety Notice. See Clery Crime Definitions on page 23.

In determining the appropriate course of action, an assessment of the crime(s) occurring within the Clery-defined geography will be handled on a case-by-case basis by the Administrator - Clery Act Compliance or an OTC Administrator to include Senior Directors, Assistant Directors, Deans, or designee. If the incident is determined to be a serious or continuous threat to the campus community, it is the primary or secondary users' responsibility to send a Campus Safety Notice through the appropriate messaging system. An OCPS District Police designee or the Administrator - Clery Act Compliance will be the primary user to create and approve messages for a Campus Safety Notice. The secondary user will be OTC Senior Administrator - Marketing or designee will have the authority and appropriate access to send an approved Campus Safety Notice with the guidance of OCPS District Police. The Administrator - Clery Act Compliance or designee will provide approval before dissemination.

Campus Safety Notice messages will include the following information:

- Information that promotes safety;
- Allows individuals to protect themselves;
- Time, location, and type of crime;
- Contact information of partnering law enforcement agency; and a hyperlink to the OTC Campus Safety Webpage.

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

A Campus Safety Notice may utilize various communication forms that include, but are not limited to, phone, email, and/or college webpage. Notifications will primarily be issued via an all-campus email entitled "Campus Safety Notice." Messaging will be consistent throughout all modes of communication.



District announcements will continue to go out via School Messenger.

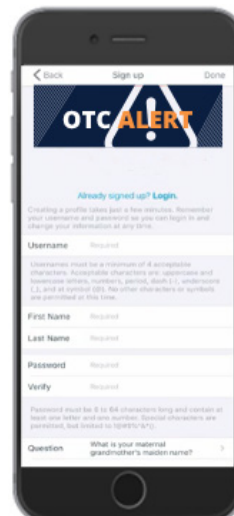
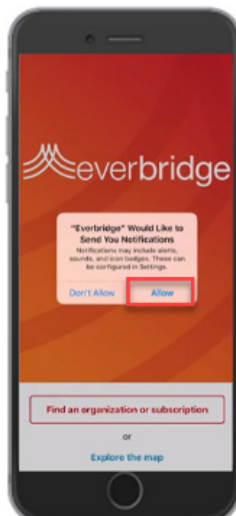
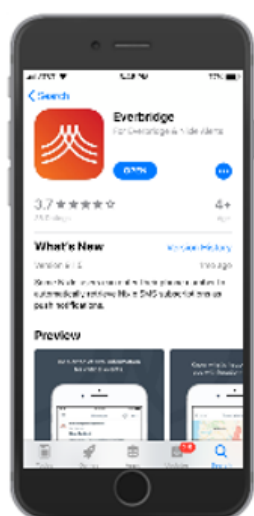
For the Everbridge App, aim your camera phone at this code. There is a video that provides an overview of how to download and use the Everbridge Mobile App.



- Allow Everbridge to send Push Notifications
- Select "Find an organization or subscription."
- Search **OTC, OCPS, Orange Tech**
- Select **Orange Technical College Alerts**



Login with your Everbridge username and password. If you don't have credentials, create them now.



District Safety

Test of the Everbridge Mass Notification System

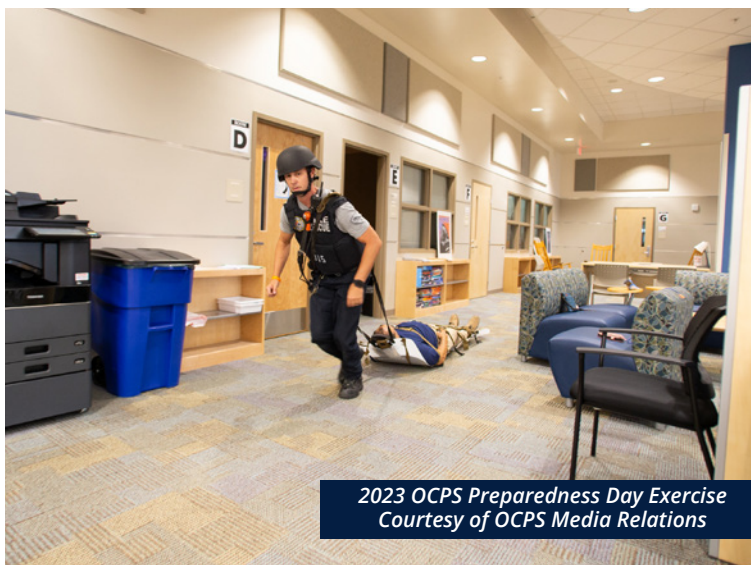
The Clery Act requires that the college conduct at least one test of its emergency notification system each year. The college will send a coordinated test message through the appropriate messaging system to include but are not limited to phone, email, text messaging, and the campus public address (PA)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

Emergency & Evacuation Information

An essential component of OTC's emergency preparedness is you! Having students, faculty and staff informed and prepared for emergency and evacuation situations results in fewer impacts to all and a quicker recovery process. You can be more prepared by:

- Discussing and reviewing emergency procedures with your faculty and fellow students;
- Familiarize yourself with the Standard Response Protocol: Lockdown, Secure, Shelter, Evacuate, and Hold. In an emergency, take action;
- Participating in drills and identifying areas for improvement;
- Develop personal preparedness plans by visiting: www.ready.gov ; and
- Ensure your contact information is up to date with your OTC campus.

Emergency and Evacuation Procedures are developed by OTC along with OCPS Safety and Emergency Management and are evaluated annually for effectiveness. OTC staff and faculty are trained in evacuation procedures and perform tabletop exercises annually. Drills are completed monthly and include all students and staff.



Marjory Stoneman Douglas High School Public Safety Act (MSDHSPSA)

On February 14, 2018, a tragic shooting at Marjory Stoneman Douglas High School in Parkland, FL, took the lives of 17 students and educators. In March 2018, the Florida Legislature passed the Marjory Stoneman Douglas High School Public Safety Act (SB 7026). This legislation outlines significant reforms to make Florida schools safer while keeping firearms out of the hands of mentally ill and dangerous individuals.



Provisions of the Law Included:

- Requires each school district to designate a Threat Assessment Team at each school;
- Creation of the Office of Safe Schools;
- Allowing sheriffs to establish a Coach Aaron Feis Guardian Program;
- The **FortifyFL mobile** suspicious activity reporting tool;
- New requirements for mental health services and training;
- Requirements for a safe school officer at each public school;
- Safety assessments for each public school; and
- Appropriations of funding to address identified school safety needs.

Governor Ron DeSantis signed House Bill 543 that became law on July 1, 2023 to include the following:

- All Florida law enforcement agencies must implement an active assailant response policy;
- The Florida Department of Education (FDOE) must develop a Florida-specific statewide behavioral threat management program to replace the previous statewide threat assessment program; and
- By August 1, 2025, the Florida Department of Education (FDOE) must provide an online threat management portal for all public schools that will facilitate the electronic threat management program.

Although the MSDHSPSA applies to the K-12 schools, OTC adheres to this law to serve the district's high-school dual enrollment population.

If you have any questions, please contact the Florida Department of Education at safeschools@fldoe.org.

Emergency Practices

Collaboration is Key

OCPS/OTC works with experts regularly to develop safety, security, and weather-related procedures. Schools conduct safety drills on each campus in collaboration with local public safety agencies. The district offers comprehensive, multi-layered security recommendations for all campuses.

What Type of Drills Does OCPS/OTC Conduct?

OCPS/OTC collaborates internally and with local, state, and federal partners to ensure readiness for all hazards. All campuses have comprehensive, multi-layered security. OTC also complies with mandated drills for educational sites (1006.07 sec. 4(a) (b), Florida Statutes) Schools conduct a total of 12 drills, which include the following:

- Fire
- Active assailant
- Severe weather

What Type of Training Does School Base Staff Receive?

OTC faculty and staff participate in the annual facilitated discussion, including topics on the Standard Response Protocol, general emergency procedures, and the Active Assailant Response Plan. The School Emergency Response Team, Threat Assessment Team, and school administration also participate in the Active Assailant and Hostage Situation Training, led by the law enforcement agency with jurisdiction over the specific OTC campus.

Campus Crisis Plan

The Emergency Procedures Manual (Orange Book) is an all-hazards response manual that identifies staff and students' actions during an incident. A comprehensive plan of action is in place at each campus to handle with such matters. Crisis plans are reviewed during student orientation or by classroom teachers during the first week of class.

Additionally, tabletops, drills, and assessments are performed at OTC campuses. All emergency procedures records are maintained by Safety and Emergency Management (SEM). This information is exempt from public records disclosure pursuant to sections 119.071(3) and 281.301, Florida Statutes.

Safe School Plans - School leadership teams maintain site-specific Safe School Plans. These plans identify critical functions and resources that are necessary to manage a crisis on campus. Emergency procedure plans are specific to the school's logistics and campus layout to determine the proper response.

- **School Emergency Response Team (SERT)** - Each campus maintains a School Emergency Response Team (SERT) that is responsible for responding to emergencies during an emergency. Those staff assigned to be part of the SERT receive additional training to support their function as emergency team members.
- **Tabletop Exercise** - SERTs are required to conduct an annual discussion-based tabletop exercise to test their plans and training against an emergency-based scenario. Typically, the School's Detail Officer assigned to the school participates in the tabletop exercise.
- **Facilitated Discussions** - Annually, school administrators lead their staff by facilitating training discussions on active assailant and school safety topics. These discussions are based on the district's standardized emergency preparedness online training modules.

SEM Helps ensure the Safety of Students and Staff by:

- Developing and coordinating all-hazard emergency management programs;
- Ensuring business continuity and disaster recovery plans;
- Annually reviewing and approving site-specific Safe School Plans;
- Conducting and facilitating standardized emergency and disaster training programs;
- Maintaining situational awareness of potential threats and developing response plans; and
- Coordinating with community emergency management partners.

Questions?

OCPS Safety and Emergency Management can be reached at (407) 317-3468 or by emailing emergencymanagement@ocps.net.

We hope to maintain a safe learning and working environment for all OCPS students, faculty, and staff. Thank you for doing your part!



IN AN EMERGENCY TAKE ACTION!



HOLD! *In your room or area. Clear the halls.*

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! *Get inside. Lock outside doors.*

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! *Locks, lights, out of sight.*

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! *(A location may be specified)*

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! *Hazard and safety strategy.*

STUDENTS

HAZARD	SAFETY STRATEGY
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Crime Awareness & Security Prevention



OCPS District Police recognized Mrs. Welch nursing students, O. Pardo and C. Thomas for their contributions to campus safety.

Crime Prevention

The goal of OCPS/OTC Crime Prevention Awareness Programs is to inform students and employees of the importance of preventing crime.

Training opportunities to promote crime prevention are available for new and continuing students and employees. An announcement to new students attending New Student Orientation navigates participants to the OTC Campus Safety Web page's resources and guides participants on locating training opportunities throughout their education. The frequency of this practice is communicated each nine (9) weeks. Informational flyers, posters, and various monthly marketing campaigns and information on the OTC Campus Safety Webpage provide ongoing awareness to the OTC community to promote crime prevention.

The college encourages and provides FortifyFL Suspicious Activity Reporting App, a crime prevention service available throughout the year to the campus community. The college offers optional training focusing on crime prevention factors such as alcohol, drugs, and interpersonal violence. Further information surrounding primary prevention and continuing education are discussed in the following pages of this publication.

Security Awareness

The OCPS/OTC Security Awareness Programs aim to promote a sense of responsibility for safety among the students and employees of the campus. The college conducts several educational programs and distributes informative flyers across all campus locations to create an ongoing awareness of security procedures and practices.

The Office of Safety and Emergency Management offers safety awareness services to all OTC/OCPS employees annually. Employees have the option to review the material for continuous education. Moreover, the District Police and CSAs undergo annual training on Clery crime reporting. Our students and employees receive training on various emergency response topics such as evacuation procedures, personal safety education, fire safety, and active assailant training. Employees are also provided threat assessment and de-escalation training. To promote awareness and preparedness, OTC campuses conduct monthly fire drills and active assailant drills throughout the year. Additionally, all students who attend New Student Orientation are informed about campus safety and directed

to the OTC Campus Safety Webpage. The frequency of this practice is shared with new students attending the college every nine (9) weeks.

To support ongoing security awareness and crime reporting procedures, marketing campaigns are conducted throughout all OTC campuses, and the OTC Campus Safety Webpage. By implementing these measures, the college aims to create a safe and secure environment for its students and employees.

Tips to Prevent Auto Burglary & Theft

Keeping your vehicle safe: Five (5) Tips for preventing burglary and theft:

- 1) Lock your car and close windows when exiting the vehicle;
- 2) Don't leave valuables in plain view;
- 3) Never leave your vehicle running and unattended;
- 4) Don't hide a spare key in your vehicle; and
- 5) Don't leave important papers such as bank statements, credit card statements, or other documents in your car.

To report a crime or emergency

Call 9-1-1 for any situation that requires immediate police, fire, or medical response

Contact designated CSAs, OCPS District Police at 407-317-3333, or an administrator at any OTC campus locations, who can assist with requesting non-emergency law enforcement services; or

Report a crime anonymously by submitting a tip using FortifyFL Suspicious Activity Reporting App or
<https://getfortifyfl.com/Tip.html>

Rideshare Safety



Ask the driver their name and ask for the name of the passenger they are picking up.



Match the license plate number, car make, model, and color to the app.



Make sure the child lock is not engaged.



Never get in the front seat while traveling alone.



Leave the app open to report an emergency immediately (via the app emergency button).



Tap "Share status" in the app to share your driver's name, photo, license plate, and location with a friend or family member.



Don't share your phone number or other contact information with your driver.



When possible, ride with a friend.



Follow your intuition/ trust your instincts. If in danger, call 911 immediately.

Situational Awareness Safety Tips

Prevention efforts can help reduce opportunities for criminal activity. The following is a list of safety tips and general crime prevention information:

- When walking around campus, it is a safe practice in the company of another friend or acquaintance.
- Explore the campus in daylight to become aware of the surroundings. This will provide orientation when walking at night.
- If walking to a vehicle, consider keeping your keys in hand and ready to use.
- Avoid walking around while using electronic devices (e.g., cell phone iPod, etc.); this can distract nearby activity.
- Avoid walking with your arms and hands full. Consider using a backpack, purse, or carry a bag that can be dropped or thrown if necessary.
- When suspicious of being followed, walk, or run to an occupied area where people are present.
- If observing something that looks suspicious, contact OCPS Security or an OTC employee and explain the situation.
- Keep a phone in hand and have 911 on "speed dial" for emergencies.

Lost and Found:

Lost and found articles should be promptly reported to the Administrative Dean. Orange Technical College cannot reimburse the cost of any items that students lose. It is not advised to bring any personal items to campus. Any valuables in a vehicle should be kept locked, out of sight, or in the trunk at all times. Each individual is responsible for their belongings.



Drug-Free Schools & Community Act



Drug - Free Schools & Communities Act: *Drug and Alcohol Abuse Prevention Program (DAAPP)*

2022-2024

Orange Technical College • Orange County Public Schools

Drug, Alcohol, & Substance Abuse Policy

Florida State Law and Board Policy JICH "Drug and Alcohol Use by Students" indicates "the unlawful use, possession, or sale of controlled substances, as defined in Chapter 893, Florida Statutes. Further, this policy indicates alcohol by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school (such as suspension and/or expulsion) and may also result in criminal penalties being imposed. In addition, penalties for those who violate school standards on campus or 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.

Students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) are advised of the health risks for those who abuse alcohol or drugs Federal legislation. OCPS Drug-Free Workplace Policy (GBEC) states, "no employee shall use, possess, manufacture, distribute, or be under the influence of controlled substances or alcohol while on duty or on property owned or operated by the Board, except when he/she is using a controlled substance in conformance with the instructions of a physician. Possession of a controlled substance or alcohol while on duty may result in a recommendation to terminate the employee."

Compliance with Drug-Free Schools and Communities Act

Following the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA), the Department of Education Requirements (34 CFR § 86.100) provides guidelines for the college to construct, prepare, distribute and inform the college community regarding drugs and alcohol. The guide developed is entitled The Drug Abuse and Alcohol Prevention Program Guide (DAAPP). Contained within the DAAPP are essential elements necessary to the compliance requirements of the DFSCA. The DAAPP is also constructed as a helpful instrument for reference to include the following:

- I. Standards of conduct that clearly prohibit, at a minimum, the unlawful possessions, use, or distribution of illicit drugs and alcohol by students and employees;
- II. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs or alcohol;
- III. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

IV. A list of any drug and alcohol programs (counseling, treatment, or rehabilitation or re-entry) that are available to employees or students; and

V. 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.

OTC Leadership, including the Senior Director/Assistant Director/ Deans, oversees the handling of any discipline or sanctions resulting from violations of OCPS policies, the OCPS Code of Student Conduct (JIC), and the OTC Catalog. The Office of Professional Standards enforces and recommends discipline or sanctions for employee violations related to the OCPS Drug-Free Workplace Policy (GBEC) to school leadership. OCPS personnel would refer any state/local law violations to the proper authorities. For the full DAAPP, please visit the OTC Campus Safety Webpage at orangete.ch/campus-safety

Biennial Review

The OTC Biennial Review is a self-assessment and examines the prior two academic years of OTC's Drug and Alcohol Abuse Policy, prevention programming, and associated training provided to the college community for all five OTC locations: Avalon, East, Main, South, and West Campuses. The evaluation aims to adhere to all DFSCA requirements set forth by the Department of Education while providing meaningful training to the college community.

Furthermore, the review will assist the college in determining effectiveness, evaluating the consistency of policy and enforcement, and identifying and implementing any necessary future changes. Moreover, it will allow the college to evolve with the demographic of the college and strengthen programming areas if training does not meet the needs of our student body. Please visit the OTC Campus Safety Webpage at orangete.ch/campus-safety to access the OTC Biennial Review. This publication is available via paper copy to community members who may not have access to email upon request.

**DRUG
FREE
IS THE WAY
TO BE**

OCPS/OTC is a smoke-free campus

Drug and Alcohol Prevention Training Summary

Optional online training covering DFCSA primary prevention requirements for alcohol and other drugs is provided to OTC students, faculty, and staff.

Late Fall 2023, during new student orientation and employee onboarding, training is communicated on how to enroll. Once enrolled, it is available for future reference through the Canvas student/employee educational portal.

The college developed its own interactive online training in partnership with OCPS District Police and in collaboration with the Orange County Drug-Free Coalition of Central Florida. This optional online training is entitled "Did You Know, Alcohol and Other Drug Training." The training is research-based and covers a wide range of topics provided in four (4) modules:

- Module one (1): Drug Classification Overview of Schedule One Drugs;
- Module two (2): Alcohol and Tobacco;
- Module three (3) Drug Classification and Associated Drugs; and
- Module Four (4) Awareness and Response

Additional references are accessible within this training, along with a short pre-test and end-of-the-course survey to capture participants' experience.

The "Did You Know, Alcohol and Other Drug Training" includes a pre-test and engaging short videos focusing on schedule one drugs and incorporating interesting facts about substance abuse

and its effects on one's health. It also explains how to recognize someone under the influence, provides recovery resources, and highlights federal, state, and local laws and institutional policies concerning alcohol and illegal substances. The training includes an end-of-course survey to capture participants' understanding, which will help the college improve training based on the needs of our campus community.

Reaching our Campus Community

Optional Training for New and Continuing OTC Students

Late Fall 2023, this training is available to all new and continuing OTC students, including dual-enrolled students. The OTC campus community is informed about this training through ongoing static marketing initiatives and campus announcements during Red Ribbon Week, National Substance Abuse Awareness Month, and the OTC Campus Safety Webpage. During the student sign-up process, a message informs students that they will not receive credit for their participation. This training will be delivered to participants via their institutional email and auto-populate in their Canvas portal.

Optional Training for New and Current OTC Employees

During the onboarding process, the college informs new employees about "Did You Know, Alcohol and Other Drug Training." All OTC employees are automatically provided access to the online training, which is accessible via the Canvas portal. All OTC employees have access to training content throughout the year to support ongoing and continuous education about alcohol and other drugs. "Reasonable Suspicion Online Training for Managers" is online training available to OTC Administrators via Canvas. This is approximately a 2 hours interactive training that is followed by a brief assessment. Several topics are discussed and scenarios are provided to assist employees in understanding how to recognize the signs of substance abuse and addiction on the job. To aid reporting efforts, institutional policy and reporting checklists are included as well as useful links and resources.



DRUG AND ALCOHOL PREVENTION AND CONTINUING EDUCATION

Annual Disclosure Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act. This report's statistics are published following statutory and regulatory guidance provided by the US Department of Education. The statistics reflect the previous three (3) years for all five (5) Orange Technical College Campuses. Crimes included are incidents on an on-campus property reported to the OCPS DP, OCPS Security, CSAs, or local law enforcement. Additionally, the statistics included are the number of people arrested or referred for campus disciplinary action for categories required under the Clery Act, including liquor law, drug abuse, and weapons law violations; as well as Violence Against Women Act (VAWA) Offenses, including Domestic Violence, Dating Violence, and Stalking. Statistical information for certain non-campus buildings or property and public property within or immediately adjacent to and accessible from campus is also reported. The Administrator, Clery Act Compliance, under the OCPS District Police, submits the annual crime statistics published in this report to the US Department of Education (ED). The OCPS DP sends written requests for statistical information yearly to law enforcement agencies providing services to OCPS/OTC locations within their jurisdictions:

- Orlando Police Department (serving Main Campus)
- Winter Park Police Department (serving East Campus)
- Orange County Sheriff's Office (serving Avalon, South, and West Campuses)

The OCPS DP also sends annual requests for statistical information to law enforcement agencies with jurisdiction over other non-campus buildings or properties used by OTC students who travel overnight or

frequently visit and is used in direct support of or in relation to the institution's educational purpose. Crime statistics reported by any of these sources are recorded in the calendar year the crime was reported.

When criminal activity occurs outside of the OCPS DP jurisdiction, the responding local law enforcement agency will follow its procedures to create a police report for each incident. The agency will then, upon the request of OCPS DP, submit its statistics. When this data is received, it is reviewed to ensure no duplications in reporting efforts between OCPS DP and outside reporting agencies. All crime reports and accompanying information collected are evaluated for possible hate crime classification. This is to ensure the incident in question is analyzed to consider all elements of Clery classification. Crimes deemed "unfounded" are determined and classified by sworn law enforcement. Unfounded Crimes are not included in statistics if considered baseless and determined that no offense occurred or attempted.

***OTC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.**

*** OTC does not offer housing for student: therefore, the college is exempt from publishing an Annual Fire Safety Report and creating a policy for reporting missing students.**



Visit the OTC Campus Safety Webpage
orangete.ch/campus-safety

Clery Crime Definitions

Under the Clery Act, definitions are provided by the Federal Bureau of Investigation (FBI's) Uniform Crime Reporting (UCR) Summary Reporting System (SRS). The user manual defines Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations. Fondling, Incest, and Statutory Rape definitions are from the FBI UCR National Incident-Based Reporting System (NIBRS) Data Collection Guidelines. It is based on these definitions that incidences are counted and disclosed within the Annual Security Report.

Clery 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.

Manslaughter by Negligence: 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.

Sex Offenses: Any sexual 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 sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

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.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Motor vehicles that serve the primary purpose of transporting a person(s) from one place to another and that meet the UCR definition can include but are not limited to trail bikes, mopeds, and motorized wheelchairs.

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, etc.

Arrest & referrals for Disciplinary Action: Under the Clery Act, institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug abuse violations, and weapon law violations.

- **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 violations of state and local laws relating to the unlawful possession, distribution, sale, use, transportation, importation, cultivation, and/or manufacturing of any controlled drug or narcotic substance and the equipment or devices utilized in the preparation and/or use.
- **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.

Hate Crime:

Although there are many possible categories of bias, only the following categories are reported under the Clery Act. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's disability, ethnicity, gender, gender identity, race, religion, national origin, and sexual orientation it is then also classified as a hate crime.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (Rape, Fondling, Incest, and Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Theft, Simple Assault, Intimidation, and Destruction/Damage/ Vandalism of Property.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias.

Additional Hate Crimes:

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction, damage or Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offenses:

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.

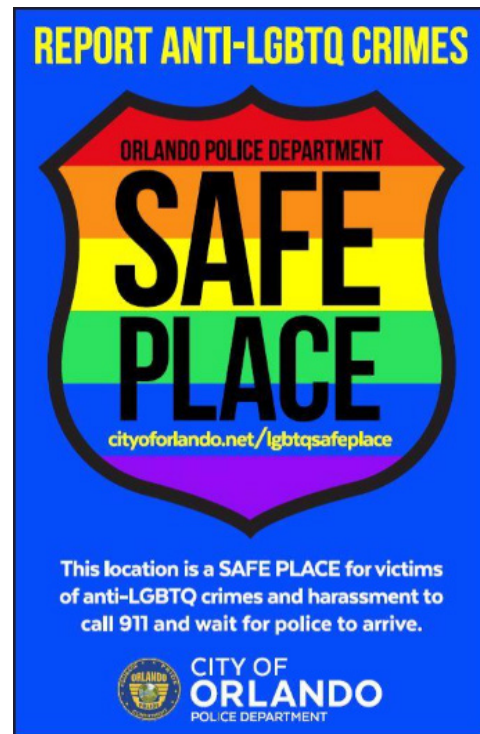
Domestic Violence: A felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; by 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; 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 the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in the course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

- **Course of conduct:** two or more acts, including, but not limited to, acts in 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.
- **Substantial emotional distress:** significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person:** means a reasonable person under similar circumstances and with similar identities to the victim.

**Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.*

Orange Technical College prohibits acts of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act.



LGBTQ Safe Place

Through the Safe Place Initiative through Orlando Police Department (OPD), the Main OTC Campus has become a location to seek support and report Anti-LGBTQ crimes.

The City of Orlando and the Orlando Police Department (OPD) are committed to the safety of all Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) OTC community members. The mission of the OPD Safe Place Initiative is to provide the LGBTQ community with accessible places and information throughout the city they can turn to if they are the victims of crime.

Anyone who seeks solace in a Safe Place location can be assured that police will promptly be called if they are the victim of a crime. In addition to the 911 police response to these incidents, OPD has an LGBTQ liaison officer, Sergeant Amanda White. Sergeant White has built partnerships within the LGBTQ community and is a resource for any questions or concerns that our OTC community members may have. For more information, please visit, <http://www.cityoforlando.net/police/lgbtqsafespace/>

Orange Technical College Crime Statistics

Avalon	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
Manslaughter by Negligence	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									
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	1	0	0	0	0	0
Arrests and Disciplinary Referrals									
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

OC=	On-Campus Property
NC=	Non Campus Property
PP=	Public Property

Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.

*Hate Crimes: there were no "0" reported Hate Crimes for 2020, 2021 or 2022.

*Unfounded: There were no "0" unfounded crimes in 2020, 2021 or 2022.

- OTC received all 2022 statistics for all five (5)-college campuses from the following local agencies: Orlando Police Department, Winter Park Police Department, and Orange County Sheriff's Office.

Orange Technical College Crime Statistics

East	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
Manslaughter by Negligence	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	1	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									
Domestic Violence	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	1	0	1	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests and Disciplinary Referrals									
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	1	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.

*Hate Crimes: there were no "0" reported Hate Crimes for 2020, 2021 or 2022.

*Unfounded: There were no "0" unfounded crimes in 2020, 2021 or 2022.

- OTC received all 2022 statistics for all five (5)-college campuses from the following local agencies: Orlando Police Department, Winter Park Police Department, and Orange County Sheriff's Office.

OC=	On Campus Property
NC=	Non Campus Property
PP=	Public Property

Orange Technical College Crime Statistics

Main	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
Manslaughter by Negligence	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	1	0	0	1	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	2
Burglary	0	0	0	0	0	0	1	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									
Domestic Violence	0	0	0	0	0	0	0	0	2
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests and Disciplinary Referrals									
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.

*Hate Crimes: there were no "0" reported Hate Crimes for 2020, 2021 or 2022.

*Unfounded: There were no "0" unfounded crimes in 2020, 2021 or 2022.

- OTC received all 2022 statistics for all five (5)-college campuses from the following local agencies: Orlando Police Department, Winter Park Police Department, and Orange County Sheriff's Office.

OC=	On-Campus Property
NC=	Non Campus Property
PP=	Public Property

Orange Technical College Crime Statistics

South	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
Manslaughter by Negligence	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	1
Aggravated Assault	0	0	0	0	0	1	0	0	1
Burglary	0	0	0	1	0	0	1	0	0
Motor Vehicle Theft	2	0	0	1	0	0	3	0	0
Arson	0	0	0	0	0	0	0	0	0
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
Arrests and Disciplinary Referrals									
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.

*Hate Crimes: there were no "0" reported Hate Crimes for 2020, 2021 or 2022.

*Unfounded: There were no "0" unfounded crimes in 2020, 2021 or 2022.

- OTC received all 2022 statistics for all five (5)-college campuses from the following local agencies: Orlando Police Department, Winter Park Police Department, and Orange County Sheriff's Office.

OC=	On-Campus Property
NC=	Non Campus Property
PP=	Public Property

Orange Technical College Crime Statistics

West	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
Manslaughter by Negligence	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	1	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									
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
Arrests and Disciplinary Referrals									
Arrests: Weapons: Carrying, Possessing, etc.	1	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrest: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

Orange Technical College does not provide housing for students. Therefore, the college is exempt from publishing an Annual Fire Safety Report and exempt from creating a policy for reporting missing students.

*Hate Crimes: there were no "0" reported Hate Crimes for 2020, 2021 or 2022.

*Unfounded: There were no "0" unfounded crimes in 2020, 2021 or 2022.

- OTC received all 2022 statistics for all five (5)-college campuses from the following local agencies: Orlando Police Department, Winter Park Police Department, and Orange County Sheriff's Office.

OC=	On-Campus Property
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PP=	Public Property

The Violence Against Women Reauthorization Act of 2013 (VAWA)

Policy Adherence

OTC follows guidelines established under the School Board policy JB, Equal Educational Opportunities, and the Code of Student Conduct for such complaints. Questions regarding complaints of sexual harassment should be directed to the District Title IX Coordinator/EEO Officer or school-based Title IX Coordinator. School Board policies and procedures surrounding student and employee complaints referencing sexual misconduct provide guidelines for campus administration.

Orange Technical College (OTC) does not discriminate based on sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be a form of sex-based discrimination and prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. School Board Policy JB -Equal Education Opportunities informs members of the community of the Title IX Grievance Process which addresses allegation of sexual misconduct, address domestic violence, dating violence, stalking, and sexual assault; whether the incident occurs on or off-campus and when it is reported to a School Board Official.

OTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintaining a campus environment emphasizing the dignity and worth of all members of the School Board community. Along with statutory definitions, the prohibition statement is part of the ongoing messaging provided in prevention programs offered at the college.

For additional information and complete copy of the Title IX Process visit:
School Board Policy JB -Equal Education Opportunities

Written Notification: Resources for Victims of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Following an allegation of dating violence, domestic violence, sexual assault, or stalking, OTC will provide the OTC Written Notification Guide to students and employees in their time of need. An annual notification is sent to all active students and employees to ensure awareness of services and resources. The Written Notification Guide offers help to report an alleged offense. The guidance includes notification of the victim's opportunity to be assisted by campus authorities if the victim chooses to notify proper law enforcement authorities. This includes on-campus and local police and the option to decline to notify such authorities if the victim decides. The college is mindful that making a report can be challenging; as a result, it is communicated in writing that our institution will protect the victim's identity from public disclosure. Further, the rights of victims and the institution's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution are outlined.

The Written Notification Guide includes mental health services, counseling, medical, victim advocacy, student financial aid information, legal assistance, and visa & immigration assistance. In addition, this guide outlines accommodations to academic situations, transportation, working situation, and protective measures, highlighting outside services available within the local community and information surrounding the importance of preserving evidence. Due to the college not having student housing, the college cannot provide living situations accommodations. However, it refers individuals to local agencies to assist.

For a list of contacts, refer to the last page of this publication or visit the OTC website under Campus Safety.

State of Florida Statutes

Consent

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.

Rape and sexual assault are called "Sexual Battery" under Florida criminal law. section 794.011, Florida Statutes.

State of Florida Statutes

Fla. Stat. § 794.011 Sexual battery

(1) As used in this chapter:

- (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.
- (b) "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.
- (c) "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.
- (d) "Offender" means a person accused of a sexual offense in violation of a provision of this chapter.
- (e) "Physically helpless" means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act. (f) "Retaliation" includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
- (g) "Serious personal injury" means great bodily harm or pain, permanent disability, or permanent disfigurement.
- (h) "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.
- (i) "Victim" means a person who has been the object of a sexual offense.
- (j) "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 commit sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than years of age commits a capital felony, punishable as provided in §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.

(3) 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.

(4) (a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(d) A person commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), and such person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a lewd act under s. 800.04 or s. 847.0135(5);
2. Section 787.01(3)(a)2. or 3.;
3. Section 787.02(3)(a)2. or 3.;
4. Section 800.04;
5. Section 825.1025;
6. Section 847.0135(5); or
7. This chapter, excluding subsection (10) of this section.

(e) The following circumstances apply to paragraphs (a)-(d):

1. The victim is physically helpless to resist.
2. 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.
3. 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 offender has the ability to execute the threat in the future.
4. 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 that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or

correctional probation officer as defined in s. 943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under 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.

(5)(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older, without that person's consent, and in the process 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.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process 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.

(d) A person commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury and the person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a lewd act under s. 800.04 or s. 847.0135(5);
2. Section 787.01(3)(a)2. or 3.;
3. Section 787.02(3)(a)2. or 3.;
4. Section 800.04;
5. Section 825.1025;
6. Section 847.0135(5); or
7. This chapter, excluding subsection (10) of this section.

(6) (a) The offenses described in paragraphs (5)(a)-(c) are included in any sexual battery offense charged under subsection (3).

(b) The offense described in paragraph (5)(a) is included in an offense charged under paragraph (4)(a).

(c) The offense described in paragraph (5)(b) is included in an offense charged under paragraph (4)(b).

(d) The offense described in paragraph (5)(c) is included in an offense charged under paragraph (4)(c).

(e) The offense described in paragraph (5)(d) is included in an offense charged under paragraph (4)(d).

(7) 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."

(8) 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: (a) Solicits that person to engage in any act which would constitute sexual battery under paragraph (1)(h) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(b) Engages in any act with that person while the person is 12 years of age or older but younger than 18 years of age which constitutes sexual battery under paragraph (1)(h) commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, or

(c) 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 (1)(h), or in an attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony, punishable pursuant to subsection (2).

(9) For prosecution under paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) which involves an offense committed under any of the circumstances listed in subparagraph (4)(e)7., 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) A person who falsely accuses a person listed in subparagraph (4)(e) 7. or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) commits 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

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

(2) 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;

b) 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;

d) 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; of 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.

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

(4) 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).

(5) 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.

(6) 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, 775.084, or chapter 921, the mandatory minimum term of imprisonment under this section must be imposed. If 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.

(7) 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 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

(1) 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.

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

b) 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

(1) 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. 775.084. 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.

(2) 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.

(3) The victim’s prior sexual conduct is not a relevant issue in a prosecution under this section.

(4) 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.

Fla. Stat. § 741.28

Domestic violence; definitions. As used in § 741.28-741.31

(1) “Department” means the Florida Department of Law Enforcement.

(2) “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.

(3) “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.

(4) “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.

Fla. Stat. § 784.046 (1) (d)

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.

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.

Code of Student Conduct

Disciplinary Response Code Overview

The School Board of Orange County, Florida (Board) Policy **JIC, Code of Student Conduct**, in addition to **Section 1006.07, Florida Statutes**, requires the adoption of a Code of Student Conduct (Code). Orange County Public Schools (OCPS) has developed the Code to help students, parents/guardians, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. The Code of Student Conduct and OTC Catalog applies to all OTC students, including dual-enrolled students participating in OTC programs.

Each OCPS student must obey OCPS rules and the Code:

- While on school grounds;
- While being transported to or from school at public expense;
- During school-sponsored events, such as field trips, athletic functions, and similar activities; and
- If appropriate, any other area is permitted by Florida Statutes and/or State Board of Education Rules.

Dual Enrollment/Postsecondary Notification Students who participate in a dual-enrollment program are subject to both the OCPS Code and the participating postsecondary institution's Code of Student Conduct and OTC Catalog. Any disciplinary offenses that occur on an OCPS campus will be reported to the participating postsecondary school where the student is dual-enrolled and may result in the student being excused from the program. In addition, any disciplinary offenses that occur on the postsecondary institution's campus will be reported to OCPS for further investigation. Students who commit a verified Level IV offense pursuant to the OCPS Code may be unable to complete their dual-enrollment program.

Schools may also have the authority to discipline students for acts near or related to the school or when a student's conduct may harm the health, safety, or welfare of the student, of other students, of the school, or of school personnel. In addition, while students may be disciplined for offenses according to the responses outlined in the Code, please be aware that there could be additional consequences through law enforcement for acts that violate the law.

Student disciplinary offenses and the responses to them are divided into four (4) levels. Each level represents progressively more serious offenses, and responses to them become progressively more severe. Some offenses require consultation with law enforcement if the offense is deemed to be a violation of state or federal laws. For additional information please see the **OCPS Code**.

School Environment Safety Incident Report (SESIR)

Florida Administrative Code Rule 6A-1.0017 requires school districts to correctly code data used to report incidents that are against the law or represent serious breaches of the Code of Student Conduct. This includes those incidents considered severe enough to require the involvement of a School Resource Officer "SRO" or incidents to be "Reported to Law Enforcement." Those incidents that are required to be reported to SESIR and/or Law Enforcement are identified in the Code of Student Conduct with the three-letter code identifying SESIR incidents. When multiple incidents occur at the same time and place, the incident that caused the most injury or

the highest loss of property or monetary cost should be the one reported. Any related elements to the SESIR incident must be reported. A related element includes those specified in **Florida Administrative Code Rule 6A-1.0017(8)**: alcohol, bullying, drug, gang, hate crime, hazing, injury, vaping, and weapon(s). "Reported to Law Enforcement" means that an official action was taken by a School Resource Officer (SRO) or a local law enforcement officer such as: a case number was assigned, a report was filed, an affidavit was filed, a civil citation was issued, an investigation was conducted and found to be an incident reportable to SESIR, or an arrest was made.

Safety In Private Spaces Act

Pursuant to Section 553.865(9)(a), Florida Statutes, each educational institution shall, within its code of student conduct, establish disciplinary procedures for any student who willfully enters, for a purpose other than those listed below: a restroom or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by any instructional personnel as described in **Section 1012.01(2), Florida Statutes**, administrative personnel as described in **Section 1012.01(3), Florida Statutes**, or a safe-school officer as described in **Section 1006.12(1)-(4), Florida Statutes**; or for a postsecondary educational institution or facility, any administrative personnel, faculty member, security personnel, or law enforcement personnel.

For purposes of this section, pursuant to **Section 553.865(6), Florida Statutes**, "a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- (a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- (b) For law enforcement or governmental regulatory purposes;
- (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex."

The following definitions apply pursuant to **Section 553.865(3), Florida Statutes**:

- "Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room."
- "Educational institution" means a K-12 educational institution or facility or a postsecondary educational institution or facility."
- "Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs."
- "Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm."
- "Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom."
- "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth."

Code of Student Conduct Continued

- "Unisex changing facility" means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use."
- "Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use."
- "Water closet" means a toilet or urinal.

Violations of the policy will result in disciplinary action pursuant to the **OCPS Code**.



Understanding Title IX

Scope of Title IX

Title IX's primary function is to protect individuals from discrimination based on sex in education programs or activities that receive federal financial assistance. To determine if allegations fall within the scope of Title IX, schools must determine the following:

- Do the allegations meet the definition of sexual harassment even if proved, as defined in Title IX;
- Did the conduct occur in an OCPs education program or activity; and
- Did the allegations occur against a person in the United States.

The scope of liability extends to any student organization that postsecondary institutions officially recognize. Under Title IX, any person may report sex discrimination at any time.

A school's education program or activity includes locations, events, or circumstances over which OTC exercised substantial control over both the respondent, and the context in which the sexual harassment occurred.

If the allegation(s) falls within the scope of Title IX, the complaint will follow the Title IX grievance process. Sexual harassment means conduct based on sex that satisfies one or more of the following:

- (a) An OCPs employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- (c) Sexual assault as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

Reporting Sexual Harassment

Any person may report sexual harassment regardless of whether the reporting person is the alleged victim of the conduct. These reports may be made at any time, including non-business hours, or can be made in person, by mail, telephone, or electronic mail, using the contact information for the District Title IX Coordinator or school-based Title IX Coordinator. Any person with knowledge of sexual harassment is strongly encouraged to report the incident(s).

Reports should be made as soon as possible after the alleged incident, as a formal complaint must be filed within ten (10) school days. OTC is responsible for responding to complaints once it has notice even if notice is not received within the aforementioned time frame.

All OCPs employees must report, in writing, any allegations of sexual harassment. OTC is obligated to respond when any OTC Title IX Coordinator or official with authority to institute corrective measures has knowledge of allegations of sexual harassment.

Response to Knowledge of Sexual Harassment

OTC must respond to the knowledge of sexual harassment in OTC's education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.

Upon knowledge of about sexual harassment, the school-based Title IX Coordinator must:

1. Contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes concerning supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain the process of filing a formal complaint.

If the alleged sexual harassment might constitute a crime, the school-based Title IX Coordinator shall immediately report the matter to the School Resource Officer or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

When an OCPs employee is the respondent, the school-based Title IX Coordinator or school administrator shall notify OCPs Professional Standards immediately. Professional Standards may issue disciplinary action consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment.

Formal Complaints of Sexual Harassment

Formal complaints may be filed by a complainant or signed by the school-based Title IX Coordinator. At the time of filing, the complainant must be participating in or attempting to participate in an OTC education program or activity.

Once a formal complaint has been filed, the school-based Title IX Coordinator will determine if:

1. The allegation(s) in the complaint meets the definition of sexual harassment;
2. The conduct occurred in an OTC education program or activity; and
3. The allegation(s) occurred against a person in the United States.

OTC must follow the Title IX grievance process if each of these requirements are met. If any of the requirements are not met, the formal complaint will be dismissed. The matter may be referred to the administration to investigate pursuant to the OCPs Code of Student Conduct. OTC must provide written notice within two (2) school days of the allegation(s) to all known parties upon receipt of a formal complaint.

Students Rights and Responsibilities

Although OTC strongly encourages all community members to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. The victim has the right to decline involvement with the police. OTC will assist any victim by notifying local police if they so desire. The OCPs District Police works with the other partner agencies to investigate crimes when deemed appropriate.

Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, telephone, or electronic mail, contacting the District Title IX Coordinator or school-based Title IX Coordinator. Reports may be made at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident(s).

OTC will provide resources both on-campus and off-campus, including 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.

Per School Board Policy JB, Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

In accordance with the Clery Act and the Violence Against Women Act, the remaining sections will use the term "victim" synonymously to "complainant."

The procedures below are intended to afford a prompt response to allegations of sexual assault, domestic or dating violence, and stalking, maintain confidentiality and fairness consistent with applicable legal requirements; and impose appropriate sanctions.

As time passes, evidence may dissipate or become lost or unavailable, thereby making an investigation more difficult to prosecute successfully. Additionally, disciplinary actions or obtaining orders for protection may be adversely impacted. If a victim chooses not to make a complaint regarding an incident, he or she should consider speaking with local law enforcement or the OCPS District Police to preserve evidence if the victim changes her/his mind at a later date.

Further information surrounding the preservation of evidence may assist in proving that the alleged criminal offense occurred and may help obtain a protection order. This information is available in writing within the OTC Written Notification Guide.

If a report of sexual assault, stalking, dating violence, or domestic violence is reported to OTC, the following procedures will be followed:

1. OTC or OCPS District Police will provide a Victim's Rights Booklet and Written Notification Guide.
2. Depending on when the incident is reported (immediate vs. delayed report), provide the victim with access to medical care if needed.
3. Assess the immediate safety needs of the victim.
4. Assist the victim with contacting local police if the victim requests and provide the victim with contact information for the local police department.
5. Provide the victim with referrals to on- and off-campus resources as required.
6. Provide a copy of OTC policies prohibiting sexual misconduct to the victim and inform the victim regarding time frames for inquiry, investigation, and resolution.
7. Inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and inform the victim of the outcome of any administrative hearing that may have taken place.

8. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person who complains of sex-based discrimination or assist in the investigation.

The preponderance of the evidence is the standard of evidence used to determine responsibility, meaning that it there is a greater than fifty-percent chance that claim is true.

Assistance for Victims: Rights and Options

If a victim elects to pursue a criminal complaint, whether the offense occurred on- or off-campus, OTC 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. Information on this process is provided in the OTC Written Notification Guide.

Rights of Student and Employee Victims of Sexual Misconduct

Sexual misconduct is not tolerated at OTC. Reports of sexual violence misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, or stalking, are taken seriously. The following rights are afforded to any OTC 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.** Will be disseminated through Everbridge Mass Notification System utilizing a Campus Safety Notice. The appropriate safety information will be included to share with our community and will not identify a victim by name.
3. **Reporting Options.** OTC encourages victims to file a report so that OTC may investigate and take appropriate action to protect the victim and others from additional misconduct and take appropriate action against the alleged offender. However, ultimately, it is the victim's choice to report her or his victimization. At OTC, there are several offices to report an incident if a victim chooses to do so. Information on this process is provided in the OTC Written Notification Guide.
4. **No Contact or Protective Orders.** OTC honors all protective orders acquired through the court system. Please bring a copy of the court order to an OTC Administrator. The administrator will ensure the process for enforcement takes place. Information on this process is provided in the OTC Written Notification Guide.
5. **Requests for Changes.** A victim may request a change in an academic setting (class or campus), work assignment, or district bus transportation accommodations to be separated from the alleged offender. Such a request will be granted to the greatest extent possible. These requests should be made to the school-based Title IX Coordinator or the District Title IX Coordinator at 445 W. Amelia Street Orlando, FL 32801 at 407-317-3411.
6. **Fair and Impartial Investigation and Resolution.** A victim can expect a fair and just process as a his/her complaint is investigated. For questions, contact the District Title IX Coordinator/ EEO Officer at 445 W. Amelia Street Orlando, FL 32801 at 407-317-3411.
7. **Retaliation Concerns.** Threats, intimidation, and any form of retaliation for making a complaint of sexual misconduct are prohibited by federal law 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 school-based Title IX Coordinator or the District Title IX Coordinator at 445 W Amelia Street Orlando, FL 32801 at 407-317-3411.

8. **Community Resources.** OTC campuses and their surrounding communities offer resources to victims. Please refer to the last few pages of this publication for further information.

Provisions for Victims

Alleged victims of violence or harassment whose cases are handled by OTC have certain rights as outlined in School Board Policy JB. To ensure fairness to victims of acts of violence throughout the disciplinary process, OTC has established the following provisions for victims:

1. A victim 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. A victim shall be notified of the available assistance at OTC.
2. OTC Administration will investigate, including but not limited to interviewing witnesses, reviewing videos, & consulting with the OCPD District Title IX/ EEO Coordinator.
3. A victim may not have her or his irrelevant past conduct, including sexual history, discussed during the investigation.
4. A victim may be provided access to view the charged student's statements during the investigation.
5. A victim shall not be questioned directly by the charged student during the investigation. All questions shall be asked through an OTC Administrator or advisor for Title IX proceedings.
6. A victim may make a "victim 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 violated the Code of Student Conduct.
7. The victim and the charged student will be informed of the outcome of the student conduct review, any outcomes, and appeal process concurrently in writing, after committing to protect the confidentiality for all persons involved as outlined in the Family Educational Rights and Privacy Act. The victim must be informed of the outcome of the investigation and 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 regarding the alleged offense and any sanction imposed against the accused. If the alleged victim of such crime or other crime offense is deceased due to such crime or offense, the next of kin shall be treated as the alleged victim for purposes of this paragraph. OTC will provide the written determination of the hearing, appeal outcomes, and any changes to the result before it becomes final to the victim.
8. A victim will be given periodic status updates throughout the investigation.

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 college determines 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. **Investigation.** You have the right to a prompt, fair, and impartial investigation of the final result of the complaint against you, including an opportunity to present witnesses and 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 there is a greater than fifty-percent chance that the claim is true. 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, OTC may change a class assignment or working relationship or issue a campus protective order to separate the complainant and alleviate the situation to the greatest extent possible.
4. **Sanctions.** You have the right to know the potential sanctions that may be imposed if you are found responsible for violating the Title IX sexual harassment policy. Those possible sanctions include parent contact, counseling, and direction, expulsion from school, restorative practice, PASS, suspension from school, referral to intervention program, expulsion from a bus, assignment to an alternative school, removal from extracurricular activities, referral to mental health services, schedule change, safety plan, no contact contract, and SAFE/guidance referral or employment termination.
5. **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 outcome.

When a Student is the Accused

The following provisions are designed to provide a fair process for both parties while also ensuring victims' protections under Title IX's.

As a public institution, OTC must provide due process to students accused of violent conduct, dangerous behavior, sexual misconduct, dating violence, domestic violence, and/or stalking. OTC administration can proceed with a disciplinary action without the alleged victim's consent. However, the victim may choose how to proceed within the student conduct process. This approach is made as a proactive measure if the alleged behavior puts others in reasonable fear of physical harm. Or creates a hostile environment in which others cannot conduct or participate in work, education, research, or other activities, or otherwise adversely affects the accused student's suitability as a member of OTC community.

When an Employee is the Accused

Allegations of a Title IX violation are received by the district primarily one of four ways to include: Reporting to EEO Officer, District Whistle Blower at 407-317-3976, Professional Standards Office (PSO), or Work Site Administration. Once the initial allegation is received, it will go to the Title IX Coordinator/ EEO Officer for review the matter will be referred to the District Title IX Coordinator/EEO Officer will conduct an initial investigation. If the investigation yields a confirmed finding of a violation, the matter will be sent to PSO for a misconduct investigation. If it does not meet the criteria, the officer will send the allegation to be reviewed by PSO for possible misconduct.

The PSO reviews the case and gathers further evidence where needed. If necessary, PSO will conduct an interview with the employee. As this meeting may result in discipline, the employee is entitled to representation during this meeting. If a violation of policy is confirmed by PSO, disciplinary action

may be issued that is consistent with any applicable collective bargaining agreement provision or statutory provisions to resolve in an allegation of a violation of Title IX. Disciplinary Action would include: verbal coaching, written directives (not disciplinary in nature), written reprimand, suspension or termination. The PSO will follow the applicable timelines as prescribed in the Collective Bargaining Agreement and statutes regarding employee disciplinary hearings. The PSO department is responsible for conducting all investigations of misconduct where an employee is the accused, and is the only department that is authorized to issue discipline.

If PSO reviews the case and determines that no policy violation occurred, the case is closed with the finding of “unconfirmed” and the employee is notified of the findings.

Grievance Process for Students

In response to a formal complaint, OTC will follow a specified grievance process.

The school-based Title IX Coordinator/Investigator will begin an investigation upon receiving a formal complaint. The investigation will include interviewing the complainant and respondent separately and gathering relevant evidence. Written notice for investigative interviews will be sent at least two (2) school days before the interview.

Both parties will be given an equal opportunity to inspect and review the relevant evidence obtained as part of the investigation.

After the investigation, the school-based Title IX Coordinator/Investigator will create and send an investigative report to all parties and identified advisors. Reports are required to be received within ten (10) days before a hearing for their review and written response.

After the investigation, a live hearing with cross-examination will be provided by OTC. Notice for any hearings will be sent at least ten (10) school days before the hearing. The hearings will occur with all parties at the same geographical location unless a party requests the hearing to be in separate rooms with technology, enabling all parties to see and hear one another. All parties must have an advisor to conduct a cross-examination on their behalf. Each advisor can ask any party and witness relevant questions and follow-up questions, including questions challenging credibility. Cross-examination is conducted directly, orally, and in real-time. The relevance of all questions will be determined by the Hearing Officer.

Parties will have access to all evidence at any hearings and be given the opportunity to refer to such evidence. All evidence will be made available at the hearing for parties' inspection and review.

Written Determination

The written determination process pertains to all adult OTC students and follows the below process. For dual-enrolled students the written determination follows the Student Code of Conduct.

After the grievance process, the hearing officer will apply the preponderance of the evidence standard to reach a determination. Under the preponderance of the evidence standard, an allegation would be substantiated as a violation under Title IX if there is greater than a fifty-percent chance that the claim is true.

The hearing officer will issue a written determination to the parties simultaneously within three (3) school days. The written determination will list any disciplinary sanctions imposed on the respondent.

Parties have the opportunity to appeal a written determination within two (2) school days of issuance. Requests for appeal should be sent to the hearing officer. OTC will notify the other party in writing when an appeal is filed.

Sanctions and Remedies

OTC will follow a specified grievance process before imposing any disciplinary sanction against a respondent and provide a range of the possible disciplinary sanctions and remedies that may be implemented.

Injunctions

OTC complies with Florida law in recognizing orders of protection, which are called injunctions in Florida. The type of injunction differs based on the nature of the threat and the victim's relationship to the abuser. Injunctions are issued throughout the State of Florida. Information on this process is provided in the OTC Written Notification Guide.

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.

Domestic Violence Injunctions

An incident of violence where the perpetrator is your: spouse, former spouse, or if they are related to you by blood, living with you or have lived with you in the past, or is the other parent of your child(ren) whether you have been married or lived together; you may file a Domestic Violence Injunction.

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 (6) 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. To receive an injunction, you must have reported the sexual violence to law enforcement and be cooperating in any resulting criminal proceeding.

Stalking Injunctions

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

Please refer to the Orange County Clerk of Court webpage for more information on the types of injunctions and the requirements for filing <http://www.myorangeclerk.com/>.

Order of Protection

Any person who obtains an order of protection from Florida or any U.S. state should provide a copy to the District Title IX Coordinator and school administration. A victim may then meet with Police and/or a victim advocate to develop a safety action plan. 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.

OTC cannot apply for a legal order of protection (injunction) for a victim from the applicable jurisdiction(s). The victim is encouraged to utilize services provided and may obtain assistance from the OCPS District Police or another local law enforcement agency or go directly to the Orange County Courthouse located at 425 N. Orange Avenue Orlando, FL 32801 407- 836-2000. Hours of operation are Monday through Friday from 7:30 am to 4:00 pm. *holidays observed.

Students and employees should contact the District Title IX Coordinator at 445 W. Amelia Street Orlando 32801, 407-317-3411 to report incidents of sexual assault, domestic violence, dating violence, and/or stalking. Victims of dating violence, domestic violence, sexual assault, or stalking in need of an emergency injunction after hours, contact your local police department or, if on-campus, the OCPS District Police.

OTC may issue an institutional no-contact order if deemed appropriate or at the victim's request or at the accused's request. OTC will work cooperatively with the victim's consent 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.

Confidentiality

Personally 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, all publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without the inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain any accommodations or protective measures provided to the victim as confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Advisors

Parties may have one (1) advisor of their choosing, who may be, but is not required to be, an attorney. Parties must have an advisor conduct a cross-examination at the hearing on their behalf. If a party does not have an advisor, the party must request an advisor from OTC five (5) school days before a hearing. OTC must provide an advisor to the party without fee or charge.

***See School Board Policy JB: Equal Educational Opportunities for the complete Title IX Grievance Policy**

Training

All Title IX personnel are trained annually. School-based Title IX Coordinators/Investigators, hearing officers, and appeals decision-makers are trained on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation, the grievance process, including hearings and appeals, and how to serve impartially, including by avoiding pre-judgment of the facts, conflicts of interests, and bias. Hearing officers receive training on the technology used at live hearings and the relevance of questions and evidence. The school-based Title IX Coordinators/Investigators receive training on relevant issues to create an investigative report that fairly summarizes the evidence and the proper procedures for sending the investigative report.

All training materials are publicly available on the OCPS website.

Adjudication of Violations

Participants from each OTC campus are designated and identified by OTC executive leadership to assist with adjudication efforts, including Title IX Coordinators and other administration from various departments.

Designees of the college are required to complete training entitled "Title IX Compliance for Schools: A training for Orange County Technical College Title IX Coordinators/ Investigators." This interactive Online training is provided annually, discusses various topics and trains on the definition of sexual harassment, and discusses the intersections of the Clery Act with institutional response to incidents of dating violence, domestic violence, sexual assault, and stalking. This course provides OTC Title IX Coordinators and Investigators information on the grievance process including how to conduct an investigation; avoiding conflicts of interest, and bias; key terms and definitions, reporting procedures, written determination, and appeals.

Student Disciplinary Process and Sanctions / Consequences for Dual-Enrolled Secondary Students

The OTC disciplinary process is consistent with the OCPS Code of Student Conduct. It will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser or the accused.

The OTC 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 have trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. Training included conducting an investigation and hearing process that protects the victim's safety and promotes accountability.

Depending on the offense's classification, an accused student may be disciplined following the OCPS Code of Student Conduct. The accused student shall be afforded the procedural safeguards outlined in the OCPS Code of Student Conduct.

Sanctions / Consequences for TITLE IX Offenses

In all cases, investigations that result in a finding that a violation occurred will lead to 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 engaged in repeated misconduct may face suspension. During the suspension, a student may not attend classes and 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; except if the suspension creates an undue hardship of the suspended student regarding considerations that include, but are not limited to, the student's medical needs. An overlay will be placed on a student's record during the period of suspension. Further, a hold will be placed on a student's record for record-keeping purposes while on disciplinary suspension.

A student must complete all assigned educational sanctions before disciplinary suspension; otherwise, the disciplinary suspension will remain in effect.

Disciplinary Expulsion / Consequences

When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence," the Hearing Officer will assign sanctions/ consequences to the alleged offender. In deciding sanctions/ consequences, the Hearing Officer may consult with the appropriate college/district officials. Depending on the offense's classification, an alleged offender may be disciplined under the OCPs Code of Student Conduct. In all cases, investigations that result in a finding more than a violation occurred will lead to disciplinary procedures against the alleged offender.

Sanctions/consequences may include expulsion, with or without continuing educational services, from the alleged offender's regular school for not less than one (1) full year; referral to the criminal justice or juvenile justice system; no contact contract; and/or trespass issuance off-campus. If expelled, the alleged offender will no longer have the opportunity to graduate or re-enroll at OTC in the future. An admission hold will be permanently placed on a student's record.

Educational Sanctions

In conjunction with an administrative sanction, a student found to have violated any of the Code of Student Conduct will be assigned educational sanctions such as, but not limited to, reflective/ research papers, classes/seminars, community service, interviews, etc. If a student has any outstanding educational sanctions after disciplinary probation or suspension, a student's disciplinary probation or suspension status and a hold will remain in effect pending the completion of the educational sanctions.



ON - CAMPUS RESOURCES

Avalon, East, Main, and South business hours are:

7:30 AM – 7:00 PM MTWR and 7:30 AM – 3:30 PM F

*West Campus business hours are:

7:30 AM – 5:30 PM MTWR

7:30 AM – 3:30 PM F

OTC Dean of Students

Avalon 407-281-5155	East 407-622-2900	Main 407-246-7060	South 407-261-6047	West 407-905-2000
Richard Cross Ext. 700-5116	Brian Ursic Ext. 704-2279	Nelson Pinder Ext. 701-4835	Stephen Frisby 407-251-6071	Seth Knight Ext. 703-2012

School-based Title IX Coordinators

Avalon	East	Main	South	West
Josue Raymond Assistant Director Ext. 700-5124	Tamara McKendrick Assistant Director Ext. 704-2945	Michelle Berggren Assistant Director Ext. 200-2930	Matthew Fitzpatrick Assistant Director Ext. 702-6007	Greg Brown Assistant Director Ext. 703-2008

Keshara Cowans,
EEO/Equity Officer and District Title IX Coordinator,
445 W. Amelia Street, Orlando, FL 32801
407-317-3411

Counseling & Mental Health (Confidential Resources)

Guidance and Mental Health Services (Dual Enrollment Students : contact home school SAFE Coordinator) 445 W. Amelia St. Orlando, FL 32801 407-317-3200 Ext. 200-4712	OCPS Employee Assistance Program 407-647-1781	OCPS Employee Professional Standards 445 W. Amelia St. Orlando, FL 32801 407-317-3200 Ext. 200-3239 professionalstandards@ocps.net *Employee use only
Health	Student Visa & Immigration Assistance	Student Financial Aid
OCPS Employee Wellness Program 407-317-3200, Ext. 2929 *Employee use only	407-317-3200, Ext. 200-2607	407-317-3200, Ext. 200-2850

Other Resources

OCPS Community Connect: <https://www.communityconnect.ocps.net/>



OFF - CAMPUS COMMUNITY RESOURCES

Alcohol and Substance Abuse Resources

Better Without It (alcohol & substance abuse prevention education, targeting teens and adults) https://www.betterwithout.it/	Drug and Alcohol Prevention Program Guide (DAAPP or the Biennial Review) orangech.edu/campus-safety
Orange County Drug-Free Coalition Promotes community resources for substance use prevention, intervention, treatment, and recovery 407-836-7335 https://www.orangecountyfl.net/FamiliesHealthSocialSvcs/DrugFree-Coalition.aspx	SAMHSA's National Helpline 800-622-HELP (4357) provides free and confidential information in English and Spanish to individuals and family members dealing with substance abuse and mental health issues. https://www.samhsa.gov/find-help/national-helpline

Anonymous Reporting

FortifyFL Suspicious Activity Reporting App #FORTIFYFL getfortifyfl.com

Counseling & Mental Health

Anxiety Disorders Association of America https://adaa.org	Counseling and Mental Health Mental Health Association of Central Florida 1525 E. Robinson Street Orlando, FL 32801 407-898-0110	Crisis Text Line Text HOME to 741741 anywhere in the US 24/7 support
IMAlive A virtual crisis center that provides a safe place to go during moments of crisis and intense emotional pain. https://www.imalive.org		loveisrespect (National Dating Abuse Helpline) Text LOVEIS to 22522* *Msg&Data Rates apply 1-866-331-9474 Chat at www.loveisrespect.org 24/7 support
Mental Health America (MHA) Call or text 988 or chat 988lifeline.org or www.mhanational.org 24/7 support	National Alliance on Mental Illness (NAMI) Provides support & education surrounding me nami.org	National Suicide Prevention Lifeline 1-800-273-TALK (8255) 24/7 support

Health

Florida Department of Health in Orange County
5151 Raleigh St. B., Orlando, FL 32811
407- 858-1487



OFF - CAMPUS COMMUNITY RESOURCES

Legal Assistance

**Legal Aid Society of Orange County,
Orange County Bar Association**
100 E. Robinson St., Orlando, FL 32801
407-841-8310

**Orange County Courthouse Orders,
Harbor House Office**
(Domestic Violence Office Petition for an
injunction or restraining orders)
425 North Orange Avenue Orlando, FL 312801
407-836-2001

State Attorney's Office
415 North Orange Avenue Orlando, FL 32801
407-836-2400

Other Resources

American Red Cross
407-894-4141
24/7 support

Bullying Hotline
<https://www.stopbullying.gov>

Victim Advocacy & Assistance

Harbor House of Central Florida
(Domestic Violence, Orange County Shelter, Orange County)
PO Box 680748 Orlando, FL 32868
Hotline: 407-886-2856
24/7 support

Victim Service Center of Central Florida
2111 E. Michigan Street, Suite 210, Orlando, FL 32806
407-254-9415 **CRISIS HOTLINE** 407-500-HEAL (4325)
24/7 support

Victim Connect Resource Center
(referral helpline to learn right and options confidentially)
multiple languages available
1-855-4VICTIM (1-855-484-2486)
chat at <https://victimconnect.org>

National Domestic Violence Hotline:
1-800-799-SAFE (7233) or
TTY 1-800-787-3224 En Español.
Chat at <https://www.thehotline.org> or
Text "**START**" to 88788 | 24/7 support

Visa & Immigration Assistance

Legal Aid Society of Orange County, Orange County Bar Association
(Immigration: Adjustment of status, citizenship, VAWA, and other immigration matters)
100 E. Robinson St., Orlando, FL 32801
407-841-8310

Victim Services

Florida Council Against Sexual Violence's (FCASV)

The mission of victim services is to collaborate with and empower organizations and individuals to eliminate violence in our community through advocacy, education, and training.

Utilizing this national resource will route calls to the local crisis center. The Florida Council Against Sexual Violence's (FCASV) website also includes a search for local sexual violence treatment centers.

Considerations for Survivors

Central Florida's local Victim Service Center (VSC) provides free and available 24/7 to members of the community. If you or someone you know has been directly impacted by sexual violence, Survivors can reach an advocate by calling the 24/7 crisis hotline at 407-497-6701. VSC advocates can provide immediate assistance and support to offer particular options and resources assisting with various issues arising from a crime, violence, or abuse with or without a police report. VSC advocates also respond in person to specific locations off-campus on a case-by-case basis. Evidence might be collected in Florida even if you chose not to make a report to law enforcement.

Recommendations for Survivors of Sexual Violence:

- Call the **24/7 HOTLINE at 407-497-6701 or 1-800-956-7273**;
- Address health concerns as soon as possible (advocates can assist with related medical appointments at the local Sexual Assault Treatment Center at 407-254-9475);
- 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 significant evidence even if you delay reporting or disclosing);
- Do not alter/change the scene of the crime;
- Remember that support and assistance are only a phone call away.



**VICTIM SERVICE CENTER
OF CENTRAL FLORIDA**

Victim Services Center of Orange County/ State Certified Sexual Violence Center For Orange County Contact Information

24/7 HOTLINE: 407-500-HEAL

2111 East Michigan Street., Suite 210

Orlando, FL 32806

Main Office: 407-254-9415

Office Hours: Monday-Friday, 8 a.m. to 5 p.m.

victimservicecenter.org

National Resources Sexual Assault Treatment Center

**The Florida Council Against
Sexual Violence's (FCASV)**

[https://www.fcasv.org/find-
your-local-center](https://www.fcasv.org/find-your-local-center)

Hotline Number

1-800-956-7273

***The college does not have an agreement with outside Victim Advocates Agencies and they are not CSAs. Information provided is for education and awareness.**

VSC Services Include

Mental Health	Support groups for victims of crime			Crisis counseling for victims and their families		
Legal Support	Accompaniment during the legal process	Assistance filing for injunctions against repeat violence- sexual violence, dating violence, or domestic violence	Assistance in applying for victim compensation	Forensic evidence collection and medical services to victims of sexual assault within the first five (5) days following the incident	Information about victims' rights and the legal process	Victim advocates will assist with notifying the Police Department if requested by the victim
Safety Planning	Referral to other programs for emergency needs		Safety & Personalized service planning		Public awareness and public education	

Do you know the importance of preserving evidence?

Preserving evidence is critical when proceeding with a criminal investigation. It is essential to know that completing a medical forensic exam is not required to file a police report or report an incident to the institution.

IMPORTANT INFORMATION TO CONSIDER

If you are a victim of sexual assault, please do not bathe, douche, smoke, use the toilet, or clean any area that may contain DNA evidence. To store evidence properly save items you were wearing, sheets, or towels in a paper bag.



**Text messages, records of phone calls, emails, pictures, notes, and gifts can be considered relevant information for a report of sexual assault, dating violence, domestic violence, or stalking*

Emotions are to be expected

Dating violence, domestic violence, sexual assault, and stalking are significant events that can be traumatizing to a victim. Though each person's experience is unique, there are a wide range of emotions that may be felt over the days, weeks, months and even years following a traumatic experience.

These reactions may change over time and it may be helpful to address them with the assistance of a trained counselor or therapist, victim/survivor advocate or even a trusted friend or family member. Please refer to the Off-campus Resources for support.

Possible physical effects may include:

- Pain and soreness
- Injuries
- Nausea
- Vomiting
- Headaches
- Panic attacks
- Sleep pattern disturbances, insomnia or sleeping more than usual
- Loss of appetite or change in eating habits (overeating or under-eating, etc.)

The college will never publicly disclose information related to the victims and other parties. All publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without the inclusion of identifying the victim's personal identity.

Sexual Predators and Jessica Lunsford Act Statement

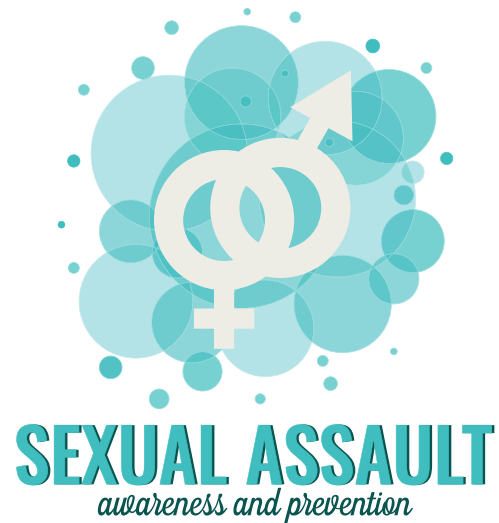
Orange County Public Schools aims to provide a safe working and learning environment for all students and employees. This goal follows the Jessica Lunsford Act's intent. It is an OCPS School Board Policy GBG: Staff Welfare and Protection policy that individuals who have been convicted as a Sexual Predator or Sexual Offender may not enroll in our schools.

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.

For more information or to search for an offender by name, or neighborhood visit <https://offender.fdle.state.fl.us/offender/sops/home.jsf>, or contact the Florida Department of Law Enforcement at:

Enforcement and Investigative Support
Post Office Box 1489 Tallahassee, FL 32302-1489
Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST)
Local: 1-850-410-8572 (M-F 8:00am - 5:00pm, EST)
Email: sexpred@fdle.state.fl.us



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>

Center for Disease Control and Prevention CDC
<https://www.cdc.gov/violenceprevention/index.html>

VAWA Education and Prevention Programs

Optional Training Summary

In addition to the Drug and Alcohol prevention program training that the college offers, OTC students, faculty, and staff are provided online training information regarding the Violence Against Women Act (VAWA) surrounding Dating Violence, Domestic Violence, Stalking, and Sexual Assault. Information about the training is communicated to new students during New Student Orientation. The college acquired SPARC Go, an online training developed by SUNY, entitled “Sexual & Interpersonal Violence Prevention and Response Course.” The college provides this training to support primary prevention and awareness programming for all new and continuing students and employees.

SPARC Go

This online interactive training is broken up into three (3) modules. The information discussed is researched based and identifies various impacts of interpersonal violence and signs of violence to provide awareness around the subject matter to reduce risk. SPARC Go training includes a short quiz after each module to assist the learner in testing their understanding of the material.

- **Module one (1)** talks through various forms of sexual harassment and defines dating violence, domestic violence, stalking, sexual assault, and consent.
- **Module two (2)** goes through several forms of resources such as Title IX, reporting options, and national hotlines for support.
- **Module three (3)** discusses safe ways to be an active bystander and provides external resources to help identify healthy relationships and ways to help end violence. Included within this training are on and off-campus resources, OCPs Code of Student Conduct noting institutional policy prohibiting behaviors of interpersonal violence. Along with disciplinary procedures, explanation of rights and options are resources provided in training.

Sparc Go Training content is available for the OTC community to provide continuing education to keep students informed and safe. All participants will have access to this material throughout the school year for reference purposes.

***OTC is required to offer the option to view the training entitled “SPARC Go.” Additionally, course content is available to current students and employees for continuing education.**

Optional Training for New and Continuing OTC Students

This training is available to all new and continuing OTC students, including dual-enrolled students. The OTC campus community is informed about this training through ongoing static marketing initiatives and campus announcements during National Awareness Months, and is on the OTC Campus Safety Webpage. During the student sign-up process, a message informs students that they will not receive credit for their participation. This training will be delivered to participants via their institutional email and auto-populate in their Canvas portal. Training content is accessible throughout the year for reference purposes to all OTC employees to support ongoing and continuous education surrounding interpersonal violence.

New and Current OTC Employees

Sparc Go Training provided to the student base is shared with OTC employees, entitled “Sexual & Interpersonal Violence Prevention and Response Course.” This optional online training provides primary prevention education to new employees that discuss various impacts of interpersonal violence and signs of violence, providing awareness around the subject matter to reduce risk. Additionally, valuable links and resources capture institutional policy and reporting options. New college employees receive training information during the onboarding process. Awareness of the training material is provided to all OTC employees via their institutional emails and is incorporated within the Canvas portal for employees.

Training content is accessible throughout the year for reference purposes to all OTC employees to support ongoing and continuous education surrounding interpersonal violence.

Disclosure Statements Noted Within Student and Employee Training

Although this training is optional, the content does contain sensitive material involving sexual and interpersonal violence. We understand such programming may be problematic for some viewers. Those that participating in the training will see trigger warnings and resources throughout the program.

VAWA Continuing Education Awareness Campaigns

OTC has developed annual educational campaigns consisting of posters and marketing materials to bring awareness for nationally recognized months including: October, Domestic Violence Awareness Month; January, National Stalking Awareness Month; & Dating Violence Awareness Month; and April National Sexual Assault Awareness Month. In April, the college participates in National Denim Day, a campaign to support survivors and victims and provide education surrounding sexual assault. These National Awareness Months and campaigns provide ongoing awareness and prevention information that corresponds to the training provided by the college.

Learn more about this topic and ways to reduce interpersonal violence by visiting the OTC Campus Safety Web page at orangetechcollege.net/students/campus_safety



Risk Reduction Considerations

Education surrounding risk reduction is designed to decrease perpetration, bystander inaction and increase empowerment for victims. It further promotes safety by helping a person within the community and addressing conditions contributing to violent behavior. The college provides primary prevention programs and ongoing awareness surrounding interpersonal violence, risk reduction, and bystander intervention. According to the Center for Disease Control (CDC), the perpetration risk factors can include individual, relationship, community, societal, and protective factors. Identifiers for perpetration include but not limited to:

- **Individual Risk Factors:** Alcohol and drug use, Aggressive behaviors and acceptance of violent behaviors, and lack of concern for others;
- **Relationship Factors:** Family history of conflict and violence, Emotionally unsupportive family environment; to recognize warning signs of abusive behavior, avoid potential attacks;
- **Community Factors:** Poverty, lack of employment opportunities, and general tolerance of sexual violence within the community; and
- **Societal Factors:** Societal norms that support sexual violence, high levels of crime, and other forms of violence;

Protective Factors for Perpetration include academic achievement, families where caregivers work through conflicts peacefully, and emotional health and connectedness. *For more CDC information and a complete listing of risk factors for perpetration, <https://www.cdc.gov/violenceprevention/sexualviolence/index.html>.

Some risk-reduction strategies include the following:

- Trust your intuition;
- Let a friend or family member know where you will be;
- If you feel threatened on campus or nearby area, look for campus security or call 9-1-1;
- Your voice and your body are your best weapons. Learn practical ways to use them by taking a self-defense class off-campus, and bring a friend with you; and
- Look out for one another.

If you witness misconduct and decide to intervene, do it safely. Violence does not stop violence; call law enforcement if you cannot prevent the action with your words.

Remember, you have options. If we all do one small action, we can create an environment that is intolerant of harmful behavior.

Bystander Intervention and Risk Reduction

We encourage our entire community to be active bystanders and to look out for one another's well-being. Members of the OTC Community can play a role in facilitating safe and favorable options as a bystander and is discussed within the college's primary prevention and ongoing awareness campaigns.

Bystander intervention programs share several components which aim to increase: awareness; a sense of responsibility; perceptions of norms; weighing pros and cons; confidence, skills; and context. A common challenge with increasing bystander participation is that bystanders are often unsure of themselves as responders and unclear whether intervention is unwelcome or needed.

Some bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options, and
- Taking action to intervene.

The college promotes the "See Something, Say Something" campaign to encourage bystander intervention. Another intervention option is seeking assistance from an authority figure, notifying campus security authorities, or calling local law enforcement.

Considerations in Social Situations:

- **Be an active bystander.** Direct, delegate, or distract when you see something potentially harmful;
- **Get clear.** Unambiguous consent for every aspect of sexual activity
- **Stop what is happening.** If someone says no or looks uncomfortable;
- **Ask for clarification.** If there are mixed messages;
- **Communicate.** Boundaries and expectations;
- **Trust your instincts.** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut and get out of the situation;
- **Have a backup plan.** Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable; and
- **Download a rideshare app.** Uber, or another reliable rideshare service.

Considerations when alcohol is involved

- **Keep an eye on your friends.** If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something makes you uncomfortable or worried about their safety.
- **Know what you're drinking.** Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have deceptively high alcohol content. Generally, there is no way to know exactly what was used to create these drinks.
- **Don't leave a drink unattended.** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- **Don't accept drinks from people you don't know or trust.** This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.
- **Check-in with yourself.** You might have heard the expression "know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel.
- **Be aware of sudden changes in the way your body feels.** Do you feel more intoxicated than you should? Some drugs are odorless, colorless, and/or tasteless and can be added to your drink without noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place. If you suspect you or a friend has been drugged, call 911 and be upfront with healthcare professionals so they can administer the proper tests.
- **Ask yourself,** "Would I do this if I was sober?" Alcohol can affect your overall judgment. You wouldn't drive, make medical decisions, or ride a bike while intoxicated.

For further information surrounding bystander intervention, consider reviewing the below off-campus programs recommended by the CDC, which have been evaluated based on their impact on sexual violence behaviors. These programs are considered effective in reducing the risk of sexual violence or related outcomes:

- Coaching Boys into Men; <https://coachescorner.org/>
- Bringing in the bystander;
- Green Dot; and
- The Rape Prevention and Education Program.

* For more CDC information and a complete listing of risk factors for perpetration, <https://www.cdc.gov/violenceprevention/sexualviolence/index.html>.

Like any safety tips, these are not foolproof or a guarantee. Still, we encourage you to consider using in a social situation



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