

Beacon College-Clery Act Policy Compliance

1.1 Policy Statement Addressing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President of the College or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

2.1 Policy Statement Addressing Preparation of Disclosure of Crime Statistics

The College’s Office of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

3.1 Policy Statement Addressing the Reporting of Criminal Offenses

Contact the Office of Student Services at (352) 787-4616 (non-emergencies), the Main Office at (352) 787-7660, or the Leesburg Police Department at (352) 787-2121.

4.1 Policy Statement Addressing Voluntary Confidential Reporting

The College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Office of Student Services.

5.1 Policy Statement Addressing Limited Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report.

6.1 Policy Statement Addressing Security and Access

During business hours, the college (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees.

7.1 Policy Statement Addressing the Authority of Non-Sworn Public Safety Officers on Campus

All Beacon College employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the College.

8.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Student Services in a timely manner.

9.1 Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities.

10.1 Policy Statement Addressing Security Awareness Programs

During orientation in August and January students are informed of services offered by the Office of Student Services.

11.1 Policy Statement Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the college campus is governed by the Beacon College Alcohol Policy and Florida state law.

12.1 Policy Statement Addressing Substance Abuse Education

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students.

13.1 Policy Statement Addressing Sex Offenses

The College educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall and spring.

1.1 Policy Statement Addressing Timely Warnings

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President of the College or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College’s Alert Emergency Notification System (i.e., text and e-mail messages) to students, faculty, staff and The City of Leesburg. The “timely warning” will be posted on the College’s web page and main phone number: 1-352-787-7660.

Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post a copy of the notice in each residence hall, and on doors of each on-campus building. Anyone with information warranting a timely warning should report the circumstances to the main office:

- Main Office by phone (352) 787-7660, or
- In-person to any Emergency Team Member (Vice President of President)

2.1 Policy Statement Addressing Preparation of Disclosure of Crime Statistics

Policy For Reporting The Annual Disclosure of Crime Statistics

The College’s Office of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college’s web site. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Campus crime, arrest and referral statistics include those reported to the Office of Student Services, designated campus officials (including but not limited to vice presidents, directors, department heads, counseling, advisors to students and student organizations, and local law enforcement agencies). The mental health care providers inform student - clients of the procedures to report crime to the College’s Office of Student Services, or local law enforcement on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year all enrolled students receive notification that provides the web site to access this report. Faculty and staff receive similar notification in their orientation. Copies of the report may also be obtained at the College’s Office of Student Services, or by calling (352) 787-4616. All prospective employees may obtain a copy from Student Services or by calling (352) 787-4616.

3.1 Policy Statement Addressing the Reporting of Criminal Offenses To Report a Crime:

Contact the Office of Student Services at (352) 787-4616 (non-emergencies), the Main Office at (352) 787-7660, or the Leesburg Police Department at (352) 787-2121.

Dial 9-1-1 (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residence Hall should be reported to the Office of Student Services or the Resident Assistant on duty. In addition, you may report a crime to the following areas:

Office of Student Services	(352) 787-4616
Director of Student Life	(352) 315-1082
Main Office	(352) 787-7660
Resident Assistant	(352) 638-2108/406-3440

4.1 Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President of Student Services or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

5.1 Policy Statement Addressing Limited Voluntary Confidential Reporting

CRIME REPORTING

The college encourages anyone who is the victim or witness to any crime to promptly report the incident to the Office of Student Services. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Office of Student Services, as identified below:

- Office of Student Services by phone (352) 787-4616, or
- In-person to any Emergency Team member (President or any Vice President), or
- Main Office number (352) 787-7660.

Because police reports are public records under state law, the Leesburg Police Department cannot hold reports of crime in confidence.

Leesburg Police Department non-emergency number: (352) 787-2121. The Leesburg Police Department is located at: 115 East Magnolia St., Leesburg, FL 34748

6.1 Policy Statement Addressing Security and Access

Access Policy

During business hours, the college (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all college facilities is

by key, if issued, or by admittance via the designated staff member. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities.

Residence halls are monitored via a closed circuit surveillance camera system 24 hours a day. The securing and locking of individual apartments is the responsibility of each apartment resident. Over extended breaks, the doors of all apartments will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, the Student Center, and the cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Annual surveys are conducted to identify student safety concerns. Administrators from the college review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Office of Student Services meets monthly to discuss issues of pressing concern.

7.1 Policy Statement Addressing the Authority of Non-Sworn Public Safety Officers on Campus

All Beacon College employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. College Resident Assistants have the authority to issue parking tickets, which are billed to the financial accounts of students. Currently, no college employee possesses arrest power. Criminal incidents are referred to the Leesburg Police Department who have jurisdiction on the campus. The Office of Student Services at Beacon College maintains a professional working relationship with the Leesburg Police Department. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Office of Student Services and the Leesburg Police department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

8.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Student Services in a timely manner. This policy focuses on the Office of Student Services because it monitors the campus.

To report a crime, emergency or non-emergency on the college campus call 352-787-4616.

College personnel are available during normal work hours to answer your call. In response to a call, the Office of Student Services will take the required action, dispatching appropriate personnel or notifying the Leesburg Police be dispatched to campus.

All Office of Student Services incident reports are forwarded to the Vice President of Student Services office for review and potential action by the College. The Office of Student Services will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Services.

If assistance is required from the Leesburg Police Department, the Office of Student Services will contact them directly. If a sexual assault or rape should occur, staff on the scene will contact the Office of Student Services who then will contact personnel from the Office of Health and Wellness.

This policy contains information about on-campus and off campus resources. That information is made available to provide Beacon College community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the Office of Student Services to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate (i.e., a crime that was reported only to the Leesburg Police Department would not be included in Beacon College crime statistics).

9.1 Policy Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological, psychiatric, social work, mental health counseling or marriage and family therapy services, to members of the institution's community and who is functioning within the scope of his or her license or certification.

10.1 Policy Statement Addressing Security Awareness Programs

Security Awareness Programs

During orientation in August and January students are informed of services offered by the Office of Student Services. The Director of Student Life or his/her designee outlines ways to maintain personal safety and college housing security. Students are told about crimes on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Information and Sexual Assault Prevention Information are offered on a continual basis.

Annually, the Office of Student Services, in cooperation with other College organizations, departments, and the Leesburg Police Department present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism, as well as educational sessions on personal safety and campus housing security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to workshops, students, faculty and staff are reminded by signs posted throughout campus that safety and security is everyone's responsibility; non/emergency numbers are also noted: Student Services (352) 787-4616.

When time is of the essence, information is released to the college community through the SonisWeb Emergency Notification System (i.e., text and email messages), security alerts posted prominently throughout campus.

11.1 Policy Statement Addressing Alcoholic Beverages

Policy on Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the college campus is governed by the Beacon College Alcohol Policy and Florida state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by The Division of Alcoholic Beverages and Tobacco pursuant to Chapter 210, Chapters 561-565 and Chapters 567-569 of Florida Statutes. The enforcement of the College's alcohol policy on-campus is the primary responsibility of the Office of Student Services, through the Director of Student Life, Resident Assistants, and designated college employees. The campus has been designated "Alcohol Free" and "Drug-Free" in keeping with the intent of the Drug-Free Workplace Act of 1998 and the Drug-Free School and Communities Act Amendments of 1989. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Students regardless of legal age are NOT permitted to use/possess alcoholic beverages on college property.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Office of Student Services, and the Leesburg Police Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

12.1 Policy Statement Addressing Substance Abuse Education

ALCOHOL AND SUBSTANCE ABUSE INFORMATION

PREVENTION PROGRAMS

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and College disciplinary actions.

The Office of Health and Wellness provides the overall coordination of Alcohol and Substance Abuse Information. These include:

Alcohol and Drug Education: TIPS (Training for Intervention ProcedureS), Alcohol & Drug Information Series, related on-campus seminars.

Referral Services: Health and Wellness designated staff members

College Disciplinary Actions: Office of Student Services/Judicial Affairs Committee.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of Florida sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Office of Student Services.

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

13.1 Policy Statement Addressing Sex Offenses

Sexual Assault Prevention and Response

The College educates the student community about sexual assaults and date rape through mandatory freshman orientations each fall and spring. The Office of Health and Wellness offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Office of Health and Wellness.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Safety Team Member (any Vice President or College President) or the Office of Student Services, any Resident Assistant, the Director of Student Life, or to the Leesburg Police Department. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim

provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Office of Student Services, a representative from the Office of Health and Wellness, the Director of Student Life, or Resident Assistant will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's Judicial System, or only the latter. A College representative from Health and Wellness, Residential Education or the Director of Student Life will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College through the Office of Health and Wellness. Counseling and support services outside the College system can be obtained through the National Sexual Assault Hotline at 1-800-656-HOPE or www.rainn.org or The Connection Helpline at (800) 351-8082.

The *Student Handbook* provides, in part, that the student charged may be assisted during the proceedings by an advisor of his/her choice from within the College community (current student or College employee). Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.