



2020

Annual Security Report

Table of Contents

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	4
Clery Act Requirements:.....	4
Overview of Campus Security	5
Reporting Criminal Incidents or Emergencies	6
Emergency Response and Evacuation Procedures	7
Emergency Management Plan	7
Emergency Reference Guide	8
Crisis Response Team.....	8
Evacuation Procedures.....	8
Emergency Notifications.....	8
Testing Emergency Response and Evacuation Procedures.....	8
Fire Drills	9
Weather Drills.....	9
Active Shooter/Armed Assailant Threat on Campus – Response Options	9
“RUN” - Evacuate the Building or Area:.....	10
“HIDE” - Secure the immediate area – whether a classroom, closet, or office:	10
“FIGHT” - Stop the threat:.....	11
Secure/Un-Secure areas:	11
Police Goal & Response:	11
Injured Persons:.....	11
Evacuation:	11
Final Adjudication of Incident:	12
Access to Campus Facilities	12
Security Technology	12
Locks on Classroom Doors	12
Security Considerations in the Maintenance of Campus Facilities.....	12
Security Awareness Programs	13
Drug and Alcohol Policy	13
Clery Act Crime Definitions	14
Clery Act Geography Definitions	15
Annual Fire Safety Report and Missing Student Policy	16
Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault and Stalking	16
Crime Statistics	18

A Message from Dr. Valerie Viands, Director of Manatee Technical College

Welcome to Manatee Technical College, where creating a safe learning environment is a top priority. As part of the School District of Manatee County, we have access to state-of-the-art technologies, regular reporting, educational programs and training, and special security and drills – all with the purpose of encouraging crime prevention. We work closely with the School District’s Security and Emergency Management team and with local law enforcement agencies and take a proactive stance to protect all students, employees and visitors.

The policies, procedures and practices as described in this report are designed in the best interest of everyone’s safety and are enacted to minimize and prevent losses due to criminal activity that results in damage to personal property or serious injury to any member of the MTC community.

The Annual Security Report (ASR) complies with the latest requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Acts. In addition to detailing crime statistics, this report includes important information that will help keep all of us safe while at MTC. Please familiarize yourself with its content and do not hesitate to reach out to me for more information regarding our crime prevention policies.

With your help, we can create a risk-free environment and ensure that our campus is a great place to study, work and visit. We ask that you adhere to MTC’s policies and procedures and, remember: “If You See Something, Say Something”. Working together, all will be safe and secure.

This report contains emergency information, crime definitions, and crime statistics for the calendar years 2017, 2018 and 2019. It is designed to provide information concerning safety and security on all Manatee Technical College campuses should an emergency occur.

This report is available to all current and prospective students and employees. Each member of the College community receives notification via email for the annual posting of this report. Individuals may obtain a copy of this report by contacting the School District Security office by calling 941.708.8770 or by visiting the Manatee Technical College website at: <https://www.ManateeTech.edu>.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In November 1990, the Crime Awareness and Campus Security Act (Title II, Public Law 101-542) was signed into law. This law requires colleges and universities to produce and make available certain policy statements and statistics about campus crime. In November 1999, this Act was renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Clery Act Requirements:

- Publish an annual report every year, by October 1st, that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”.
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of each campus.

Overview of Campus Security

Security Mission Statement

The mission of Campus Security is to provide a safe, secure environment consistent with the educational goals of this institution, to enhance the well-being of students, faculty, staff and visitors, and to protect all College property.

Security Vision Statement

To be a center of excellence for security and emergency management known for leadership, innovation and service for the benefit of a safe campus where staff, faculty, students and community stakeholders unite to enhance the quality of life.

A college community, like any other community, experiences accidents, crimes, and injuries. No wall exists to protect the college from dangers that exist in the surrounding community. Unfortunately, absolute safety cannot be guaranteed to anyone. Therefore, students, employees, and visitors are also responsible for taking measures to protect themselves and their possessions. This document is provided as a part of Manatee Technical College's commitment to safety and security and in compliance with federal law, specifically The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or simply, the Clery Act.

Security Contact Information

Emergency: 911

Non-Emergency: 941-713-5490

Comments and Feedback

If you wish to provide comments or feedback regarding a Campus Security employee, please contact:

Paul Damico, Chief Officer of Safety and Security at damicop@manateeschools.net or 941-708-8770

Partnerships with Local Law Enforcement Agencies

Manatee Technical College has a professional working relationship with the Manatee County Sheriff's Office (MSO) and other local law enforcement agencies. This cooperation includes investigations of alleged crimes, emergency response, special event coordination, training, prevention efforts, campaigns on campus and large-scale exercises.

Manatee Technical College operates under a written Memorandum of Understanding (MOU) with the Manatee County Sheriff's Office to provide a full-time sworn School Resource Officer. Resource Officers act as a law enforcement officer with the primary purpose of keeping the peace on college campuses. Resource Officers also provide guidance to students, share law enforcement experiences and perspectives with College classes, and perform other duties as assigned by the College and approved by the Sheriff. Resource Officers are required to be properly licensed, trained and skilled in the performance of their duties to be assigned at the College.

Manatee Technical College also employs part-time Manatee County Sheriff's Deputies if law enforcement assistance is needed. The School Resource Officers and Deputies have full powers of arrest and are responsible for enforcing federal, state and local laws along with certain College policies.

Reporting Criminal Incidents or Emergencies

Students, employees and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents or emergencies to the Manatee County Sheriff's Office or MTC personnel.

To report any life-threatening emergency, call 911.

To report a crime, or a non-emergency security or public safety related matter at any of the three MTC campuses, call the Manatee County Sheriff's Office at 941-747-3011 or contact MTC personnel.

Anyone who has been a victim of a crime or knows of anyone who has been a victim of a crime, is encouraged to report that information to the Manatee County Sheriff's Office or to MTC personnel.

The following information is gathered by MTC to ensure proper statistical information is reported:

- Date incident reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

Key Incident Reporting Contacts

Security Department Contacts

School Resource Officer Deputy Rebecca Sehorne 941-751-7900 Ext 1005

School District Security 941-713-5490

Equity Coordinator:

Sherman Stroman 215 Manatee Avenue West, Bradenton, FL 34205 941-708-8770 extension 41052

Reporting Exceptions

Pastoral counselors and professional counselors acting within the scope of their license or certification are not considered a security officer, under the Clery Act. Manatee Technical College does not utilize pastoral or professional counseling on campus. Students are referred to the Student Assistant Program and employees are referred to the Employee Assistance Program for off-site professional counseling. Manatee Technical College has no officially recognized student organizations with non-campus locations. Any person(s) participating in College-sponsored, off-campus activities should report criminal incidents to the local law enforcement agency having jurisdiction.

Voluntary and Confidential Reporting of Crimes

Crimes and other serious incidents can be reported on a voluntary and confidential basis, such as an anonymous report of sexual assault, domestic or dating violence and stalking by contacting Campus CrimeStoppers or by using the FortifyFL app.

Timely Warning Notices

A campus wide “timely warning” will be issued if a situation arises involving a Clery Act crime, either on or off campus, that, in the professional judgement of the Executive Director of Security and Emergency Management or their designee, constitutes an ongoing or continuing threat to the health or safety of the College community.

Members of the College who know of a crime or other serious incident should report the incident immediately by phone to the Manatee County Sheriff’s Office or to appropriate MTC personnel, so that a timely warning can be issued, if warranted. The Chief Officer of Safety and Security , or designee, will determine the content of the notification. Timely warnings are provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warning Delivery Methods

The Chief Officer of Safety and Security, or designee, will issue timely warning notices to current students and current employees using various delivery methods. Delivery methods are chosen based on the nature of the crime or emergency. If the crime or emergency is considered a continuing danger, and the notification does not compromise law enforcement safety or operations, the following notices may be delivered by:

Emergency Notification System (ENS) - This system may include verbal commands, LED boards, and interior/exterior speakers.

E-mail notifications through Campus Solutions- Depending on the nature and location of an emergency, Manatee Technical College may send a message to all current students and employees to their College e-mail account.

SignalVine- Text Alert Emergency Notification - Allows text message notification to all members of Manatee Technical College who have a mobile number on record.

Website Posting – Notices are posted on the College website at the following address:
<https://www.ManateeTech.edu>.

Emergency Response and Evacuation Procedures

Emergency Management Philosophy

Manatee Technical College utilizes an approach that facilitates mitigation, preparedness, response and recovery to ensure operational continuity. This approach includes plans and procedures to address incidents from an all hazards approach as well as staffing, equipment and systems designed to support emergency response activities. The Director of Manatee Technical College, authorizes the Emergency Management Plan (EMP) and has appointed the Chief Officer of Safety and Security to develop, implement, administer, evaluate and maintain the plan. The Emergency Management Plan will be reviewed and updated annually.

Emergency Management Plan

Manatee Technical College established an Emergency Management Plan (EMP) to minimize the impact of an emergency on students, employees, visitors, and facilities. The EMP guides the emergency response of personnel and resources on all campuses. The plan provides policies and procedures and assigns roles and responsibilities necessary to respond effectively to an emergency. The College utilizes the National Incident Management System

(NIMS) as the basis for its approach.

Emergency Reference Guide

An Emergency Reference Guide for students and employees is posted in classrooms and office suites throughout the campus. The guide includes information and safety recommendations for severe weather, hazardous material, infectious spills or fluids, emergency contact numbers, fire, evacuation, hostile intruder, bomb threat, medical emergency/first aid kit and AED locations, reporting safety concerns/violations or threats, and campus-wide emergency lock downs.

Crisis Response Team

Manatee Technical College utilizes a Threat Assessment Team (TAT) and Campus Safety Committees to assist with coordination, development, implementation, evaluation and maintenance of the College's emergency response.

Considering the safety of the community, they will determine the content of the notification and can initiate the notification system.

Evacuation Procedures

Evacuation procedures are included in the Emergency Management Plan. Each building has an emergency evacuation map with all emergency routes from each of the various rooms in the building specified on the plan. College employees should become familiar with proper escape routes from each building and lead students and guests from the building during a drill or real emergency.

In the event of an emergency, follow the evacuation map for that building. Elevators are not to be used in drills or real emergencies where the building must be evacuated quickly. People who are unable to use stairs should wait in a stairway "area of rescue". MTC employees or law enforcement will assist in the rescue and may use evacuation chairs located in the second-floor stairways. No one should re-enter a building until the "all clear" announcement is given.

Emergency Notifications

Upon notification of an emergency or dangerous situation, MTC administration and/or the Resource Officer will be utilized to confirm the validity and significance of the situation. If an emergency notification is necessary, the College will take into account the safety of the community. The college will determine the content of the notification and initiate the notification system.

On-campus events that pose a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees are communicated through the Emergency Notification System, email, telephone system, Regroup and/or the website. Emergency events that affect the Campus will be communicated to the entire campus.

The content of emergency notifications is determined by the Chief Officer of Safety and Security or designee. Based on an assessment of the situation, he/she will determine if the situation constitutes an ongoing or continuing threat and how much information is appropriate to disseminate.

The School District Security Department and the Communications Office work together to alert the larger community about incidents affecting the College campus and the College's response to those incidents. Multiple communication channels are utilized, including but not limited to: radio, TV, newspaper and social media. The Director of Communications or designee is responsible for developing all community releases, with the input of the Chief Officer of Safety and Security.

Testing Emergency Response and Evacuation Procedures

Preparation and practice are the best ways to successfully handle any emergency event. For this reason, the

Emergency Management Office schedules, plans and executes several types of tests each year that address emergency response and evacuation on a campus-wide scale. Tests are designed to evaluate emergency plans and capabilities and can include fire drills, active shooter exercises and weather drills, which include a shelter-in-place contingency. These tests may involve both the College and the community at large. Tests may be announced or unannounced. The Chief Office of Safety and Security in conjunction with the Safety Committees, is responsible for developing measurable goals for each emergency response or evacuation test conducted and designing assessments to determine if the test met its goals. At the conclusion of each exercise the Chief Officer of Safety and Security, the Security Department, and the Safety Committees may hold a debriefing to review the test through means such as surveys, interviews or observations.

The Chief Officer of Safety and Security or designee is responsible for documenting a description of each test conducted, the date/time started/ended, the outcome and whether the test was announced or unannounced. Manatee Technical College will publish, through various methods, a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Fire Drills

Manatee Technical College may be required to conduct fire and evacuation drills on an annual basis. Evacuation is used to safeguard students and staff when a threat exists in a portion of, or in the entire building. These drills include removal from class until the “all clear” announcement, at which time the class will reconvene. The evacuation drills are designed to prepare buildings for an organized evacuation in case of fire and are used to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, rally points and the sound of the fire alarm. Fire drills also provide the College an opportunity to test the operation of fire alarms or related emergency notification system components.

Weather Drills

Shelter-in-place drills are used to safeguard students and staff when a threat exists outside of the College that demands taking immediate shelter within the College. Drills are conducted to familiarize students and staff with shelter-in-place procedures.

Active Shooter Exercises

Lockdown exercises are used to safeguard students and staff when a threat exists within the building and evacuation is not possible. The goal is to secure all or part of the campus to prevent a perpetrator from entering College facilities.

1. ***Active Shooter Table-Top Exercise:*** This exercise includes key community emergency-response organizations and is designed to discuss how to successfully handle and meet the following objections:
 - a. communications/interoperability
 - b. incident command/unified command
 - c. mass casualty
 - d. scene perimeter/security
 - e. public information/media
2. ***Large Scale Active Shooter Exercise:*** This is a “mock” scenario for an active shooter on campus. Several response agencies attend and actively participate in the exercise where we meet the objectives as discussed in the Table-Top Exercise as listed above.

Active Shooter/Armed Assailant Threat on Campus – Response Options

The College community should be prepared to take self-protection measures appropriate to the emergency. Authorities will respond immediately and assertively to a report of an active shooter. An MTC Active Shooter

Video has been made available to employees and students to show their different survival response options during such a horrific event: <https://vimeo.com/357613280/2ab9ba2680>

Active Shooter or Armed Assailant situations are unpredictable and evolve quickly, even before police arrive, so you must be prepared to protect your life. The action you are recommended to take is to Run, Hide, or Fight:

“RUN” - Evacuate the Building or Area:

- If you are in a building or area where actual shooting is occurring, get away from the threat, towards a designated rally point.
- If you think you can escape, then do so. GET OUT.
- Once outside the building, run towards the designated rally point with your hands visible and raised above your head. MTC staff to meet you at the rally point.

If you're in a building where you have not observed a threat yet, sounds of gunfire is not close, or if you cannot safely get out, then you may want to hide.

“HIDE” - Secure the immediate area – whether a classroom, closet, or office:

- If able, lock or barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After locking and/or securing the door, stay behind solid objects away from the door as much as possible. Don't let anyone in or you could be vulnerable.
- If a suspect(s) enters your room and leaves, lock or barricade the door behind them.
- If safe to do so, allow others to seek refuge with you.
- Hide so you can't be found by the suspect(s).
- Avoid hiding in restrooms, as they typically cannot be secured.
- When hiding, take appropriate steps to reduce your vulnerability:
 - Close interior blinds
 - Block windows and/or cover windows
 - Turn off radios and computers
 - Silence cell phones
 - Turn off lights
 - Keep people calm and quiet
 - Do not sound the fire alarms. This may cause others to flee the buildings and put them at risk
- When in hallways and other open areas:
 - If you are indoors, seek concealment in an open room or behind a substantial object
 - Do not expect those in a barricaded room to open the room to admit you because they have no way of knowing that you are not the suspected shooter
 - Consider trying to escape if you know where the assailant is and there appears to be a safe escape route immediately available to you
 - If in doubt, find the safest area available and secure it the best way you can
 - **If you are out-of-doors**, seek concealment behind cars, dumpsters, or other large objects
Use extreme caution when moving across campus because this makes you a visible target
- If you spot the suspected shooter, call 911 immediately
 - Exact location of the incident and if the suspect is still shooting
 - Condition of the victim(s) and the number of victim(s)
 - Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired

- Type of weapon used (handgun, rifle, shotgun etc.)
- Direction of travel or location of the suspect
- Anything you may have heard the shooter say

“FIGHT” - Stop the threat:

As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the suspect(s). Numerous people in a room may be able to disable the shooter versus doing nothing and becoming an easy target. Do not allow yourself to be an easy target! Possible actions you can take:

- Acting as aggressively as possible against him/her.
- Tackle the suspect(s).
- Throwing items and improvising weapons (textbooks, laptops, etc.).
- Commit to your actions...your life depends on it!

Secure/Un-Secure areas:

- The assailant may not stop until his/her objectives have been met or until engaged and stopped by law enforcement.
- Always consider the risk of exposure posed by opening the door for any reason.
- Attempts to rescue people outside a secure area should only be attempted if it can be accomplished without further endangerment to the people inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about a threat to the safety of the individuals inside the room, the area needs to remain secured.

Police Goal & Response:

- Law enforcement’s goal is to **locate, contain, and stop** the shooter.
- Everyone in the building will be considered a suspect.
- When the team of officers contact you inside the building, do not run towards them.
- Keep your hands visible and respond to their commands.
- Officers will engage with gunfire, anyone that is armed or moves on them in what can be perceived as an aggressive manner.
- If you are near the suspects when officers make entry, the best thing to do is drop as low as you can and stay there, with your hands visible until the team commands you to get up.

Injured Persons:

- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.
- You will need to explain this to others to calm them.
- Begin immediate first aid to those injured if able.
- Once the shooter(s) is contained, officers will begin treatment and evacuation.

Evacuation:

- Safety corridors will be established by law enforcement. This may be time consuming to set-up.
- Remain in secure areas until instructed otherwise - the Emergency Notification System can be

used to call an all-clear and provide additional instructions.

- You may be searched – leave your personal belongings behind.
- You will be escorted out of the building by law enforcement personnel.

Final Adjudication of Incident:

- Once the perpetrator has been stopped and contained, law enforcement will declare whether the campus can be reopened.

Need Training or Have Questions?

Manatee Technical College provides training for employees and students on “Active Shooter” Run, Hide, Fight survival response options upon request. For more information or to schedule a training session, please contact your campus Assistant Director.

Access to Campus Facilities

Most College facilities are open to the public during the day and evening hours when classes are in session. During times the College is officially closed, College buildings are locked.

Security Technology

A video surveillance system is in place to monitor College facilities. These cameras are in place to

- maintain secure facilities
- protect students and employees
- deter crimes
- prevent vandalism
- assist to ensure College policies are properly followed

Locks on Classroom Doors

As a security measure, classroom doors **should** always be in the locked position. The administration must approve exceptions. Some considerations are:

- If a door is open, keep it in the locked position. This ensures the ability to shelter in place quickly
- If a door is shut during class, it must be locked
- If you have a classroom where these expectations cannot be met, contact site administration immediately

Keyless Entry System

The keyless entry system has been installed on various campus perimeter doors throughout the College. Access is controlled through key fobs. Key fobs are issued through a supervisory request to the Administration and the Facilities Department.

Security Considerations in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Maintenance and administration regularly patrol the campuses and report malfunctioning lights and other unsafe physical conditions to the School District of Manatee County via maintenance work orders. Other members of the College community are encouraged to report equipment safety hazards to the Plant Manager at ZarateR@manateeschools.net.

Security Awareness Programs

Throughout the year, Manatee Technical College provides education for employees and students with the overall goal of reducing crime-related incidents and informing employees and students about campus security procedures and practices. While the content of each program and training vary, the intent is to inform the College community about the prevention of crimes, the availability of related services and to encourage students and employees to be responsible for their own security and the security of others.

Drug and Alcohol Policy

Manatee Technical College believes that all students and employees of the College have the right to study and work in an environment free from the influence of illicit drugs and alcohol. Employees, students and visitors at Manatee Technical College are expected to be acquainted with and abide by state laws and College policies regarding alcohol and drugs.

In compliance with the requirements of the Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act, and any other related laws, Manatee Technical College has adopted the following:

Drug and Alcohol Use -

A student or employee of the College will be subject to disciplinary sanctions, up to and including expulsion or termination for engaging in any of the following prohibited conduct:

- Engaging in the unlawful or unauthorized manufacture, distribution, dispensing, possession, sale, purchase or use of any illicit drug or alcohol while on the College campus, while at school or work or during his or her school or working hours, at a College-sponsored event, while engaging in College business, while representing the College away from the College campus, or while participating in College activities;
- Being under the influence of any illicit drug or alcohol while on the College campus, while at school or work during his or her school or working hours, in a College vehicle, while using College equipment, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participating in College activities (reasonable use of alcohol may be permitted in a business/social setting, provided the student or employee is of legal age)

Other Applicable Drug and Alcohol Laws

All applicable state laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state and local drug laws will be enforced on the College campus.

The Chief Officer of Safety and Security and distributes the College's Annual Security Report (ASR), which includes the annual disclosure of crime statistics. This report is available to all current and prospective students and employees.

Campus crime, arrests, and referral statistics include those reported to Campus Security and designated campus officials (including but not limited to Department Heads and local law enforcement agencies). Additionally, a request is made annually for Campus Security Authorities to provide statistical information to include in the report.

All agencies within the jurisdiction as specified by the Clery Act geography for Manatee Technical College were contacted for the production of this report. Documentation for all communication and data is stored in the Office of the Chief Officer of Safety and Security.

The annual crime statistics published in this report are submitted to the U.S. Department of Education.

These statistics are gathered by the U.S. Department of Education and made available to the public on their website: <http://ope.ed.gov/security/>.

Clery Act Crime Definitions

Criminal Homicide

- **Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** the killing of another person through gross negligence.

Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Forcible Sex Offenses:

- **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Non-Forcible Sex Offenses:

- **Incest:** sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using a weapon or by means likely to produce death or great bodily harm.

Burglary

The unlawful entry of a structure to commit an offense therein.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias are the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Any of the above-mentioned crimes, with the exception of Manslaughter by Negligence, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias should be reported as hate crimes. For *Clery Act* reporting the College is also required to include the following crimes only if they are hate crimes:

- **Larceny-Theft:** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault/Battery:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws

Arrests for Violation of Weapons, Drug Abuse and Liquor Laws: all violations of weapons, drug abuse and liquor laws that lead to an individual being processed by arrest, citation or summons.

- **Weapons** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Law Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws: the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Clery Act Geography Definitions

On Campus Geography

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Public Property Geography

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non -Campus Buildings or Property Geography

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Annual Fire Safety Report and Missing Student Policy

Annual Fire Safety Report

Manatee Technical College is a non-residential institution of higher education with no on-campus student housing facilities. Therefore, the College is not required by the Clery Act to maintain an annual fire safety report.

Missing Students

Manatee Technical College is a non-residential institution of higher education with no on-campus student housing facilities. Therefore, the College is not required by the Clery Act to report missing students.

Florida Sex Offender and Public Protection Registry

The Federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student. In the State of Florida, convicted sex offenders must register with the Sheriff of the county where they reside and maintain registration with the Sheriff in the county where they attend school or work.

The Florida Sex Offender database may be accessed through the Florida Department of Law Enforcement (FDLE) at www.fdle.state.fl.us.

Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault and Stalking

Manatee Technical College is committed to providing and promoting an atmosphere in which students can

engage fully in the learning process and employees can realize their maximum potential in the workplace. Sexual harassment, sexual misconduct and/or discrimination endanger the environment of tolerance, civility and mutual respect that must prevail if Manatee Technical College is to fulfill its mission. Therefore, the College prohibits any acts of sexual harassment, discrimination, sexual misconduct or sexual violence in all forms to include but not limited to, dating violence, domestic violence, sexual assault and stalking.

Clery Act Definitions

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by 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; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does

not necessarily, require medical or other professional treatment or counseling.

Sexual Assault and Violence, Prevention and Response

Manatee Technical College provides periodic education for students, faculty, and staff about sexual assaults, acquaintance rape, domestic violence, dating violence, stalking, and other forcible and non-forcible sex offenses. If you are the victim of a sexual assault or violence at MTC, your priority is to go to a place and ensure your safety. It is the victim’s choice if they wish to report the incident. The college security department strongly advocates that a victim of sexual assault reports the incident. Time is a critical factor for evidence collection and preservation. To make a report to law enforcement call 911. To file a report with the college, contact the Campus SRO or any Administrator.

The Title IX Coordinator or Duty Title IX Coordinators will oversee the College’s report/investigation process and provide additional resources/accommodations to the victim regardless of whether the victim chooses to report the crime to local law enforcement. In addition, if the victim chooses to report the incident to law enforcement, the college will aid in the investigation process.

Students or employees who are victims may seek guidance and/or a referral from either the Title IX coordinator or the Duty Title IX coordinators for available community assistance programs on counseling, health services, mental health, victim advocacy, legal assistance, and other services available.

In the discipline action, the accused and the accuser will have the same opportunity to have others present in the disciplinary proceeding. Both the accusers and the accused will be informed of the outcome of the disciplinary proceeding. This action does not violate the Family Educational Rights and Privacy Act (FERPA). If a student is found to be guilty of sexual misconduct, various sanctions may be imposed, up to an including expulsion.

Crime Statistics – All Campuses			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	1	1
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	1	1	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0

Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	1	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	1	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	1	0
Drug Abuse Violations	0	1	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Referrals- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

*There were no reported Hate Crimes for the years 2017, 2018 or 2019.

**There were no Unfounded Crimes for the years 2017, 2018 or 2019.

Crime Statistics – Main Campus 6305 SR 70 East			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	1	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	1	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Referrals- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Crime Statistics – East Campus 5520 Lakewood Ranch Blvd.			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Referrals- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Crime Statistics – West Campus 5505 34 Street West			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	1	1
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	1	1	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property		0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	1	0
Drug Abuse Violations	0	1	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Referrals- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0



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