



Lake Sumter
State College

2018 ANNUAL SECURITY REPORT

LSSC.EDU/SAFELSSC

LAKE-SUMTER STATE COLLEGE 2017 ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act, 20 USC 1092) is a federal law that requires colleges and universities to publish an annual security report containing campus security policies and procedures, as well as crime statistics. The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, 2008, and most recently in 2013.

The following information is provided to you as part of Lake-Sumter State College's commitment to safety and security on campus and satisfies the requirements of the Clery Act. This Annual Security Report includes information about a variety of security policies, services and programs available to you as members of the College community. All statistics in this Annual Security Report are presented and updated in compliance with amendments to the Act.

CAMPUS GEOGRAPHY

Lake-Sumter State College owns and operates a campus located at 9501 U.S. Highway 441 in Leesburg, Florida. This campus is bordered to the south by U.S. 441, to the west by College Rd., to the north by Silver Lake Dr., and to the east by residential and commercial property. A second campus is owned and operated at 1250 N. Hancock Rd., in Clermont, Florida. This campus is bordered to the south by commercial property, to the west by commercial and residential property, to the north by Oakley Seaver Rd., and to the west by N. Hancock Rd. This campus does contain a "joint use" library in partnership with Lake County. The library is located at 2525 Oakley Seaver Rd. The College also operates a Center in Sumter County located at 1405 County Road 526A, in Sumterville, Florida. This campus is bordered to the south by County Road 528, to the west by County Road 526A, and to the north and east by agricultural land.

The College does not own or operate any off-campus properties or student housing. LSSC is an open campus and during business hours, the College will be open to students, faculty, staff, and members of the public. All members of the LSSC community and members of the public are expected to act appropriately and adhere to all college policies and procedures. During non-business hours, access to College facilities is by authorized electronic access, issued keys, or by admittance via LSSC Security. As much as possible, in concern for the safety and security of our students, students are not provided access to classrooms, labs, etc. unless a responsible faculty or staff member is present to take charge.

In the case of an emergency closing, the College will only admit those persons who have prior approval. LSSC Security discourages the occupancy of a single or sole employee for extended periods of time after hours and especially when there is no LSSC Security presence on the campus.

CRIME STATISTICS

LSSC Security authorities will report all allegations of crimes made in good faith for inclusion in the annual disclosure of crime statistics. No personally identifiable information is included in the annual disclosure of crime statistics. LSSC encourages faculty, staff, students and visitors to inform LSSC Security of any crimes that occurred on College property. In addition, crimes occurring on LSSC property may be reported to local law enforcement agencies and LSSC makes a good faith effort to collect information about those crimes for statistical reporting purposes. The Leesburg Police Department, Clermont Police Department and the Sumter County Sheriff's Office are all requested to provide information for inclusion in the annual disclosure of crime statistics. Letters were sent to those agencies requesting the 2017 statistics. Responses were received from the Clermont Police Department, the Leesburg Police Department and the Sumter County Sheriff's Office.

CAMPUS SECURITY AUTHORITIES

The campuses are patrolled by Security Officers contracted by LSSC through Miller and Miller Investigative and Security Services LLC. Each campus has at least one officer on duty during hours that the campus is open for operations. During weekday hours there is also a supervisor who is available to any of the three campuses. Faculty, staff, students and visitors are encouraged to report any incidents that may occur to Campus Security.

Security locations and contacts for each campus/center are:

- **Leesburg Campus Security:** Student Services Building, 352-365-3544 or 516-3795.
- **South Lake Center Security:** Building #2, reception area, 352-516-5074 or ext 2143
- **Sumter Center Security:** Building #4, reception area, 568-0001 or 352-303-7296

LSSC Security Officers have the authority to ask persons for identification and to determine whether the individuals have lawful business at LSSC. LSSC Security Officers have the authority to issue parking violations to students, faculty, staff and visitors. LSSC Security Officers are armed but do not possess arrest power. Criminal incidents are referred to local law enforcement or State agencies that have jurisdiction on the campus.

Crimes may also be reported to campus security authorities (CSA) who are defined as officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student athletics and student conduct. Examples may include, but are not necessarily limited to, the Vice President of Enrollment and Student Affairs, the Vice President of Business Affairs, The Vice President of Academic Affairs, the Director of Student Development, the Dean of Students, Academic Deans, Program Managers, Director of Athletics, the Director of Campus Safety, Athletic coaches and trainers, faculty and staff serving as club advisors; Manager or Director of Student Life, or full time faculty. If a crime is reported to a CSA, they would then report it to a campus Security officer immediately.

LSSC strongly encourages anyone who is a victim of or witness to a crime to promptly report the incident to LSSC Security and/or local law enforcement. Reporting of crime is voluntary and LSSC will make an effort to keep victim or witness information confidential, when possible. The College will assist victims in making notification of law enforcement if requested. If an alleged crime is reported to College authorities, but the victim does not wish to report it to law enforcement, the College will balance the victim's needs with any concerns for the safety of the greater College community and will make efforts to respect the wishes of the victim, if possible.

Students, employees and visitors should immediately report crimes in progress, accidents and other emergencies by dialing 911, (remember to dial 9-911 from a campus telephone), or by contacting LSSC Security. There are also a number of red/blue emergency outdoor phones as well as phones within some building hallways for this use. Report any suspicious behavior on campus to LSSC Security, no matter how minor it may appear. If the crime is very serious or resulted in physical harm, or necessitates the involvement of law enforcement, call 911 or 9-911 from a campus phone. Then, call LSSC Security.

The College, upon written request from any victim of a crime of violence (as defined in 16 U.S.C. 18), or a non-forcible sex offense, will disclose the results of any disciplinary action conducted by the College against a student who is the alleged perpetrator of the crime. If the alleged victim is deceased as a result of the crime, the next of kin shall be treated as the alleged victim.

CRIME LOG

A daily Crime Log is maintained by Security on each campus. This log contains information about all alleged incidents reported to Security, including both Clery Act and non-Clery Act crimes, regardless of how much time has passed since the incident occurred. All reports will be reviewed and if appropriate, investigated by College authorities. Alleged violations of the law will be referred to local law enforcement agencies. Crimes will be recorded in the Crime Log by the date they are reported. The log will contain information on the nature of the crime, the date and time of occurrence, location of occurrence and disposition of complaint, if known. The daily Crime Log is maintained by the individual officer on duty and is reviewed by the Security supervisor and the Director of Campus Safety. The log is maintained in electronic form and is available in any of the three Campus Security offices upon request for public viewing.

EMERGENCY NOTIFICATIONS

LSSC has developed a procedure for notifying the College community in the event of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students, faculty or staff on any campus. LSSC will use the LSSC Alert system to make notification via text, email, phone call, social media and the Informacast system. All students, faculty and staff are opted into the LSSC Alert system when they join the College. The Informacast system is tested every Thursday at 11:00 am. Local law enforcement has been

requested to notify Security in the event of any incident occurring in proximity to a campus which might necessitate an emergency notification be issued.

A. An emergency notification is triggered by any significant emergency or dangerous situation on campus. The event may be currently on-going or presenting an immediate threat to a campus location.

B. An emergency notification should be delivered immediately upon becoming aware of the emergency/threatened emergency.

C. Each campus has individuals designated to immediately issue emergency notifications:

Leesburg:	Director, Marketing and College Relations Director, Campus Safety
South Lake:	Dean of Students Senior Staff Specialist, Admissions
Sumter:	Manager, Enrollment and Student Affairs Senior Staff Assistant
System:	Director, Marketing and College Relations Director, Campus Safety

1. Notification of an emergency may come in a variety of ways. If possible, Campus Security will verify the nature and location of the emergency and provide that information to one of the designated individuals as quickly as possible.
2. Once aware of the emergency, the designated individual will, without delay, and taking into account the safety of the community, determine the content of the notification and activate the LSSC Alert system, unless issuing a notification will, in the professional judgement of the designated individual, compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency.
3. The designated individual may continue to update the LSSC Alert system as useful information becomes available throughout the emergency.
4. Once there is confirmation that the emergency is resolved, an LSSC Alert will be sent to make notification that there is no longer an emergency.

TIMELY WARNINGS

LSSC has developed a procedure for notifying the College community of Clery Act crimes that have been reported to Security or local law enforcement and that are considered to involve a serious or continuing threat to the health or safety of students, faculty or staff on any campus. LSSC will use the LSSC Alert system to make notification via text, email, phone call, social media and the Informacast system. All students, faculty and staff are opted into the LSSC Alert system

when they join the College. The Informacast system is tested every Thursday at 11:00 am. Local law enforcement has been requested to notify Security in the event of any incident occurring in proximity to a campus which might necessitate a timely warning be issued.

- A. A timely warning is triggered by crime that has already occurred but represents an on-going threat. A timely warning should be issued for any Clery Act crime reported to campus security or a local law enforcement agency if it occurred within the Clery Act geography of any Lake-Sumter State College location.
- B. A timely warning should be made as soon as all pertinent information is available.
- C. The Director, Marketing and College Relations or the Director, Campus Safety are designated to issue a timely warning notice via LSSC Alert.
 - 1. Once the College becomes aware of a Clery Act crime violation occurring within its Clery Act geography the Emergency Management group may convene to discuss the incident and determine the content of the timely warning. The entire group may convene, or only some portion of the group depending upon the nature of the incident, the continuing danger to the college community, and the risk of compromising law enforcement efforts.
 - 2. The timely warning should contain information that would promote safety and aid in the prevention of similar crimes.
 - 3. Once the content of the timely warning has been decided, an LSSC Alert should be sent out by the designated individual.
 - 4. The timely warning may be updated if additional information becomes available.

EMERGENCY OPERATIONS PLAN

The College has an all hazards Emergency Operations Plan (EOP) that is reviewed and updated annually by the Director of Campus Safety. The plan calls for the College to hold at least one emergency (evacuation or shelter in place) drill in each campus building per year. Emergency drills shall be scheduled at least two weeks in advance to allow for proper preparation and notification of the entire campus community including faculty, staff, and students. Drills shall be scheduled for specific dates and times (i.e. no unannounced drills). The Director of Security will notify the college community one week prior to the scheduled drill. Campus Security shall then notify local emergency responders of the date/time of the drill. Campus Security shall post drill announcement signage throughout campus the night before or the morning of the drill. All drill announcement signage shall be removed immediately after the drill. Immediately upon conclusion of a drill, Security and others involved in monitoring the drill shall meet to discuss and prepare an after action report. The Director of Campus Safety shall complete an Emergency Drill Report within 48 hours.

CRIME PREVENTION

Periodically throughout the academic year, safety and security awareness presentations are offered to members of the college community. In addition, LSSC requires training related to nonviolent workplace issues and intervention, identity theft, child abuse prevention, and sexual harassment for all faculty and staff. Most recently, the College has adopted and has been training students, faculty and staff to be prepared for violent encounters using ALICE training. A common theme of all LSSC 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.

DRUGS AND ALCOHOL

LSSC is a Drug-Free/Alcohol Free Work Place and a Drug Free/Alcohol Free School. LSSC's Drug-Free Rules are aimed at insuring zero tolerance for illegal drugs at all times and its Alcohol-Free Rules insure zero tolerance for presence or use of alcoholic beverages that will impede the safety and well-being of employees, students, and others, or the effective operation of College business. In accordance with Federal law and Florida State law, regulatory penalties for infractions are in addition to College disciplinary action.

The Student Code of Conduct clearly prohibits possession, use, sale, barter, exchange, gift, distribution, or other transaction of any drugs that are in violation of Florida Law and possession or consumption of alcoholic beverages. Students found to have committed or to have attempted to commit drug or alcohol related offenses will be disciplined, up to and including expulsion from the College.

College employees and students are prohibited from the unlawful possession, use, or distribution of alcohol or drugs on College property or as part of College activities as specified in Board Rules 2.04 and 2.14, and Administrative Procedure 5-24.

Information concerning the availability of drug or alcohol counseling, treatment, or rehabilitation is available to employees from the Human Resources Department. The Employee Assistance Program is available for employees and their family members, 24/7 through a phone call and can help to arrange free counseling. This program provides 24/7 access to trained counselors for employees and their family members as well as a limited number of in person counseling sessions completely free of charge. Employees can access this resource by calling **1-800-272-7252**.

Information concerning the availability of drug or alcohol counseling, treatment, or rehabilitation is available to students by contacting a Student Assistance Program referral staff member:

Campus	Staff Member	Title	Phone	Email
Leesburg	Mark Duslak	Director of Student Development	352-435-6348	duslakm@lssc.edu
South Lake	Carolyn Scott	Dean of Students	352-536-2211	scotte@lssc.edu
Sumter	Kelly Hickmon	Manager of Student Affairs, Sumter	352-568-0001	hickmonk@lssc.edu
Fully Online	Carolyn Scott	Dean of Students	352-536-2211	scotte@lssc.edu

The Student Assistance Program (SAP) provides confidential professional counseling services for all currently enrolled LSSC students. Participation in the SAP is completely confidential and voluntary. The SAP is completely funded by LSSC student activity and service fee. Currently enrolled LSSC students are eligible for up to five free sessions per academic year. Any LSSC staff or faculty member can refer a student to SAP if they are concerned about the student’s behavior. Faculty and Staff should contact their campus SAP referral staff member for more information.

REGISTERED SEX OFFENDERS

Registered sex offenders are required to notify the State of Florida if they become a student or employee of the College. A link to the Florida Department of Law Enforcement Sex Offender registry, <http://offender.fdle.state.fl.us/offender/Search.jsp> is available on the SAFE LSSC website, or call **1-888-FL-PREDATOR/1-888-357-7322**.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

The College is committed to the health and safety of the members of its community and prohibits all forms of violence and harassment, including sexual assault (including rape), domestic violence, dating violence and stalking. As such, The College does not tolerate any form of discrimination, harassment or related misconduct, including sexual and gender based harassment, sexual assault, sexual exploitation, interpersonal violence, stalking or retaliation by its students, employees, applicants for admission and employment, and persons doing business with Lake- Sumter State College.

In Florida assault and battery are separately defined. An assault is an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent. *Florida Statutes 784.011(1)* 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. *Florida Statutes 794.011(1)(h)*

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. *Florida Statutes 794.011(1)(a)*

Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship. The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context. *Florida Statutes 784.046(1)(d)*

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. *Florida Statutes 741.28(2)* 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 Statutes 741.28(3)*

A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. *Florida Statutes 784.048(2)* A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking. *Florida Statutes 784.048(3)*

The College has an obligation to make reasonable efforts to investigate and address known or suspected instances of sexual and gender based harassment, sexual assault, sexual exploitation, interpersonal violence, and stalking. To foster a climate that encourages prevention and reporting this conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide interim protective measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved. The College encourages all community members to take reasonable and prudent actions to prevent or stop sexual and gender based harassment, sexual assault, sexual

exploitation, interpersonal violence, and stalking. Taking action may include direct intervention when safe to do so, seeking assistance from a person in authority at the College, enlisting the assistance of friends, contacting law enforcement, or contacting LSSC Security. Members of the College community who exercise this positive responsibility will be supported by the College and protected from retaliation.

LSSC's Title IX Coordinator ensures compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and VAWA. Detailed information regarding the College's policies and procedures related to sexual and gender based harassment, sexual assault, sexual exploitation, interpersonal violence, and stalking can be found in LSSC Board Rules 2.02, 2.07, 2.17 and Administrative Procedures 2-16 and 2-21 available on the LSSC website.

All incidents involving alleged dating violence, domestic violence, sexual assault or stalking should be immediately reported to the Title IX Coordinator, any other Campus Security Authority, Campus Security or to local law enforcement. The College, as an educational community, will promptly and equitably respond to reports of sexual assault, interpersonal violence, and stalking in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that sexual assault, interpersonal violence, and stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community. You can file a report with law enforcement whether or not you report to the college. LSSC encourages individuals to report incidents of sexual misconduct to local law enforcement. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents. Reporting the incident to police does not mean an individual is obligated to testify in court. The College will assist victims in making notification of law enforcement if requested. If an alleged crime is reported to College authorities, but the victim does not wish to report it to law enforcement, the College will balance the victim's needs with any concerns for the safety of the greater College community and will make efforts to respect the wishes of the victim, if possible.

Victims of dating violence, domestic violence, sexual assault or stalking will be provided with written information regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and in the community. Victims will also receive written notification regarding options for, assistance with and how to request changes to their academic, living, transportation and working situations and available protective measures.

Upon receipt of a report, the College will conduct an initial assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of discrimination, harassment, sexual harassment, sexual assault, sexual exploitation, stalking, interpersonal violence, complicity, and retaliation. The assessment will consider the nature of the report, the safety of the individual and of the campus community, the Reporting Party's expressed preference for resolution, and the necessity for any interim remedies or accommodations to

protect the safety of the Reporting Party or the community. The Title IX Coordinator, in consultation with the Equal Opportunity Response Team and other administrators, will impose reasonable and appropriate Interim Protective Measures when necessary to protect the safety of the parties or witnesses involved. Interim Protective Measures are temporary actions taken by the College to ensure equal access to its education programs and activities and foster a stable and safe environment during the process of reporting, investigation, and/or resolution. As determined to be appropriate in the sole discretion of the College. All individuals are encouraged to report concerns about the adequacy of the Interim Protective Measures or failure of another individual to abide by any Interim Protective Measure to the Title IX Coordinator/Equal Opportunity Officer. The Title IX Coordinator will take appropriate, responsive, and prompt action to enforce Interim Protective Measures and/or to respond to retaliation by another party or witness.

The range of Interim Protective Measures includes:

- Assistance in setting up initial appointments off campus.
- Imposition of a trespass warning or a campus "No-Contact Order."
- Rescheduling of exams and assignments.
- Providing alternative course completion options.
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections.
- Change in work schedule, work location, or job assignment.
- Limiting or prohibiting access to College facilities or activities pending resolution of the matter.
- Leave of absence (voluntary or involuntary).
- Providing an escort to ensure safe movement between classes and activities.
- Providing academic support services, such as tutoring.
- College-imposed leave, suspension, or separation for the Responding Party.
- Any other measure which can be tailored to the involved individuals to achieve the goals of this Procedure.

Where the report of Prohibited Conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal College functions, the College may place a student or student organization on interim suspension or impose leave or an interim suspension for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other College activities or privileges for which they might otherwise be eligible, as the College determines appropriate. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame. At the conclusion of the Initial Assessment, the Title IX Coordinator will determine the appropriate manner of resolution, which may include remedies-based resolution or the initiation of an investigation to determine if disciplinary action is warranted.

Remedies-based resolution is a voluntary approach designed to eliminate a hostile environment without taking disciplinary action against a Responding Party. Where the Initial Assessment concludes that remedies-based resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Reporting Party's access to educational, extracurricular, and employment activities at the College and to eliminate a hostile environment. Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the Responding Party and/or indirect action by the Title IX Coordinator or the College. Depending on the form of remedies-based resolution used, it may be possible for a Reporting Party to maintain anonymity.

Where the Initial Assessment concludes that disciplinary action may be appropriate, the College will initiate an investigation. The College will attempt to complete the investigation within twenty (20) business days of receiving the report of the incident, however that timeframe may be extended for good cause. At the conclusion of the investigation, the investigator(s) will prepare a written investigation report that summarizes the information gathered and synthesizes the contested and uncontested issues of fact and any supporting information or accounts. The investigation is designed to provide a fair and reliable gathering of the facts. The Investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns. A Reporting Party or Responding Party may have an advisor accompany him or her to any meeting he or she attends related to the investigation of Prohibited Conduct in accordance with this procedure.

If the investigator(s) determines that there is insufficient information alleged to suggest that a procedure violation may have occurred, the Reporting Party and Responding Party will be notified in writing. The Reporting Party will have the opportunity to seek review by the Appeals Officer by submitting a written request for review to the Title IX Coordinator within five (5) business days of the date of such notice. If the matter involves a student Responding Party, the Appeals Officer is typically the Vice President for Student Affairs or designee. The Responding Party will be notified and have the opportunity to respond within five (5) business days. The Appeals Officer may agree with the finding of the investigator(s), reverse the finding and refer the case for the hearing process, or request that additional investigation steps be taken. The Appeals Officer will render a decision in writing, to both parties, within ten (10) business days of receipt of the request for review. The decision of the Appeals Officer is final.

If the investigation team determines that there is sufficient information alleged to suggest that a procedure violation may have occurred, the Title IX Coordinator or designee will issue a Notice of Alleged Violation to the Responding Party, with a copy to the Reporting Party, and refer the report to the disciplinary resolution process by transmitting the investigation report and Notice of Alleged Violation to a Disciplinary Resolution Officer. The Notice of Alleged Violation will identify the Disciplinary Resolution Officer. As outlined in greater detail below, the

Disciplinary Resolution Officer will make a finding, by a preponderance of the evidence, as to whether or not the Responding Party is responsible for conduct in violation of this Procedure.

Disciplinary Resolution is the process by which a Disciplinary Resolution Officer designated by the College determines responsibility and, if warranted and in cases when the Responding Party is a student, administers sanctions and/or discipline against a Responding Party. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ in some respects. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this Procedure.

Following a Notice of Alleged Violation, a Disciplinary Resolution Officer will be designated to review all relevant information in order to make a finding, by a preponderance of the evidence, as to whether the Responding Party is responsible for conduct in violation of this Procedure. The Disciplinary Resolution Officer may be an internal member of the administration or an external member of the community. Any individual designated by the College must have training or experience to serve in this capacity. The Disciplinary Resolution Officer may also consult with others in considering additional relevant factors. For reports of Prohibited Conduct against students, the Disciplinary Resolution Officer is typically a Dean of Students or designee. Either party may challenge the designation of the Disciplinary Resolution Officer within the time limits specified below. For a report of Prohibited Conduct against a student employee who is acting within the scope of his or her employment at the time of the incident, the College may designate a Disciplinary Resolution Officer related to the student's employment in addition to or in lieu of the Disciplinary Resolution Officer typically assigned for reports against students. The Disciplinary Resolution Officer must be a neutral and impartial decision-maker.

Student Reporting and Responding Parties may submit a written request to the Title IX Coordinator to remove the named Disciplinary Resolution Officer, and employee Reporting and Responding Parties may submit a written request to the Internal Auditor (or designee) to remove the named Disciplinary Resolution Officer, if there are reasonable articulable grounds to establish bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised within five (5) business days of receipt of the Notice of Alleged Violation. A designated Disciplinary Resolution Officer will be removed only if the Title IX Coordinator or Internal Auditor (or designee(s)) concludes that the Disciplinary Resolution Officer's bias precludes an impartial hearing of the report. Additionally, any Disciplinary Resolution Officer who has reason to believe he or she cannot make an objective determination must recuse himself or herself from the process.

Finding of Responsibility and Imposition of Sanction by the Disciplinary Resolution Officer in cases of sexual or gender-based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, and/or Stalking when the Responding Party is a student. In reaching determinations of responsibility and sanction, the Disciplinary Resolution Officer will consult with the Reporting Party, the Responding Party, the Title IX Coordinator, and other affected parties, as

appropriate, to ensure a full assessment of the relevant facts and impacts. In cases of sexual assault, the Disciplinary Resolution Officer shall conduct separate, in-person conferences with the Reporting Party and the Responding Party. If a Reporting Party or Responding Party meets with the Disciplinary Resolution Officer, he or she may be accompanied by an Advisor. At any time, the Responding Party may choose to agree to a finding of responsibility to some or all of the reported conduct. The Disciplinary Resolution Officer will provide the Reporting Party, the Responding Party, and other affected parties with an opportunity, as appropriate, to provide a written impact and/or mitigation statement for consideration. After a consideration of all of the relevant information, the Disciplinary Resolution Officer will make a finding by a preponderance of the evidence as to whether the Responding Party is responsible for engaging in Prohibited Conduct.

If the Responding Party is a student and is found responsible, the Disciplinary Resolution Officer then also determines the appropriate sanction designed to address the misconduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior. The Disciplinary Resolution Officer may impose any sanction deemed appropriate after a consideration of all of the relevant information. The imposition of sanctions will take effect immediately and will not be stayed pending the resolution of any appeal.

Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ in some respects. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this Procedure. Following a Notice of Alleged Violation, a Disciplinary Resolution Officer will be designated to review all relevant information in order to make a finding, by a preponderance of the evidence, as to whether the Responding Party is responsible for conduct in violation of this Procedure. The Disciplinary Resolution Officer may be an internal member of the administration or an external member of the community. Any individual designated by the College must have training or experience to serve in this capacity. The Disciplinary Resolution Officer may also consult with others in considering additional relevant factors. For students, the sanction may include removal from specific courses or activities, suspension from the College, or expulsion. A full list of the range of sanctions for students is contained in the Student Code of Conduct.

A written determination of responsibility and sanction (the Outcome) will be provided simultaneously to the Reporting Party and the Responding Party. The College will also provide written notice, at the same time to both parties, of any change in the Outcome that occurs before the Outcome becomes final. A Notice of Outcome will include a finding whether there is a procedure violation, any applicable sanctions (for students), and the rationale for each. The Responding Party (when a student) will be informed of any sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Reporting Party will be informed of any sanctions and remedies that directly relate to the Reporting Party, including information about the Responding Party's presence on

campus (or in a shared class or work space) that may assist a Reporting Party to make informed decisions or work with the College to eliminate harassment and prevent its reoccurrence. The Notice of Outcome will also provide each party with applicable appeal options. The College may also notify appropriate College officials, including a direct supervisor of a Responding Party (when a student employee), as necessary to implement the outcome and/or sanctions. Appeal in cases of sexual or gender-based *harassment*, sexual assault, sexual exploitation, interpersonal violence, and/or stalking.

An acceptance by the Vice President, Business Affairs (or designee) of a finding of "cause" or a rejection by the Vice President, Business Affairs (or designee) of a finding of "no cause" and/or the imposition of sanction (when the Responding Party is a student) may be appealed by the Responding Party and an acceptance by the Vice President, Business Affairs (or designee) of a finding of "no cause" or a rejection by the Vice President, Business Affairs (or designee) of a finding of "cause" and/or the imposition of sanction (when the Responding Party is a student) may be appealed by the Reporting Party to the designated Appeals Officer. A review of the matter will be prompt and narrowly tailored to stated appeal grounds. The Reporting Party and/or Responding Party may appeal only the parts of the determination of responsibility or sanctions directly relating to him or her. Dissatisfaction with the outcome of the investigation is not grounds for appeal.

The limited grounds for appeal are as follows:

- a) New information that could affect the finding of the Disciplinary Resolution Officer and that was not reasonably available through the exercise of due diligence at the time of the investigation; and/or
- b) Material deviation(s) from written procedures that significantly affected the outcome.
- c) The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. The appeal must be provided to the Title IX Coordinator within five (5) College business days of the date of the Notice of Outcome.
- d) Upon receipt of the appeal, the Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) College business days from receipt of the appeal.

In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party's appeal or response. Upon receipt of the appeal and any response, the Title IX Coordinator will notify the appropriate Appeals Officer. For an appeal involving a Responding Party who is a student, the Appeals Officer is typically the Vice President for Student Affairs or designee. For an appeal involving a Responding Party who is an employee, the Appeals Officer is typically a vice president or senior level administrator. The appeal process outlined here supersedes (replaces) the grievance procedures contained in other College Policies and Procedures.

The appeal will be conducted in an impartial manner by the Appeals Officer. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original

determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The Appeals Officer shall consider the merits of an appeal only on the basis of the two stated grounds for appeal. Except as required to explain the basis of new information unavailable at the time of an investigation, review of an investigation will be limited to the written investigation Report and all supporting documents.

The Appeals Officer can affirm the original findings, alter the findings, and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the Appeals Officer can ask that a new investigation and/or adjudication, or other appropriate action, occur. In the case of new and relevant information, the Appeals Officer can recommend that the case be returned to the Disciplinary Resolution Officer to assess the weight and effect of the new information and render a determination after considering the new facts. The Appeals Officer will communicate the result of the appeal to the Reporting Party and Responding Party within fourteen (14) business days from the date of the submission of all appeal documents by both parties. The decision of the Appeals Officer is final.

LSSC will make every effort to successfully resolve all reports within sixty (60) business days. All time frames expressed in this Procedure are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames for good cause, including extension beyond sixty (60) business days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening College break or planned leave (vacation/sick/personal) of involved parties, or other unforeseen circumstances.

In general, a Reporting Party and Responding Party can expect that the process will proceed according to the time frames provided in this Procedure. In the event that the investigation and resolution time frames are extended for good cause, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness. All parties involved are entitled to periodic status updates on the process and any subsequent appeals.

Alleged violations of federal, state and local laws may also be investigated and addressed under the Code of Student Conduct. When an offense occurs over which LSSC has jurisdiction, the College's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint or as prescribed in Board Rule 4.17.

CRIME REPORTING

Lake-Sumter State College 2018 Annual Crime Report 2015, 2016, 2017 Incidents									
Campus/Center	Leesburg			South Lake			Sumter		
Year	2015	2016	2017	2015	2016	2017	2015	2016	2017
CRIMINAL OFFENSES- ON CAMPUS PROPERTY									
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Sex Offenses (rape, fondling, statutory rape, incest)	0	0	0	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0	0	0	0
e. Aggravated Assault	0	1		0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0	0	0	0
g. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0	0	0	0
i. Domestic Violence	0	0	0	2	0	0	0	0	0
j. Dating Violence	0	0	0	0	0	0	0	0	0
k. Stalking	1	0	0	1	0	0	0	0	0
l. Arrests/weapons violations	0	0	0	0	0	0	0	0	0
m. Arrests/ drug abuse violations	0	0	0	0	0	0	0	0	0
n. Arrests/liquor law violations	0	0	0	0	0	0	0	0	0
CRIMINAL OFFENSES- OFF CAMPUS PROPERTY									
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Sex Offenses (rape, fondling, statutory rape, incest)	0	0	0	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0	0	0	0
e. Aggravated Assault	0	0	0	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0	0	0	0
g. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0	0	0	0
i. Domestic Violence	0	0	0	0	0	0	0	0	0
j. Dating Violence	0	0	0	0	0	0	0	0	0
k. Stalking	0	0	0	0	0	0	0	0	0
l. Arrests/ weapons violations	0	0	0	0	0	0	0	0	0
m. Arrests/ drug abuse violations	0	0	0	0	0	0	0	0	0
n. Arrests/ liquor law violations	0	0	0	0	0	0	0	0	0

Campus/Center Year	Leesburg			South Lake			Sumter		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
CRIMINAL OFFENSES- ON PUBLIC PROPERTY									
a. Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
c. Sex Offenses (rape, fondling, statutory rape, incest)	0	0	0	0	0	0	0	0	0
d. Robbery	0	0	0	0	0	0	0	0	0
e. Aggravated Assault	0	0	0	0	0	0	0	0	0
f. Burglary	0	0	0	0	0	0	0	0	0
g. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
h. Arson	0	0	0	0	0	0	0	0	0
i. Domestic Violence	0	0	0	0	0	0	0	0	0
j. Dating Violence	0	0	0	0	0	0	0	0	0
k. Stalking	0	0	0	0	0	0	0	0	0
l. Arrests/weapons violations	0	0	0	0	0	0	0	0	0
m. Arrests/ drug abuse violations	0	0	0	0	0	0	0	0	0
n. Arrests/liquor law violations	0	0	0	0	0	0	0	0	0
HATE CRIMES- ON CAMPUS PROPERTY (Bias motivated larceny, simple assault, intimidation, destruction/damage/vandalism)									
a. Race	0	0	0	0	0	0	0	0	0
b. Gender	0	0	0	0	0	0	0	0	0
c. Religion	0	0	0	0	0	0	0	0	0
d. Sexual Orientation	0	0	0	0	0	0	0	0	0
e. Ethnicity	0	0	0	0	0	0	0	0	0
f. Disability	0	0	0	0	0	0	0	0	0
g. National Origin	0	0	0	0	0	0	0	0	0
h. Gender Identity	0	0	0	0	0	0	0	0	0
HATE CRIMES- OFF CAMPUS PROPERTY (Bias motivated larceny, simple assault, intimidation, destruction/damage/vandalism)									
a. Race	0	0	0	0	0	0	0	0	0
b. Gender	0	0	0	0	0	0	0	0	0
c. Religion	0	0	0	0	0	0	0	0	0
d. Sexual Orientation	0	0	0	0	0	0	0	0	0
e. Ethnicity	0	0	0	0	0	0	0	0	0
f. Disability	0	0	0	0	0	0	0	0	0
g. National Origin	0	0	0	0	0	0	0	0	0
h. Gender Identity	0	0	0	0	0	0	0	0	0

Campus/Center	Leesburg			South Lake			Sumter			
	Year	2015	2016	2017	2015	2016	2017	2015	2016	2017
HATE CRIMES- ON PUBLIC PROPERTY (Bias motivated larceny, simple assault, intimidation, destruction/damage/vandalism)										
a. Race	0	0	0	0	0	0	0	0	0	0
b. Gender	0	0	0	0	0	0	0	0	0	0
c. Religion	0	0	0	0	0	0	0	0	0	0
d. Sexual Orientation	0	0	0	0	0	0	0	0	0	0
e. Ethnicity	0	0	0	0	0	0	0	0	0	0
f. Disability	0	0	0	0	0	0	0	0	0	0
g. National Origin	0	0	0	0	0	0	0	0	0	0
h. Gender Identity	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES- ON CAMPUS										
a. Domestic Violence	0	0	0	2	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0	0	0	0	0
c. Stalking	1	0	0	1	0	0	0	0	0	0
VAWA OFFENSES- ON PUBLIC PROPERTY										
a. Domestic Violence	0	0	0	0	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0	0	0	0	0
ARRESTS- ON CAMPUS										
a. Weapons violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse violations	0	0	0	0	0	0	0	0	0	0
c. Liquor Law violations	0	0	0	0	0	0	0	0	0	0
ARRESTS- ON PUBLIC PROPERTY										
a. Weapons violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse violations	0	0	0	0	0	0	0	0	0	0
c. Liquor Law violations	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION- ON CAMPUS										
a. Weapons violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse violations	0	0	0	0	0	0	0	0	0	0
c. Liquor Law violations	0	0	0	0	1	0	0	0	0	0
DISCIPLINARY ACTION- ON PUBLIC PROPERTY										
a. Weapons violations (carrying, possessing, etc.)	0	0	0	0	0	0	0	0	0	0
b. Drug Abuse violations	0	0	0	0	0	0	0	0	0	0
c. Liquor Law violations	0	0	0	0	0	0	0	0	0	0
UNFOUNDED CRIMES	0	1	0	0	0	0	0	0	0	0