



Crime Awareness Policies and Procedures

Compu-Med Vocational Careers (CMVC) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act—under Title IV) and the Violence Against Women Act (VAWA—under Title IX).

According to the Reauthorization Act (2013), VAWA amended section 485(f) of the Higher Education Act (HEA—Clery Act), requiring institutions of Higher Education to comply with safety and security-related requirements to participate in Title IV. Final regulations are effective since July 1st, 2015.

Policy Statement About Timely Warnings

Any issue or situation that may arise and could be a threat to our institution and its members will generate a timely warning. This warning will be distributed to prospective students, students, staff, and faculty members through the Compu-Med Newsletter (monthly distribution) and Information Boards located in the lobby, classrooms, and laboratories of both campuses. We will assure that all students and school personnel are alert about this warning via verbal communication. If someone has knowledge related to a timely warning, they should report the issues to the Director of the School or any other Administrative Officer in person or by phone (305-888-2009).

Policies for Preparing the Annual Disclosure of Crime Statistics

The institution prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared with the information received from the local law enforcement agencies surrounding our campuses. This report and School's Policies and Procedures are available to all current employees, students, prospective students, and anyone requesting a copy. A copy of this report can be obtained in the school's administrative offices and on the school's website. Faculty and Staff will also receive this information with their paycheck.

As part of its enrollment procedure, every potential student is informed of the school's conduct policy, as well as its campus security procedures and practices. This information is also reinforced at every orientation session conducted for new students. Students are encouraged to be responsible for their own security and the security of others by promptly reporting any crimes committed on campus of which they become aware. This is

encouraged also for all school personnel, including school employees, faculty, students, prospective students, and any other visitor who becomes witness to a crime.

It is the school's policy to report all crimes committed on campus and public property to local law enforcement officials. Potential students, students, faculty, staff, and all other school employees who are aware of a crime that has been committed on campus should report this crime to school officials, and may do so confidentially. The school has a Title IX coordinator and also employs a professionally trained counselor to whom the student may report such a crime.

Under no circumstances does CMVC tolerate violence of any kind on school premises, including domestic violence, dating violence, sexual assault, and stalking.

Title IX / Jeanne Clery Coordinator Information:

- **Name:** Vanessa McClung
- **Office Phone:** (305) 888-2009
- **Cell Phone:** (786) 208-0248
- **Email:** vmcclung@compumed.edu

Title IX / Jeanne Clery Counselor Information:

- **Name:** Vanessa McClung
- **Office Phone:** (786) 208-0248
- **Cell Phone:** (786) 208-0248
- **Email:** vmcclung@compumed.edu

The Title IX / Jeanne Clery Act Officials have the authority to ask persons for identification (ID) when considered necessary. School Officials do not possess arrest power or have a memorandum of understanding/agreement with local law enforcement agencies; however, they maintain a highly professional working relationship with them. CMVC does not have campus residences; however, School Officials and shopping mall maintenance personnel ensure that school premises, elevators, stairways, and pathways are secure and well-lit for the safety of our students, visitors, staff, and faculty.

Drug and Alcohol-Free Policies & Statutory Enforcement

As required by The Drug-Free Workplace Act of 1988, 34 CFR 668.46(b)(8), and 34 CFR 668.46(b)(9), CMVC maintains a strict Drug and Alcohol-Free environment across all facilities through the following policies:

- **Scope & Standards of Conduct:** The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is strictly prohibited on school premises, within facility grounds, or as part of any institution-sponsored activity. This standard applies to all students, faculty, administrative staff, and visitors. All employees and students must sign and abide by the terms of the Drug-Free Statement upon onboarding or enrollment.
- **Alcoholic Beverages Policy & State Underage Drinking Laws (34 CFR 668.46(b)(8)):** CMVC strictly prohibits the possession, sale, distribution, or consumption of alcoholic beverages on all school property, during school-sponsored activities, and within facility grounds. CMVC fully complies with and enforces State underage drinking laws (including State of Florida statutes regarding underage alcohol possession and supply). Underage possession or consumption of alcohol, as well as providing alcoholic beverages to minors, is illegal and grounds for immediate disciplinary action and referral to local law enforcement.
- **Illegal Drugs Policy & Federal/State Drug Laws (34 CFR 668.46(b)(9)):** The unlawful possession, manufacture, sale, distribution, or use of illegal drugs and controlled substances on school premises or at any institution-sponsored event is strictly prohibited. CMVC rigorously enforces all relevant Federal (Controlled Substances Act) and State drug laws.
- **Institutional & Legal Sanctions:** Any employee or student found in violation of these standards will face immediate internal disciplinary sanctions, up to and including formal reprimand, mandatory rehabilitation, suspension, expulsion (for students), or termination of employment (for employees). Violations of local, State, or Federal drug and alcohol laws will also result in referral to law enforcement agencies for criminal prosecution, which may carry penalties of imprisonment, community service, loss of driver's license, and monetary fines.
- **Health Risks Associated with Substance Abuse:** The abuse of alcohol and illicit drugs carries severe health risks, including physical and psychological dependency, cognitive impairment, liver damage, cardiovascular failure, brain damage, and fatal overdose.
- **Advice & Rehabilitation Resources:** CMVC provides information regarding these health risks and offers referral resources for counseling, treatment, and rehabilitation. Any student or employee suspected of substance abuse will be provided guidance and directed to appropriate local treatment facilities. Continued

abuse or non-compliance with intervention requirements will result in termination or dismissal.

Non-Discriminatory Policy

The school does not discriminate on the basis of sex, race, color, national origin, religious beliefs or political affiliations, in the administration of educational policies, job placement assistance, and any other administered programs.

Primary Prevention and Awareness Program

As part of a prevention and awareness program maintain a safe and non-discriminatory environment as per VAWA and Jeanne Clery Act.

- Giving appropriate guidance and advising on preventive measures.
- Seminars will be provided to educate everyone on how to prevent these crimes.
- Ongoing campaigns will be utilized to reduce the risk of criminal occurrences. These campaigns will consist of information related to dating violence, domestic violence, sexual assaults and stalking, via the school's catalog, brochures, and the website.
- Using available community and professional counseling resources.
- Actualizing hotlines for shelters and any association in the community that could assist and help with any issue related to violence of any kind.

Procedures After Offense Occurs

Any potential students, students, faculty, staff and all other school employees may file a grievance to notify any incident or any crime that happens at the school as follows:

- CMVC shall provide a copy of the grievance for filing and/or reporting a crime.
- The process for processing a crime report should start as soon as any school administrative official or instructor finds out about the issue.
- Once the grievance is filed, CMVC must notify the accuser and the accused at the same time. A meeting that will be held with the counselor and the Title IX coordinator.
- A family member from both parties may be present as they request. At this time, determination of whether or not the allegations are “Unfounded” will be made.

- Confidentiality could be kept if the issue or the crime does not affect the school, school members, or their integrity.
- If confidentiality cannot be kept, we must notify the parties involved that we will proceed to inform to the proper authorities including the Police Department, Title IX, and the Department of Education.
- CMVC investigates the occurrence and solves the problem impartially for both sides. Those assigned with these investigations must be approved by the Title IX coordinator or the School President.
- All reported crimes, documentation, and resolutions will be logged.
- Disciplinary actions should be taken when necessary according with the gravity of the offense.
- Once the investigation process is finished disciplinary actions will be taken.
- Before implementing any disciplinary actions, both parties involved (accuser and accused) must be notified in writing of the sanctions imposed.
- The victim is given the option of changing campuses if it is convenient for him/her.

Resolutions and/or Possible Sanctions

- Probation period with partial suspension from school. No more than 30 days.
- Termination from school.
- After final resolution made both parties must be notified in writing about the decision made.

Appeal Process

All parties have the right to appeal to the decision made by the school in writing. Final process will not exceed 15 days from the date of determination.

Sex Offender Registry

To be in compliance with the “Campus Sex Crimes Prevention Act” of 2000, CMVC provides an electronic link to the Florida Department of Law Enforcement Sex Offender Registry. According to this act, all institutions of higher learning must issue a statement informing the campus community where it can access the state sex offender registry. This act also requires State registered sex offender to report any institution of higher learning in which he/she is employed, carries a vocation, or is a student.

The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do>

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

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.

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide—Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: 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.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury results from an aggravated assault when a gun, knife or any other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

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

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.

Fondling: The touching of the private body parts of another person for the purpose 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: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Destruction/Damage/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.

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.

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual violence includes any one incident of: sexual battery, as defined in Florida Statute Chapter 794; a lewd or lascivious act, as defined in Florida Statute Chapter 800, committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child, as described in Florida Statute Chapter 784; sexual performance by a child, as described in Florida Statute Chapter 827; any other forcible felony wherein a sexual act is committed or attempted regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by the state attorney. (Florida Statute Chapter 794.011)

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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 of another family or household member. A 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. (Florida Statute Chapter 741.28)

Dating Violence: Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

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: a dating relationship must have existed within the past 6 months; the nature of the

relationship must have been characterized by the expectation of affection or sexual involvement between the parties; the frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship. The term does not include violence in a casual acquaintanceship or violence between individuals who have engaged in ordinary fraternization in a business or social context.

Consent: Defined in Florida as “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.” (Florida Statute Chapter 794.011)

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. “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. “Cyber stalk” 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. A person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Florida Statutes 775.082 or 775.083.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking, or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence, or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Reporting sexual assault, dating violence, domestic violence, or stalking

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at a local hospital that will supply a physical evidence recovery collection kit. In Florida evidence may be collected even if you chose not to make a report to law enforcement. A victim's name and identifying information will be withheld from the public and press in accordance with the Florida Public Records Law. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful.

Compumed encourages all members of its community to report violations to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. To report an incident involving a sexual assault, domestic violence, stalking or dating violence, contact:

- **Name:** Vanessa McClung
- **Office Phone:** (305) 888-2009
- **Cell Phone:** (786) 208-0248