Creation of the ASR:

During the summer semester the annual security report is prepared by the Institutional Effectiveness Department. The ASR is prepared in two ways. First is in the collection of crime statistics. Crime statistics are collected through the Collier Country Sheriff’s Department for crimes that took place on-campus and in the public areas surrounding campus. Non-campus buildings vary from year-to-year but the municipalities responsible for criminal activities at the locations of the non-campus buildings are also contacted. Any crimes that were reported to campus security authorities are also included in the ASR. The second aspect of ASR preparation comes in the form of reviewing all policies related to the Clery Act. The IE department reviews and makes recommendations for updates to the policy while preparing the annual security report.

Disciplinary Procedures:

Wolford College prohibits the offenses of sexual assault, domestic violence, dating violence, and stalking. Wolford College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are prohibited by Wolford College. This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. No officer, employee, or agent participating in any program under this title shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their right or responsibility under any provision of this policy.

Procedures for Accurate and Prompt Reporting of A Crime or Emergency:

Wolford College does not employ campus police. Wolford College encourages all community members to report all crimes to the appropriate police agency. All crimes should be reported accurately and promptly in order to give the police the best opportunity to apprehend the offender. If you witness a crime and the victim is unable to report the crime or if you find a victim who is unable to report the crime it is your responsibility to report the crime to the appropriate police agency as quickly as possible.

Reporting of Criminal Offenses

At Wolford College all college employees are considered Campus Security Authorities. Students and other members of the community may report a crime to any employee. It is the responsibility of the employee to complete an incident report and submit it to the Program Director or President.
Voluntary Confidential Reporting:
A student or community member can file a report to any campus security authority on the details of an incident without revealing the victim’s identity. The purpose of a confidential report is to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, the College can keep accurate records 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.

Limited Voluntary Confidential Reporting-Crime Reporting
Wolford College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Police reports are public records under state law, Wolford College will not be able to keep any crime reported to the police confidential.

Campus Security and Access:
Wolford College does not employ any security personnel. Wolford College’s usual business hours are 8:00AM to 4:30PM on Monday through Friday. A staff member is seated at the main entrance of the College and monitors that entrance. During business hours, access to the College facility is by electronic key fob/access sticker. The electronic key fob and access sticker is a type of security token with built-in authentication mechanisms. Key fobs/access stickers are issued to all administration, staff, faculty, and students. Contractors and invitees will be issued one during their visit. During non-business hours, access to the College facility is by electronic key fob/access sticker and physical key only. Physical keys to the building are only issued to select administrators who are assigned to open the College. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Wolford College does not have any campus residence halls. Wolford College does not conduct background checks on any of the outside vendors who may have to conduct certain on campus tasks.

Campus Police Authority and Jurisdiction/Campus Law Enforcement:
Wolford College does not employ campus police or security personnel. The College maintains a close working relationship with the Collier County Sheriff Department. There is no written memorandum of understanding between Wolford College and the Collier County Sheriff Department.

Voluntary Accurate & Prompt Reporting:
Wolford College does not employ campus police. Wolford College encourages all community members to report all crimes to the appropriate police agency. All crimes should be reported accurately and promptly in order to give the police the best opportunity to apprehend the offender.

If you witness a crime and the victim is unable to report the crime or if you find a victim who is unable to report the crime it is your responsibility to report the crime to the appropriate police agency as quickly as possible.

Confidential Reporting:
Wolford College does not employ either pastoral or professional counselors.

Off-Campus Housing:
Wolford College does not have off-campus student organizations.
Timely Warnings:

What circumstances trigger a timely warning?

- The following four conditions need to be met to issue a timely warning:
  - A Clery Act crime is committed.
  - The crime has been reported to a CSA or local law enforcement.
  - The crime occurred on-campus, in public property adjacent to campus, or in a non-campus property controlled by Wolford College.
  - Crime must represent a serious or continuing threat to students and/or employees.

Who will issue a timely warning?

- The decision to issue a timely warning is made as a collaboration between the President or designee and local police.
- The timely warning will only be issued after the President or designee and local police discuss the details of the crime and determine that it meets all four requirements to issue a timely warning.

How will the information be disseminated?

- As soon as the President or designee and local police determine that a timely warning needs to be issued, the timely warning will be distributed to the campus community as quickly as possible.
- The information will be disseminated to all members of the Wolford College Community, including MS students in the didactic stage, MS students in the clinical stage, DNAP students, faculty, and staff.
- The information will be disseminated through use of the Wolford College email system and text alert system. Information will also be posted on the Wolford College website and on all entrances to the campus if possible.

What must be included in a timely warning?

- Information that promotes safety.
- Information about how to protect yourself.
- Information about how to report crimes.
- Time, location and type of crime.

Emergency Notification:

How is the significant emergency or dangerous situation confirmed?

- It is the responsibility of the President or designee to confirm if there is a significant emergency or dangerous situation on campus. As there are a wide variety of immediate threats that fall under these categories the method of confirmation may vary.
- Common examples include:
  - Weather emergency/Natural disaster
  - Terrorist Attacks
  - Environmental emergencies
  - Infectious disease outbreaks

How do we determine which segments of the campus population are notified?

- Wolford College has students who are present on-campus, at clinical facilities, and on-line as well as on-campus faculty and staff. The President or designee will select which groups to notify depending on their proximity to the emergency. Wolford College will err on the side of caution and notify a broader range of community members if there is a small chance that any of those groups may be in close enough proximity to the emergency to be affected by it.

How is the content of the notification developed?

- The President or designee will create the emergency notification based on the text message style example listed below.

Who is responsible for making the decisions?

- The President or designee will be responsible for determining if an emergency notification is warranted and will be responsible for issuing the emergency notification.

How will the emergency notification be initiated without delay and who will send it?

- The President or designee will initiate the emergency notification within 30min of confirmation of the emergency situation unless the circumstances for not issuing the notification listed below are met.
- The President or designee will send the emergency notification through the campus email system.
- Additional notifications may be placed on the Wolford College website and/or physically posted on-campus if time permits.
Emergency Notifications Continued:

What needs to be in the notification?

- When developing an emergency notification appropriate information needs to be included. Notification should provide information taking into account the safety of the campus community.
- Basic information included should be:
  - Date and Time
  - Location of Emergency
  - What the community member should do.
  - How more information will be provided to them.
- Below is an example of what needs to be included in an emergency notification.
  - Campus Alert!
    4/5/10 2:17PM
    Fire Report-Clark Science Center
    Evacuating Building
    Avoid north end of campus
    Text/E-mail updates provided when information available

How do we provide follow up information?

- The President or designee will periodically send email updates to the campus community if appropriate.
- After the emergency situation has been resolved the President or designee will send a final update to the campus community.

Under what circumstances will information not be disseminated to the campus community?

- Under certain circumstances the President or designee along with local police may decide not to notify the campus community. These circumstances only include cases were notification may compromise the effort to assist a victim or it may compromise the efforts to contain, respond or mitigate the emergency.

Emergency Drills, Testing, and Evacuation Procedures:

Immediately, all staff members will exit the building and instructors will lead their classes out of the building to the designated assembly area (located at the Wolford College sign near Creekside Blvd). Designated exit routes are posted in each classroom. Instructors must take their class rosters with them. Instructors are responsible for their students and will take attendance at the designated assembly location. Report any missing students to a nearby administrator. As all staff members exit the building, glance in all rooms along the exit route (on your side of the hallway) to ensure that everyone has exited. This is called a “sweep.” The first two Wolford College staff members (non-instructor) to arrive at each set of exterior doors will hold both doors open until everyone has exited. If the assigned exit is blocked or unsafe, use the closest, safest alternate. Staff and students are to direct themselves away from entrances to the building, driveways, fire hydrants, busy streets, and firefighting apparatus. Should a student temporarily be out of the classroom when a fire alarm sounds, instruct the students (during the review of procedures) to use the closest exit and meet his/her class at the designated assembly area. If a fire alarm sounds during a break time or between classes, students should report to the designated assembly area and find the instructor of the last class they were in.

All Clear:

The fire department will inspect the building for safety and location of possible fire. When the fire department can assure safety, the alarm will be reset and faculty, staff, and students will be allowed to re-enter the building.
Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, & Stalking:

Dating violence, domestic violence, sexual assault, and stalking are strictly prohibited on the Wolford College Campus, on any properties controlled by Wolford College, and by any student or employee at anytime. Any student or staff member who is arrested for any of the above crimes will be suspended. Upon suspension Wolford College will follow the disciplinary proceedings outlined in the student discipline and staff discipline policies.

Wolford College conducts prevention and awareness programs for the above crimes twice annually during new student orientation. Prior to orientation all members of the campus community are invited to the program, via email, in order to provide ongoing training for community members. This training is primarily conducted by the Collier County Sheriff’s Office and Project Help Inc. In addition to the bi-annual training Wolford College dedicates a section of their webpage to crime prevention and awareness. Contained on this webpage is information from both local and national organizations, informational videos, and other pertinent information.

Definitions

Consent is 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)

Sexual Assault:

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:
1. Sexual battery, as defined in Florida Statute Chapter 794.
2. A lewd or lascivious act, as defined in Florida Statute Chapter 800, committed upon in the presence of a person younger than 16 years of age.
3. Luring or enticing a child, as described in Florida Statute Chapter 784.
4. Sexual performance by a child, as described in Florida Statute Chapter 827.
5. 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 787.046)

Domestic Violence:

“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.

“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:

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.
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.
4. 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 (Florida Statute Chapter 784.046).

Stalking:

Stalking is repeated harassment that creates a credible threat of harm. This includes Cyberstalking.

“Harass” means to engage in a course of conduct directed at a specific person that causes substantial emotional distress in such
Sexual Assault (From the Collier County Crime Prevention Guide):

Preventative Measures/Risk Reduction:

- Ideally, all doors should be of solid wood core construction.
- Use good quality deadbolt locks on all exterior doors... including the door from the garage to the house.
- Have the locks on all exterior doors re-keyed when you move into a new house or apartment. This can be done by a licensed locksmith at little cost.
- Install a peephole viewer with a minimum 180 degree angle in the front door. It is inexpensive and easy to install. Use it to check who’s there – don’t automatically open the door to a stranger – and don’t rely on a chain lock. It is not a security device.
- Unless actually in use, keep your garage door closed at all times.
- Sliding glass doors come equipped with inadequate locks. However, you can secure them with inexpensive key locks, by a hole drilled through the overlapping frames pinned with a nail and with anti-slide blocks ... plus having screws protruding in the track to prevent the door from being lifted out.
- Sliding glass windows can be secured in the same fashion as the doors.
- Use key locks or pin the frames on all double hung windows.
- Remove operator handles from awning windows, but keep them nearby in case of fire.
- Replace all jalousie doors and windows if possible. However, if this is not feasible, you can secure them by using a heavy gauge mesh or grillwork but be sure they have a quick release feature on the inside for use in case of fire. When considering these two alternatives, you should be aware that the cost of installing a heavy gauge mesh or grillwork is comparable to replacing the jalousies themselves.
- Good lighting is a deterrent to crime. Install adequate exterior lighting at all vulnerable entrances to the house. In an apartment, join with other tenants in demanding good lighting around the entrances and in hallways, parking areas, courtyards, and laundry...
and game rooms.

- Don’t open the door to strangers. Check the identity of visitors through the 180 degree peephole in the door, and instruct your children to get you if it’s someone they don’t know.
- If someone comes to the door asking to use the phone for an emergency, offer to make the call for them, but don’t let them in your house.
- Request identification by all repairmen and maintenance men. Check their credentials by calling the company using the number in the phone book, not the one on the I.D. card. In an apartment, call the apartment manager.
- Be alert to suspicious phone calls. Do not give out personal or family information or information about your neighbors regardless of who the caller says he represents. Instruct your children to do the same.
- Don’t advertise that you live alone. When answering the door, call out a “fake” name like “I’ll get it, Joe.” List your last name and first initials only on the mailbox and front door, and in the telephone book. Consider adding a “dummy” name or names on your mailbox to give the appearance of having roommates.
- While at home at night, keep a light on in more than one room to make it appear that you’re not alone. While away from your dwelling at night, make it look and sound occupied. Leave a radio on, and turn on lights in more than one room including the bathroom.
- Don’t hide an extra key outside. Rapists and burglars know all the best spots.
- Keep your doors locked even if leaving for only a moment such as to the neighbors, the pool, the game room, a store ... or even while in the back yard. Rapists and burglars are opportunists.
- Don’t leave underwear or bathing suits out on the clothes line, balcony, or clothes rack at night. This could attract a rapist or “peeping tom”.
- Be wary of neighbors or casual acquaintances who make a habit of “dropping in” when no one else is home.
- Even though it may seem like an obvious point, remember to keep drapes or blinds drawn when changing clothes, undressing, or retiring for the night.
- Be honest with your friend or acquaintance. When you mean “no”, be sure that not only your voice but your body language (or non-verbal actions or postures) is saying “no”. If you are saying “no”, and your body language and other signs of communication are saying “yes”, your companion is much more apt to believe your non-verbal “yes” signs. It’s important to be careful of whom you are with and where you are when under the influence of stimulants, depressants or alcohol.
- A rapist is looking for a person who appears vulnerable, one who is apparently inattentive to his/her surroundings, one who is daydreaming or who looks frightened and unsure of herself. Walk confidently and be alert. Notice who passes you and who’s behind you. Some rapists use their cars as a way to get a woman alone and, once you are in the car, you’ve lost control of the situation.
- If you are in the habit of using Laundromats or apartment laundry rooms, plan to go with a neighbor or friend. Try to avoid entering one alone if it is empty. These are high risk areas.

Domestic Violence/Dating Violence (From the National Coalition Against Domestic Violence http://www.ncadv.org/):

Signs of an abusive partner:

The following signs often occur before manifestation of full abuse and may serve as clues to one person in a relationship becoming abusive of the other. Think about the following questions and apply them to your partner. If you can identify with one or more of these scenarios or answer “yes” to any of the questions below, you may be with an abusive partner.

1. Did your partner grow up in a violent family? People who grow up in families where they have been abused as children, or where one parent beats the other, have grown up learning that violence is normal behavior.
2. Does your partner tend to use force or violence to "solve" their problems?
3. Does your partner have a quick temper? Do they over-react to little problems and frustration? Are they cruel to animals? Do they punch walls or throw things when they are upset? Any of these behaviors may be a sign of a person who will work out bad feelings with violence.
4. Do they abuse alcohol or other drugs? Substance abuse does not cause domestic violence, but it can make it worse. There is a strong link between violence and problems with drugs and alcohol. Be alert to his possible drinking/drug problems, particularly if your partner refuses to admit that they have a problem, or refuses to get help. Do not think that you can change them.
5. Do they have strong traditional ideas about “roles” in relationships? For example, do they think all women should stay at home, take care of their husbands, and follow their wishes and orders?
6. Are they jealous of your other relationships—anyone you may know? Do they keep tabs on you? Do they want to know where you are at all times? Do they want you with them all of the time?
7. Do they have access to guns knives or other lethal weapons? Do they talk of using them against people, or threaten to use them to get even?
8. Do they expect you to follow their orders or advice? Do they become angry if you do not fulfill their wishes or if you cannot anticipate what they want?
9. Do they go through extreme highs and lows almost as though they are two different people? Are they extremely kind one time, and extremely cruel another?
10. When your partner gets angry, do you fear them? Do you find that not making them angry has become a major part of your life?
11. Do you do what they want you to do, rather than what you want to do?
12. Do they treat you roughly? Do they physically force you to do what you do not want to do?
13. Do they threaten or abuse your pets? There is a strong link between the abuse of animals and perpetrators of domestic violence. In a recent study of victims of domestic violence, 71% reported that their partners killed, harmed, or threatened animals as a means of demonstrating their authority over the victim.

*Stalking (from the National Center for Victims of Crime [www.victimsofcrime.org/src](http://www.victimsofcrime.org/src)):

A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men. Some things stalkers do:

- Repeatedly call you, including hang-ups.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

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<thead>
<tr>
<th>Security Awareness Programs:</th>
<th>Crime Prevention Programs:</th>
</tr>
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<tbody>
<tr>
<td>Twice annually, during new student orientation, a campus security administrator presents information on campus security procedures, personal security tips, and where additional information can be found on the Wolford College website. This is presented in conjunction with the crime prevention programs done by the Collier County Sheriff's Office and Project Help Inc.</td>
<td>A Crime Prevention program on personal safety and theft prevention is presented twice each year by the Collier County Sheriff's department. A Collier County Sheriff representative presents information on safety at orientation for newly admitted students. This program stresses that the most important element of any crime prevention program is the active participation of all community members. Being vigilant is the key element in preventing victimization. Criminals select their victims based upon their desire, their ability, and the opportunity to fulfill their desire. Of these three elements, only the “opportunity” for becoming a victim of crime can be limited or controlled. The Wolford College Crime Prevention program covers tips on how to reduce the opportunity and make everyone less vulnerable.</td>
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<tr>
<td>Alcoholic Beverages and Illegal Drugs:</td>
<td>Sexual Assault Prevention Programs</td>
</tr>
<tr>
<td>Violators are subject to Wolford College disciplinary action, criminal prosecution, fines, and imprisonment. 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 is illegal. It is also a violation of the Wolford College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Any student who is under the age of 21 who is caught with alcohol or any student caught providing alcohol to a minor will be reported by Wolford College to the Collier County Sheriff's Office.</td>
<td>A Sexual Assault and Prevention program is presented twice yearly corresponding to new student orientation. All faculty, staff, and continuing students are welcome to attend. A representative from Collier County's Project Help, Inc. provides information on sexual assault prevention and response along with services available to victims and their families. Literature on date rape education and risk reduction, and response is available through Project Help.</td>
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<tr>
<td>Students will be immediately dismissed from the program for any Substance Abuse violations and referred to the Florida State Board of Nursing as required in the Florida Nurse Practice Act. In addition, any student or employee caught possessing, using, or selling illegal drugs will be reported to the Collier County Sheriff’s Office.</td>
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<tr>
<th>Drug and Alcohol Abuse Programs:</th>
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<tr>
<td>The educational program is conducted twice annually during new student orientation. Family members of newly enrolled students are encouraged to attend. A physician anesthesiologist presents detailed information regarding the dangers of substance abuse with special emphasis on these dangers in anesthesia. The program includes a video entitled; &quot;Wearing Masks&quot; which describes the dangers of drug abuse in anesthesia as well as the signs, symptoms, and patterns of addictive behavior, also covered is Wolford College’s zero tolerance policy on substance abuse. The presenter is also available to answer questions.</td>
<td>Wolford College also posts a Community Resource Sheet, provided by the Collier County Sheriff’s Office, on their website which provides students with contact information for resources related to substance abuse.</td>
</tr>
</tbody>
</table>
Procedures to Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred:

As a victim of a crime it is important to understand that there is a procedure in place to help you to make it through this ordeal. If you become the victim of sexual assault, domestic violence, dating violence or stalking please follow the below steps:

- Get to a safe place.
- Call 911. It is important to call and get medical and police personnel to your location as quickly as possible so that you can get medical treatment and the police can begin to investigate the crime.
  - If you do not wish to involve the police it is still important that you get to a hospital as quickly as possible.
  - Call someone you trust to help you get to the hospital and to support you through this ordeal.
- Preserve the evidence. Immediately after falling victim to a crime you may not be thinking about prosecution of the perpetrator but it is still important that you preserve the evidence. Please use the following guidelines to preserve DNA evidence (From www.rainn.org):
  - Do not bathe or shower.
  - Do not use the restroom.
  - Do not change clothes.
  - Do not comb hair.
  - Do not clean up the crime scene.
  - Do not move anything that the offender has touched.
- It is also important that you preserve all other types of evidence.
  - Do not delete your phone/text message records.
  - No not delete any comments from social networking sites.
- Contact a Campus Security Authority. All Wolford College employees are campus security authorities. Please speak with the one that you are most comfortable with so that the College can play its part in your recovery. The CSA will ask you a series of questions about what happened so that they can best help you and to make sure the campus is safe.
  - The CSA will ask you if you have been treated at a medical facility
  - The CSA will ask you if you have had physical evidence collected.
  - The CSA will ask you if you have reported the crime to the police. It is your choice to involve the police but if you chose the CSA will help you to do so.
  - The CSA will ask you if you know who the offender is.
  - The CSA will ask you if the offender is a Wolford College employee or student.
  - The CSA will ask you if you would like to file an anonymous incident report that will be given to the PRESIDENT.
    - Wolford College will respect your right to anonymity and will keep all your information confidential even if you want your name to be on the official incident report.
    - Wolford College will not include any personally identifying information about the victim while doing any Clery Act reports and disclosure.
    - Wolford College will keep any accommodations or protective measures provided to the victim in confidence, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.
    - The CSA may ask you additional questions.
- If you choose, you may file an injunction of protection. Please call 239-793-9213 to obtain help in filing the injunction from the Victims Assistance’s Section. If you obtain an injunction of protection against a Wolford College student or em-

Registered Sex Offenders:
The state of Florida compiles and provides information on registered sex offenders and publishes that information on the Florida Department of Law Enforcement: Florida Sexual Offenders and Predators website. The website can be found here: https://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=gKemjNo1jXVGW40Fcvmtdb6x

Missing Students:
Wolford College does not have any on-campus student housing facilities; therefore there is no Wolford College Missing Student Policy.
Written Notification:

Wolford College does not provide any of the above services within the institution. Wolford College does have a Community Resource Sheet, provided by the Collier County Sheriff’s Office, which contains contact information for services in the local Collier County area.

The victim of a crime may request accommodations or protective measures from Wolford College. These requests may be made regardless of whether the victim chooses to report the crime to law enforcement.

Wolford College will provide written notification to victims about available options and assistance in the following, including how to request changes and who to contact at the institution.

- Academic situations
- Living situations
- Transportation situations
- Working situations
- Protective measures

Following the report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Wolford College will provide the student or employee a written explanation of the student’s or employee’s rights and options.

COMMUNITY RESOURCE SHEET

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>262-6535</td>
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<tr>
<td>Bar Association Lawyer Referral</td>
<td>252-8138</td>
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<tr>
<td>Guadalupe Social Services</td>
<td>657-6242</td>
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<tr>
<td>Immokalee area</td>
<td></td>
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<tr>
<td>Child Protection Team</td>
<td>263-8383</td>
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<tr>
<td>Collier County Social Services</td>
<td>774-8154</td>
</tr>
<tr>
<td>Sheriff’s Office Victim Assistance</td>
<td>793-9213</td>
</tr>
<tr>
<td>Crime Victim Program</td>
<td>649-5660</td>
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<tr>
<td>David Lawrence Mental Health</td>
<td>455-1031</td>
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<tr>
<td>County Emergency Services</td>
<td>774-8000</td>
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<tr>
<td>Dept. of Children and Family Services</td>
<td>1-866-762-2237</td>
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<tr>
<td>Business Hours 9 a.m. to 5 p.m.</td>
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<tr>
<td>Aging and Adult Services</td>
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<td>Children and Youth Services</td>
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<tr>
<td>Protective Services</td>
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<tr>
<td>Mental Health Association</td>
<td>261-5405</td>
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<tr>
<td>Naples Police Department</td>
<td>213-4844</td>
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<tr>
<td>Marco Island Police Department</td>
<td>389-5050</td>
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<tr>
<td>Rape Crisis 24 Hour</td>
<td>262-7227</td>
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<td>St. Vincent de Paul Society</td>
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<td>Meals On Wheels</td>
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<td>Salvation Army</td>
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<td>Youth Haven</td>
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<td>Evenings (after hours phone)</td>
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<td>Sheriff’s Youth Relations Deputies</td>
<td>793-9260</td>
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<td>Witness Coordination</td>
<td>732-2701</td>
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Victim Accommodation Report:

The victim of domestic violence, dating violence, sexual assault, or stalking may request accommodations from Wolford College. You may request changes to academic, living, working, and transportation situations, regardless of whether you choose to report the crime to law enforcement. All requests must be submitted to the President of Wolford College. Wolford College will make every effort to honor your request if such changes are reasonably available. You may request an order of protection, a court-ordered no contact order, a restraining order or similar lawful orders from the county in which you reside. In Collier County please contact the Victim Assistance Program at 239-793-9213 or the domestic violence unit 239-732-2704 for more information.

As every situation is different Wolford College does not offer you a list of choices that you pick from. Wolford College looks at every request on a case by case basis and will work with you to find the best option that is reasonably available.
Types of Disciplinary Proceedings

Students: If a student is accused of being the offender of an act of sexual assault, domestic violence, dating violence, or stalking against another student, faculty member, or staff member either on or off campus they will be subject to discipline. Evidence will be presented to the evaluation committee who will decide if the burden of proof has been met supporting the accusation. The accused student may appeal the decision of the evaluation committee through Due Process which is outline in the student handbook and college catalog. If a student is accused, then both the accuser and the accused will have the opportunity to request 1 member of the evaluation committee be replaced. The President will select the replacement member.

Faculty/Staff Member: If a faculty or staff member is accused of being the offender of sexual assault, domestic violence, dating violence, or stalking against a student, faculty member, or staff member either on or off campus they will be subject to discipline. Evidence will be presented to the President or designee who will decide if the burden of proof has been met support the accusation.

Steps and Anticipated Timeline: Wolford College advises anyone who is the victim of sexual assault, domestic violence, dating violence, or stalking to contact the police and file a formal police report. If the victim does not want to involved the police they may still ask Wolford College to conduct disciplinary proceedings against the accused. Anyone who wished to file a grievance against any Wolford College community member for an act of sexual assault, domestic violence, or stalking must being the process by completing an incident report and submitting it to any campus security authority. The CSA will deliver the incident report to the President. Wolford College does not employ campus police; therefore Wolford College will hire an investigator to collect the evidence and interview witness. The investigator will submit the evidence collected to the President and the appropriate authorities will review the evidence and speak to the accused and accuser and decide on sanctions put in place, if any. Wolford College will conduct investigations in a timely manner and will complete all disciplinary hearings within 45 business days of the submission of the incident report. The student may appeal the decision of the Evaluation Committee through Due Process if the decision made by the Evaluation Committee adversely affects their ability for continued participation or completion of the program. Please see Student Due Process Policy for more information.

Standards of Evidence: The standard of proof used for disciplinary hearings related to sexual assault, domestic violence, dating violence, and stalking is a preponderance of evidence. This means a greater than 50% chance (based on collected evidence), that the accused is responsible.

Sanctions:
Possible sanctions for a faculty or staff member include but are not limited to:

- Community service
- Mandatory counseling paid for by the accused
- Verbal or written warning
- Suspension from Wolford College
- Termination from Wolford College

Possible sanctions for a faculty or staff member include but are not limited to:

- Oral Warning
- Written Warning
- Termination from Wolford College
- Mandatory Counseling paid for by the accused

Protective Measures Wolford College May Offer to Victims:
“No Contact” Order:
In the circumstances of an alleged sexual assault, domestic violence, dating violence, or stalking is judged to be severe enough by the President or designee, the college reserves the right to impose a “No Contact” order prior to presentation of evidence to the President. The use of a “No Contact” order is used when there is a threat to the health and safety of the victim and/or other members of the university community. “No Contact” orders restrict individuals from entering Wolford College facilities or clinical sites or restrict the times in which he/she is allowed on campus or at clinical sites to eliminate contact with alleged victims and/or other forms of contact with certain person(s). A “No Contact” order can be a temporary order in place while a disciplinary hearing or appeal is pending, or extended to a longer period of time to protect the student(s) and/or other members of the college community from threats to their health or safety.

Disciplinary Proceedings:

- Disciplinary proceedings will be prompt, fair, and impartial from the initial investigation to the final results.
- Disciplinary proceedings will be completed within 45 business days of the receipt of the incident report.
- If a student is accused, then both the accuser and the accused

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- If a student is accused, then both the accuser and the accused

will have the opportunity to request 1 member of the evaluation committee be replaced. The President will select the replacement member.

- All members of the evaluation committee, evaluation committee alternates, and the President will each participate in an annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and accused will have the same opportunity to have others present during both the evaluation committee hearing and the due process hearing. Both the accuser and accused may select any advisor to accompany them but the advisor does not have the right to address anyone present at either hearing other than the person he/she is advising.

Simultaneous Notification:
Wolford College will notify both the accuser and the accused in writing of the following:

- The results of the evaluation committee hearing.
- Wolford College’s procedures to appeal the evaluation committee decision through due process.
- If the results change after due process and when the results became final.
# Annual Report of Crime Statistics

## Wolford College

### On-Campus*

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<th>2014</th>
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## Wolford College

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There were no hate crimes reported during the 2012, 2013, or 2014 calendar years in either campus, non-campus, or public property.

*Wolford College does not have any on-campus student housing facilities.

For more information please contact the Institutional Effectiveness Department at (239) 513-1135.

CRIME STATISTICS: The data reported above was compiled by the Institutional Effectiveness Department. Data is also collected from the Collier County Sheriff’s department on crime statistics from the area directly surrounding Wolford College as specified by the Clery Crime Policies. The non-campus location data was collected from the Tampa Police Department through http://raidsonline.com/?address=tampa,fl additional non-campus data is collected from the Miami PD. The Student Right to Know and Campus Security Act requires certain information regarding crime and policies related to security are prepared, published and distributed to all students, employees and applicants.

FIRE STATISTICS: Wolford College does not have any on-campus student housing facilities, so there are no fire statistics.