

# 2017/2018 Annual Security Report

## The Campus Security Act

The Campus Security Act requires that all colleges and universities publish and disseminate to the college community an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements. The Security Office works with several campus security authorities as well as many federal, state and local law enforcement agencies: The Palm Beach Sheriff's Office, Palm Beach Gardens Police Department and Florida Atlantic University Police Department under a memorandum of understanding (MOU) to compile the necessary information. We encourage the members of the college community to use this report as a guide for safe practices while on campus. The report is posted annually on the College Security Office's website and is also available in paper copy by contacting the Security Office at (561) 868-3600, or by emailing [csecurity@palmbeachstate.edu](mailto:csecurity@palmbeachstate.edu).

This report is prepared by the Director of Security and Risk Management in compliance with the Federal Crime Awareness and Campus Security Act of 1990 and under the authority of the Palm Beach State Board of Trustees Policy 6Hx-18-1.21. This report is also intended to advise our faculty, staff and students of programs and procedures designed for their protection on campus and is specifically geared toward crime prevention.

## Palm Beach State College Security Department

All Palm Beach County ordinances and Florida laws apply to the campuses and facilities of Palm Beach State. The college has adopted policies, rules and regulations to provide security for the students, staff and buildings. Security Officers are stationed at all campus locations during operating hours.

The Security Offices are at the following locations on each of the five campuses:

Belle Glade  
CRB 124  
(561) 993-1120

Boca Raton  
BK 107.3  
(561) 862-4600

Lake Worth  
SEC 121  
(561) 868-3600

Loxahatchee Groves  
LGA 114  
(561) 790-9120

Palm Beach Gardens  
SEC 120  
(561) 207-5600

In all emergencies, call 9-1-1 for fire, emergency medical, and law enforcement services. Contact Security for routine requests for service and to report all accidents and incidents. The Security Office consists of professional campus Security Officers dedicated to providing the best service to the campus community. They provide foot and vehicle patrol during their assigned shifts. In addition to the Security Officers, administrative staff provide dispatch support and customer service in their respective offices. The individual

Security Offices and personnel are available during campus operating hours. The Security Office is home to an unarmed, proprietary security force. These Officers are non-sworn and do not have arrest powers under Florida law. These Officers receive on-going training and are authorized to investigate all criminal and non-criminal offenses reported.

### **Crime Prevention**

Students and employees are encouraged to be responsible for their own security and the security of others. The Security Department, in coordination with the campuses, promote several safety/security related initiatives each year. These include monthly media campaigns, signage and various other informational methods intended to minimalize/eliminate potential security issues.

### **Monitoring and Recording of Criminal Activity (Crime Statistics)**

The Security Office works closely with law enforcement agencies having jurisdiction on college property. The college encourages accurate and prompt reporting of all crimes to the Security Department and/or the appropriate law enforcement agency. These agencies include the Palm Beach County Sheriff's Office, the Palm Beach Gardens Police Department and the Florida Atlantic University Police Department (through a memorandum of understanding). Due to our ongoing contact with local law enforcement, an accurate accounting can be made of criminal activity that occurs on campus, on public property adjacent to the campus, and off campus properties. This statistical information obtained by the Security Department from law enforcement and by our Campus Security Authorities is published in the United States Department of Education's annual web based safety survey and this annual security report.

### **Campus Security Authorities**

The Clery Act requires Palm Beach State College to collect and tabulate crime reports from a variety of individuals and organizations. These entities are considered to be campus security authorities(CSA). If a CSA receives information regarding a crime, the entity is obligated to report said information to a proper authority (Provosts, Department Heads, Deans of Students, Human Resources, Athletic Director, Counseling Center, Title IX Coordinator and/or Security). **PBSC generally considers every employee with the exception of members of the Counseling Center to be CSAs.** PBSC also provides Rights and Resource materials to students and employees stating it is **the victim's prerogative** to report a crime to authorities. These materials also address the option for individuals to share information confidentially with the Counseling Center. Lastly, it is the practice of the college to remind victims and witnesses (Non CSAs), in-person, of their right to voluntarily report crimes. It should be noted that the college has an established Board Policy 6Hx-18-1.20 titled "Sexual Assault and Other Acts of Sexual Misconduct" stating there is not a mandatory referral of sexual assault or attempted sexual assault cases to law enforcement. **The policy was updated by General Counsel's office in December, 2016.**

The Title IX Office/Coordinator at Palm Beach State College is responsible for all CSA information and documentation.

Palm Beach State College has identified the following offices and individuals that share the responsibility of serving as Campus Security Authorities. CSA's were notified in writing of their responsibility as well reporting protocol.

## 2016 Campus Security Authority List

Name	Position	Bldg./Room #	Email	Phone
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Kathi Schaeffer	Phi Theta Kappa	AD 00126	<a href="mailto:schaeffk@palmbeachstate.edu">schaeffk@palmbeachstate.edu</a>	(561) 862-4327

Jyrece McClendon	Phi Theta Kappa	AD 00411	<a href="mailto:mccleindj@palmbeachstate.edu">mccleindj@palmbeachstate.edu</a>	(561) 862-4413
Jonathan Marc Davis	Psychology Club	BT 002163	<a href="mailto:davisj@palmbeachstate.edu">davisj@palmbeachstate.edu</a>	(561) 862-4369
Sandra Jakubow	Rotaract Club	AD 00154	<a href="mailto:jakubows@palmbeachstate.edu">jakubows@palmbeachstate.edu</a>	(561) 862-4356
Africa Fine	Spoken Word Club	HT 00402	<a href="mailto:finea@palmbeachstate.edu">finea@palmbeachstate.edu</a>	(561) 862-4440
Zalmond Abbondanza	STEAM Club	CB 00216	<a href="mailto:abbondaz@palmbeachstate.edu">abbondaz@palmbeachstate.edu</a>	(561) 862-4463
Kathi Schaeffer	Student Government Association	AD 00126	<a href="mailto:schaeffk@palmbeachstate.edu">schaeffk@palmbeachstate.edu</a>	(561) 862-4327
Michael Miles	Veterans Club	CA 00113	<a href="mailto:milesm@palmbeachstate.edu">milesm@palmbeachstate.edu</a>	(561) 862-4665
Deann Greenawalt	Veterans Club	AD 00114	<a href="mailto:greenawd@palmbeachstate.edu">greenawd@palmbeachstate.edu</a>	(561) 862-4383

Reports of crimes are submitted in several ways, including: phone, email, Maxient Database and Security Incident Reports. Campus stakeholders meet periodically to review cases.

Notification of rights of next of kin in the case of a deceased student are outlined in the Rights section of the Student Handbook on page 18.

Prevention and awareness programs for new students and employees are included with our new student orientation process and our employee on-boarding process.

Palm Beach State College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as outlined in the following: Student Handbook, Policy and Procedures and Rights and Resources Brochure. The Student Handbook also provides Clery Definitions as follows:

- **Sexual battery** (Assault) - non-consensual sexual penetration by another, by union of sexual organ or another object.
- **Domestic violence:** means a "felony or misdemeanor" crime of violence committed by:
  - a current or former spouse or intimate partner of the victim,
  - a person with whom the victim shares a child in common,
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence** - violence between individuals who have currently, or have had in the past six months, a continuing and significant relationship of a romantic or intimate nature.
- **Stalking** - a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking under Florida law.
- **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." (794.011)

Palm Beach State College has developed a culture of reporting, encouraging a “see something, say something” environment. Students and staff are continually reminded of the various resources and methods available to report incidents and the ability to maintain confidentiality. Bystander intervention training is provided to students and staff.

The College sponsors safety fairs and other student gatherings including a white ribbon campaign on violence against women, initiatives and conversations regarding consent.

Palm Beach State College maintains a MOU with Palm Beach County Victim Services (PBCVS) and works closely with Law Enforcement to provide information regarding the collection of evidence should a student wish to file a police report.

### **Authority**

All alleged student violations of the Code of Conduct of the College should be referred to the dean of student services, or the dean of educational services, or designee, or campus security, or other College representative. This includes any infractions by a College student organization.

### **Filing a Complaint**

Palm Beach State College requires any person who believes that he or she has been subjected to a civil rights violation or any other type of harassment or discrimination by a member of PBSC personnel to file a complaint with the campus dean or designee as soon as possible. The dean or designee will notify the Executive Director of Human Resources, the Assistant to the President for Equity Programs or designee as to the complaint involving employees, faculty or third party vendors. The Executive Director of Human Resources or designee will meet with the student alleging the complaint pursuant to the investigation.

Students are provided information on how to notify local law enforcement, receive assistance with notifying local law enforcement, support with “no contact”/restraining orders, as well as the option to decline law enforcement assistance via the published Palm Beach State College Rights & Resources brochure. In addition, this information is provided on the [Title IX webpage](#).

Campus Safety and Counseling Centers are available to victims on campus to assist with communications and interactions with local law enforcement. The [Title IX webpage](#) also includes available resources victims may utilize on and off campus. These resources are also published in the Rights & Resources brochure available at the Deans, Counseling, Title IX, and Security Offices. As stated, the College issues an [Annual Security Report](#). This report does not include any personal information of any individual who has been a victim.

Palm Beach State College offers reasonable protective measures to victims without compromising confidentiality. Regardless of law enforcement involvement, the College will provide reasonable accommodations. Victims may request accommodations at any time during the investigative process. Possible reasonable accommodations may include:

- change in course schedule,
- withdrawal from a course,

- security officer escort while on campus,
- allow student to complete course work via distance learning,
- issue a no contact order (where appropriate),
- allow for relocation of clinical sites or lab experience courses in the case of limited access health/public safety programs;
- alternative test sites,
- campus alert regarding the respondent, without compromising the privacy of the complainant,
- referral to the College Counseling Center,
- referral to Palm Beach County Victims Services or Butterfly House (Designated Palm Beach County Rape Treatment Center),
- referral to other college and community resources as appropriate such as Financial Aid, Disability Support Services, Learning Labs, employers, community housing assistance or food stamps, immigration, childcare or transportation assistance.

Accommodations are best determined by the complainant wherever possible. If the respondent is a student, changes are typically made to their schedule as opposed to the complainant(s).

If a student requests a course or schedule change, faculty are only notified that the Dean's office is requesting the change on behalf of the student. The Dean's office will not provide any information about why the request is being made.

The Palm Beach State College Board Policy and the Student Code of Conduct outline disciplinary processes to address alleged dating violence, domestic violence, sexual assault, and stalking. Part of the proceedings identify a 60-calendar day window to address these types of allegations. The proceedings call for a preponderance of evidence standard to render a decision.

If there is an alleged violation of the Student Code of Conduct, including acts of dating violence, domestic violence, sexual assault, or stalking, a student would invoke their due process outlined in the Student Handbook.

### **Investigations**

- An investigation will be conducted by the dean or designee. This investigation can include, but is not limited to, meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses. Investigations may also include, but are not limited to: text, emails, social media post, voice messages, law enforcement reports, and any other type of documentation or media that support the complainant's allegation, or are offered by the accused, or discovered in follow-up interviews.
- If, after investigating, the dean or designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed and the student will be notified in writing and/or via email.
- If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal conduct conference with the dean.



### **Informal Conduct Conference**

- The charges will be read and explained to the student, at which time the student will have an opportunity to ask any questions.
- The student has the right to admit to or deny responsibility for the charges prior to the conference.
- If the student admits responsibility, the dean will notify the student of the sanctions; the student can either accept or reject the sanctions. If the student rejects the sanctions, a formal conduct hearing will be convened. If the student accepts the sanctions, the student will sign a waiver accepting the sanctions, waiving the right to a formal hearing.
- If the student denies responsibility, written notice informing the student of the time and place of the hearing will be provided as outlined below.

### **Formal Conduct Hearing**

If the student elects a formal conduct hearing, the student will receive written notification of the time and day by certified mail and email notification five business days in advance.

The College conduct procedures are designed to ensure reasonable protection of the student and a fair determination of the facts and provide due process.

Student Rights relating to a Formal Conduct Hearing include:

- Notification of the alleged student code of conduct violation(s).
- The dean or designee will make available to the student any evidence in his/her possession and, upon written request, any files, subject to the provision of Florida State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least 48 hours in advance of the formal hearing.
- A student has the right to request assistance in identifying an advocate to assist with the conduct process. The student may elect to have an independent advocate present at his/her own expense. An advocate may only counsel the student, not address the committee or others participating in the hearing. (Note: the formal conduct hearing is a non-adversarial proceeding and is intended to be fact-finding).
- All hearings are only open to those involved, as determined by the dean, designee or chairperson.
- The respondent has the right to hear from the complainant and witnesses and to direct questions to them through the committee chair. The respondent has the right to present a defense and witnesses on their own behalf. It is the student's responsibility to prepare their defense. Testimony may be presented in person or via electronic means as determined by the dean.
- The student may not be compelled to testify against himself/herself.
- The College reserves the right to record the proceedings, with notification to all parties at the beginning of hearing.
- Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as an admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this

will not equate to a student's forfeiture of his/her right to remain silent provided that the student does not offer personal testimony in defense. Any personal testimony offered may be addressed by the committee.

- Where several persons are alleged to have been involved in an incident, the dean will determine if separate hearings will be held.
- Pending a conduct hearing, the student will be permitted to attend class and otherwise participate in College activities, except in the case of a temporary suspension.
- The conduct committee will look to the preponderance of evidence to determine if a violation of the student code of conduct has occurred.
- All conduct proceedings are confidential unless confidentiality is waived in writing by the student.
- Resolution of any situation not outlined in this process will be at the discretion of the dean of student services.
- Students requiring ADA accommodations need to contact the office of Disabilities Support Services.

The Rights and Resources Brochure provides confirmation that students will be simultaneously notified in writing of the outcome of a complaint and any appeal, including any sanctions.

If it is determined a violation of the Student Code of Conduct has occurred, the following are a list of possible sanctions:

- Behavioral Contract – A written and signed agreement between the student and the College related to student's behavioral expectation.
- Campus Organization Suspension - loss of recognition and associated privileges for a specified period of time.
- College/Community Service – required completion of a specified number of hours of service to the campus or general community.
- Course Reassignment/Removal – in response to behavioral, safety, or security concerns.
- Disciplinary probation - notice that the student's behavior is in violation of this Code. Further violation(s) may result in suspension.
- Dismissal - permanent separation from the College and any College program. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Palm Beach State College or participating in any College activity.
- Educational Related Activities – required attendance at educational programs, meeting with appropriate officials, written research assignments, planning and implementing educational programs, or other educational activities at the student's or student organization's own expense.
- Fines- A monetary fee may be imposed for certain violations.
- Grade Change - A grade of "F" may be assigned in the case of academic integrity/dishonesty violation. Students may not withdraw from a class to avoid a failing grade as a result of such a violation.

- Housing Probation/Removal – Termination or Change in Athletic Housing Assignment. Students remain financially responsible for obligations under the housing contract.
- Parental/Guardian notification for drug or alcohol use or offenses involving weapons, where appropriate.
- Random Drug Testing – Based on program of study and/or repeated violation at the students expense.
- Referral – written notification for assessment to the College Counseling Center.
- Restitution - Compensation for code of conduct violations involving damage to, destruction of, theft, or misappropriation of property.
- Restriction/Loss of Privileges – Temporary or permanent loss of privileges, including, but not limited to the use of a particular College facility, parking, resources, or equipment.
- Revocation of Admission – Admission to PBSC may be revoked for fraud, misrepresentation or other violation of PBSC standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
- Suspension - leave of absence from the College for a period of time as specified in the sanctions, which will include any conditions which must be met before re-enrollment.
- Verbal Warning – verbal notice that the student’s behavior is inappropriate, and further violations will result in more permanent and formal sanctions.
- Written Warning – written notice that the student’s behavior is inappropriate, and further violations will result in more permanent and formal sanctions.
- Other such sanctions as deemed appropriate including, but not limited to, written apologies, no contact orders, and/or withholding an official transcript. The above sanctions may be included in a student's permanent record.

It is Palm Beach State College’s written policy to provide a prompt, fair and impartial investigative process for all complaints. Investigating officials attend on-going training via webinars, conferences, reading materials, and staff development activities throughout the academic year.

### **Appeal of the Outcome of a Hearing**

If either the complainant or the accused disagrees with the determination, an appeal may be made to the campus provost within 10 business days of receipt of the results of the hearing. Grounds for appeals are as follows: 1) a procedural error occurred that significantly impacted the outcome of the investigation; 2) consideration of new evidence, unavailable during the original investigation that could substantially impact the sanction (a summary of this new evidence and its potential impact must be included); 3) the sanction imposed is substantially disproportionate to the severity of the violation, and 4) either the student filing the complaint or the student responding to the complainant believes there was an abuse of discretion. The campus provost or designee shall issue a decision within 10 business days of receiving the request, which may include an affirmation of the recommended sanctions, or reduced or increased sanctions. The campus provost or designee has discretion in determining whether a sufficient reason was stated for an appeal. The campus provost or designee is the final point of appeal.

During New Student Orientation and New Employee On-Boarding, a presentation is made with the required information relating to registered sex offenders. College Security includes this information on its webpage.

### **Daily Crime Log**

Each Campus Security Office has trained personnel to maintain their daily crime log. This daily crime log lists all reported crimes (Including non-Clery Act crimes) which occur on campus. The daily crime log is available for public inspection at any of the five Security Offices or online at <http://www.palmbeachstate.edu/security/default.aspx>. It should be noted that the daily crime logs are also stored electronically on a college share drive as a backup. The daily crime log includes the nature, date, time, location, and disposition of all criminal cases (if known). The daily crime log is updated within one business day of a reported incident (crime). All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure will jeopardize the confidentiality of the victim, be open to public inspection within one business day of the initial report being made to the department or a campus security authority. If new information becomes available to the Security Department, then the new information shall be recorded in the log not later than one business day after the new information becomes available to the Security Department. If there is clear and convincing evidence that the release of such information will jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

### **Emergency Operations Plan**

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can enable members of the Palm Beach State College community to respond appropriately to crises and emergencies and may prevent injury and save lives. Every member of the college community is responsible for emergency preparedness. The College's District Emergency Operations Plan (DEOP) fulfills the requirements of the Occupational Safety & Health Administration at Title 29, Code of Federal Regulations, Part 1910, paragraph 1910.38(b) for having an Emergency Action Plan. Each campus Provost or designee is responsible for ensuring that the Campus Emergency Operations Plan (CEOP) contains the campus' site-specific information, and that all persons, including faculty, staff and students, are familiar with it. The primary goals of the Palm Beach State College DEOP are:

- To prevent or minimize the impact of emergencies.
- To maximize the effectiveness of emergency response by the college community.
- To protect lives and property.
- To provide for the continuity of college operations..

The DEOP assigns responsibilities for its development, implementation and maintenance. It applies to all college personnel, buildings and grounds at all college campuses. It serves as the guiding document for preparedness, response and recovery actions at the district level and as the basis for each campus' CEOP. The DEOP will be updated annually by the Safety & Risk Manager, in consultation with the Director of Security & Risk Management, and approved by the Emergency Management Team Leader (Vice President Administration & Business Services) or designee. The DEOP

will be provided to authorities as necessary and is posted on the Security and Safety web pages. The DEOP was last updated January 2017.

### **Emergency Response and Evacuation Procedures**

The Security Office at each campus will after minimal confirmation via the Video Surveillance System, a secondary phone call, direct observation or other means, will and without delay (taking into account the safety of the community), determine the content of the message and initiate the notification system to the appropriate group, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The college has licensed a multi-modal alerting system (Blackboard Connect) and an emergency intercom system commonly referred to as VALCOM to be used to notify the entire college community of pending or current emergency situations, and to provide direction (i.e. evacuation, lockdown, shelter-in-place, college closings, etc.).

The two-way voice link (VALCOM) between the Security Office and a classroom can be established from the Security Office in response to a student/staff-initiated request. The student/staff initiated communications shall automatically indicate the location from which the call or activation came. The activation of the emergency intercom shall take priority over all other calls or customer service within the Security Office.

It is critical to understand that based on the circumstances of the emergency situation, the college community may be directed by law enforcement or campus security to EVACUATE, LOCKDOWN OR SHELTER IN PLACE. It should be noted that the campus security offices have ongoing and regular communications with local law enforcement regarding the need to keep the college apprised of emergency situations that warrant immediate or ongoing attention.

### **Emergency Response and Testing**

The campus Emergency Coordinator (E.C.), in support of their respective Provost, will publicize emergency response and evacuation procedures in a manner designed to reach students, staff and faculty. The E.C. will test and evaluate in writing, the emergency response and evacuation procedures after each drill and on an annual basis. At this time, Palm Beach State College **will not** conduct unannounced drill.

**Evacuation** is required when there is a power outage exceeding 20 minutes or any time the fire alarm sounds. When an evacuation announcement is made and whenever an emergency situation warrants evacuation, building occupants should exit immediately to the designated Safe Assembly Area(s), following the campus-specific evacuation plan. After a building has been evacuated, occupants must wait for direction from Emergency Responders before re-entry or should follow directions to leave the campus if necessary.

**Fire Alarm Emergencies:** In case of fire, an alarm will sound (short, repeated rings). Everyone should proceed quickly to the red Safe Assembly Area (Pole) nearest to the building. Re-enter the building only after getting an “all clear” from the authorities in charge of the situation.

**Lockdown** is an emergency response measure in which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from an imminent threat of violence. It may involve a single building or the entire campus. A threat of violence may include, but is not limited to:

- Active shooter.

- Hostage situation.
- Riot.
- Significant criminal or law enforcement activity in the neighborhood adjacent to the campus.
- Lockdown of nearby schools.

**Shelter in Place** is an emergency response measure in which building occupants are instructed to seek shelter inside a building due to extreme weather (Such as a tornado), or hazardous material spill, or some other phenomenon that poses risk to persons outside. The basic concept behind sheltering-in-place is to use a building as a barrier between yourself and the phenomenon posing danger. Shelter in Place is similar to Lockdown in that personnel on campus are to take refuge in areas of the facility that offer protection. It may be necessary for occupants to move to a different part of the facility in order to provide them with the necessary protection.

### **Timely Warning Notices**

The Security office, in consultation with other departments, will immediately notify by various means, the campus community upon the confirmation of a serious or continuing threat to students and employees (Clery Act crimes), unless the notification will compromise efforts to contain the emergency. The Timely Warning procedures were reviewed during the formulation of the 2017/2018 ASR.

### **Crime Reporting**

All students and employees of the campus community are encouraged to promptly report criminal acts known to them for the purpose of Timely Warnings and the annual statistical disclosure. The usual reporting procedure for everyone in the event of any incident is to contact the Security Office on their particular campus. In the event of an immediate threat, danger, injury, or criminal occurrence, call the local authorities by dialing 911. Other individuals or departments may also be contacted as listed below:

### **College Resources**

#### *Security Office*

Belle Glade (561) 993-1120  
 Boca Raton (561) 862-4600  
 Lake Worth (561) 868-3600  
 Palm Beach Gardens (561) 207-5600  
 Loxahatchee Groves (561) 790-9120

#### *Dean of Students*

(561) 993-1131  
 (561) 862-4310  
 (561) 868-3055  
 (561) 207-5325  
 (561) 790-9009

PBSC Counseling Center \*(561) 868-3980  
 PBSC Title IX Coordinator (561) 868-3277  
 PBSC Equity Officer (561) 868-3111

*\*Confidential reporting*

### **Community Resources**

Aid to Victims of Domestic Abuse (800) 355-8547  
 Alcoholics Anonymous (561) 276-4581  
 Center for Family Services (800) 404-7960  
 Department of Children & Families (800) 962-2873  
 Drug Abuse Foundation (561) 278-0000  
 Legal Aid (561) 655-8944

Victim Compensation	(800) 226-6667
Rape Crisis Violent Crime Hotline	(561) 833-7273
Toll-free 24/7	(866) 891-7273

### **Anonymous Reporting**

Palm Beach State College has selected Ethics-Point, Inc. to provide the college community with simple, risk-free ways to anonymously and confidentially report safety concerns, criminal, unethical, or otherwise inappropriate activity or behavior in violation of procedures, policies, rules, or state and federal laws.

All reports submitted via Ethics-Point will be handled promptly and discreetly and all reports will be reviewed carefully by the college. No retaliatory action will be taken against anyone for reporting or inquiring about potential breaches of policies or law or for seeking guidance on how to handle such concerns. The Ethics-Point reporting system is not a substitute for existing reporting channels, already established by the college. Palm Beach State has elected to provide this service as an additional means of reporting. The college encourages reporters to first attempt to resolve problems or disputes through established communication channels whenever possible.

Ethics-Point is NOT a 911 or Emergency Service: This site is not to be used to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If an individual requires emergency assistance, they should contact local authorities.

An individual may file a report to Palm Beach State by going to the Palm Beach State Security Web Page and clicking on the “Anonymous Reporting” link or by calling 877-307-1220.

### **Access Control to Buildings and Property**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests (Board Policy 6Hx-18-1.22). The college encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Each campus maintains separate operating hours. For questions about the operating hours of a specific campus, contact the Provost’s Office on that campus. Individuals who wish to access buildings or property during non-operating hours or for special events should likewise contact the Provost’s Office.

### **Security Awareness, Crime Prevention Programs and Security & Maintenance**

The college is committed to providing a safe and secure environment. Monitoring exterior lighting, physical hardware, and checking the operability of safety and security equipment is a regular function of the Security Office. Officers will report lighting deficiencies to the Facilities Department. Routine checks are completed to insure the proper operation of emergency communication devices. Monthly inspections of fire extinguishers and Automated External Defibrillators (AEDs) are completed by Officers during their patrol duties. Deficiencies in locking mechanisms and/or alarms are reported by Security Officers on patrol. We encourage the campus community to report observed deficiencies to the Security Office.

### **Policy & Laws Governing Alcohol**

The legal age for drinking alcoholic beverages is 21 in Florida. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. Possession of alcoholic beverages

by persons under age 21 is prohibited by Florida law. The minimum penalty is 60 days in jail or a \$500 fine. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers and liqueurs. Students are prohibited from possessing, selling or using alcoholic beverages on campus or at any college function.

It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of an altered identification for the purpose of procuring alcoholic beverages is a misdemeanor. Use or possession of a counterfeit license or identification is a felony. It is unlawful to drive while under the influence of alcohol or other drugs. Penalties range from a mandatory suspension of a driver's license for 90 days to fines up to \$500, to hours of community service, to imprisonment for six months. Students shall be subject to appropriate disciplinary action by the college authorities. In accordance with applicable state and federal laws, students who are under the age of 21 and are found responsible for a drug or alcohol violation may have notification regarding the violation and sanction sent to their parent(s), legal guardian and/or guarantor. Such notification will occur on the first drug violation. Such notification may occur after the first alcohol offense if the mitigating circumstances justify parental notification. Additionally, the applicable persons will be notified if a student is provided emergency medical transport.

### **A Drug-Free Campus**

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to possibly a year of imprisonment and fines of up to \$5,000. Any person who unlawfully distributes a controlled substance, including alcohol, to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Under Florida law, Palm Beach County and city ordinances, it is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture or deliver a controlled substance. A person who violates this provision is guilty of a felony of the first, second or third degree, which is partially determined by the type of drug and the quantity involved. Violators may be subject to the stiffest penalties available. Under Florida law, the maximum penalty for trafficking specific amounts of cocaine or any mixture containing cocaine, including, but not limited to crack, is a first-degree felony punishable by life imprisonment without the possibility of parole. Under certain circumstances, such an offense is a capital felony punishable by death. Based on the quantity involved, penalties for trafficking in illegal drugs including but not limited to the narcotics morphine, opium and heroin range from a mandatory imprisonment of three years and a \$50,000 fine to 25 years and a \$500,000 fine. Based on quantity involved, other penalties for trafficking in illegal drugs including but not limited to marijuana, inhalants, depressants and other stimulants range from five years imprisonment and a \$5,000 fine to 30 years imprisonment and a \$15,000 fine. Further, it is unlawful for any person to use or to possess with intent to use or deliver drug paraphernalia. It is unlawful for any person to sell, purchase, manufacture or deliver, or to possess, with the intent to sell, purchase, manufacture or deliver a controlled substance on or within 200 feet of the real property comprising a public or private college, university or other postsecondary education institution. For further information, please consult Florida Statutes, Chapter 893, and Palm Beach County and local city ordinances.



### **Substance Abuse Resources**

Full-time and regular part-time employees and household members are covered under the college's Employee Assistance Program (EAP) through Aetna Resources for Living. The program is designed to address and resolve personal and workplace challenges. Counseling is available for relationship difficulties, emotional/psychological concerns, work or family stress and anxiety, depression, alcohol and drug abuse. Visit the EAP website at [www.mylifevalues.com](http://www.mylifevalues.com) or call (800) 272-7252. Students may access resources and information on substance abuse through the Counseling Center in Student Services.

### **Shuttle Service and Escort**

Some of the campuses offer night shuttle service to provide safe transportation for the students to their vehicles or bus stop. Any person on campus who requires an escort can request an escort by contacting the Security Office. Officers will respond to provide this escort service during campus operating hours.

### **Video Surveillance System**

Campus Security maintains the college's video surveillance system which intermittently monitors hallways, corridors and parking lots.

### **Weapons and Firearms on Campus**

Florida State Statute (Chapter 790) prohibits the possession of weapons and firearms, either openly or concealed, at any college, any school administration building, or any college or university facility unless the licensee (a holder of a concealed weapons permit) is a registered student, employee, or faculty member of such college or university and the weapon is a stun gun or nonlethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile.

### **Firearms Policy for Law Enforcement Officers attending Palm Beach State College**

Law Enforcement Officers in uniform may possess their weapon in view. Officers in civilian clothes are expected to possess their firearm concealed. Officers are required to follow their employing department's guidelines regarding the possession of firearms.

### **Rape Aggression Defense (RAD) Program Availability**

Palm Beach State College Security Department makes RAD courses available to Palm Beach State College students, faculty, staff employees and guests at no cost. This self-defense class, designed specifically for women, gives women the skills they need to prevent and survive a violent attack.

### **Restraining Orders - Court Issued**

Students, faculty and staff that have obtained a restraining order should provide Campus Security and the campus Dean of Student Services (if applicable) with a copy. College personnel will assist the student by providing as safe an environment as possible. Violators of court ordered restraining orders filed with the college will be referred to local law enforcement.

### **Restraining Orders - College Issued**

In order to provide reasonable protection for our students, college restraining orders are issued by the Dean of Student Services when a student provides written notification of harassment or stalking by another student. A student who receives a college restraining

order is required to abide by its directions or face disciplinary action. College restraining orders do not take the place of civil or criminal restraining orders issued by the court. Students are urged to pursue this avenue of protection. Students who receive a restraining order may discuss their options with the Dean of Student Services.

### **Children on Campus**

The college faculty and staff assume no responsibility for minors not officially enrolled at the college (Board Policy 6Hx-18-1.15). Minors not officially enrolled at Palm Beach State are prohibited from using college facilities except with the permission of an instructor, supervisor or other college official. Any unaccompanied minor who creates a disturbance or appears to be lost and unattended shall, for said unaccompanied minor's safety, health and welfare, be put in the care of the Supervisor of Campus Security or an appropriate college administrator to locate a responsible person for said unaccompanied minor. Faculty and staff are forbidden from entertaining on campus their own minor children or children for whom they are responsible, who are not enrolled at the college. This prohibition does not deny entry of minor children to campus activities to which they are officially invited.

### **Campus Crime Statistics**

On the next few pages, crime statistics for each of the five campuses, the Historical Building (812 Fern Street, West Palm Beach, FL 33401), and off campus housing are listed for 2014, 2015, and 2016. It should be noted, crime reports are generally obtained as the incidents occur through applicable college resources (CSAs and dedicated Security staff), but are verified at the beginning of the next calendar year. There were no hate crimes reported during this period. Palm Beach State College does not have on campus residential housing for students.

**The following tables are the required campus crime statistics for the last three years (2014 through 2016):**

LAKE WORTH Offense Type	ON CAMPUS			NON- CAMPUS			PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	1	0	0	0	0	0	0	1	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	0	1	0	0	0	0	0	0	3	0	1
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	2	2	0	0	0	0	0	0	0	2	2
Dating Violence	1	2	2	0	0	0	0	0	0	1	2	2
Stalking	4	4	4	1	0	0	0	0	0	5	4	4

**Number of Arrests/Referrals – Selected Offenses**

	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
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**Liquor Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

**Drug Law Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	1	0	0	0	0	0	0	0	0	1	0	0

**Weapons Law Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

**PALM BEACH GARDENS**

Offense Type	ON CAMPUS			NON- CAMPUS			PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0	1	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	0	0	0	0	0	0	0	0	3	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	3	1	0	1	0	0	0	0	1	4	1

**Number of Arrests/Referrals – Selected Offenses**

2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
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**Liquor Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0

**Drug Law Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0
Referral	0	2	0	0	0	0	0	0	0	2	0

**Weapons Law Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0

BOCA RATON Offense Type	ON CAMPUS			NON- CAMPUS			PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0	1	0	1
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	0	0	0	1	0
Dating Violence	1	0	0	0	0	0	0	0	0	1	0	0
Stalking	1	5	3	0	0	0	0	0	0	1	5	3

**Number of Arrests/Referrals – Selected Offenses**

2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
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**Liquor Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	1	0	0	0	0	0	0	0	1

**Drug law Violations**

Arrest	0	0	1	0	0	0	0	0	0	0	1
Referral	0	1	2	0	0	0	0	0	0	1	2

**Weapons Law Violations**

Arrest	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0

<b>Belle Glade</b>	<b>ON CAMPUS</b>			<b>NON- CAMPUS</b>			<b>PUBLIC PROPERTY</b>			<b>TOTAL CRIMES REPORTED</b>		
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Offense Type</b>												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0	1	1	0

**Number of Arrests/Referrals – Selected Offenses**

	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Liquor Violations</b>												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug law Violations</b>												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Law Violations</b>												
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0

**Loxahatchee Groves**

Offense Type	ON CAMPUS			NON- CAMPUS			PUBLIC PROPERTY			TOTAL CRIMES REPORTED		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Manslaughter	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Forcible Sex Offense	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Rape	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Fondling	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Non-Forcible Sex Offenses	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Incest	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Statutory Rape	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Robbery	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Aggravated Assault	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Burglary	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Arson	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Motor Vehicle Theft	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Hate Crimes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Domestic Violence	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Dating Violence	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Stalking	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

**Number of Arrests/Referrals – Selected Offenses**

	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Liquor Violations</b>												
Arrest	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Referral	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Drug law Violations</b>												
Arrest	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Referral	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Weapons Law Violations</b>												
Arrest	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Referral	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a