

Introduction

The College of the Florida Keys, as a recipient of federal Title IV student financial aid, is required to adhere to the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act. One provision of the Clery Act is that all postsecondary institutions receiving federal Title IV financial aid must publish an annual report disclosing campus security policies and three years' worth of selected crime statistics. In compliance, this report is made available to the campus community and others, with the cooperation of local law enforcement agencies. This publication is distributed in accordance with the following federal statutes: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Section 486(e) of Public Law: 105-244 and The Accuracy in Campus Crime Reporting Act of 1997.

Some of the requirements of the Clery Act include:

- 1) Collection, classification, and publication of statistics for certain crimes.
- 2) Issuance of campus alerts (timely warnings) of potential threats to the campus.
- 3) Publication of an Annual Security Report to the college community and Department of Education.

The following information is provided to you as part of The College of the Florida Keys' commitment to safety and security and satisfies all the requirements of the Clery Act. This Annual Security Report (ASR) includes information about a variety of security policies, services, and programs available to you as a member of the college community. All statistics in the ASR are presented and updated in compliance with all amendments to the act.

For more information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit <https://www2.ed.gov/admins/lead/safety/campus.html>. You can obtain a copy of the College's Annual Security Report by accessing the U.S. Department of Education Campus Safety and Security website or by contacting the Office of Talent Acquisition, Development, and Accountability at hr@cfk.edu or on campus at 5901 College Road, Key West, FL 33040.

Campus Security Overview & Crime Reporting

The main campus has uniformed campus security personnel on duty 24 hours per day, seven days per week. To report a crime or an emergency, contact Campus Security 305-809-3543 or from Campus Ext 543. For all major life-threatening emergencies, call 911 (from campus phones dial 9-911) and Campus Security. Individuals are encouraged to file an incident report on the CFK website at <https://cm.maxient.com/reportingform.php?FloridaKeysCC> so that proper investigations can be conducted by the college, and the proper recording of the incident can take place in the daily crime log.

Crime Statistics

The College of the Florida Keys annual crime statistics report is listed below. You may also locate the report on the [U.S. Department of Education's Campus Safety and Security website](#).

ON CAMPUS/NON CAMPUS									
	2022			2023			2024		
	Key West	Middle Keys Center	Upper Keys Center	Key West	Middle Keys Center	Upper Keys Center	Key West	Middle Keys Center	Upper Keys Center
Criminal Offenses									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	2	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	1	0	0	0
Drug law violations	0	0	0	0	0	1	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Violence Against Women									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0	0	0	0
THERE WERE NO HATE CRIMES REPORTED ON CAMPUS FOR THE YEARS 2022, 2023 OR 2024.									

PUBLIC PROPERTY									
Criminal Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Offenses									
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Criminal Offenses									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Violence Against Women									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking Incidents	0	0	0	0	0	0	0	0	0

Emergency Response and Evacuation Procedures & Timely Warnings

The College President has the authority to declare a state of emergency, which activates the Emergency Management Team to take necessary actions for protecting life and property based on the emergency's scope, location, and magnitude. Upon notification of an emergency, the College President and/or Executive Vice President and CFO will assess whether to declare a state of emergency. If a threat or emergency is imminent, designated personnel are authorized to activate alert warning resources. CFK is dedicated to the welfare of its community—students, faculty, staff, and visitors—and aims to be disaster-resistant. This involves recognizing and analyzing risks from both natural and man-made hazards, mitigating impacts, and planning for the resumption of operations. The College's Emergency Management Plan outlines strategies to minimize dangers from such disasters and is available on the College's website at <https://www.cfk.edu/studentlife/campus-safety-wellness/>.

Substance Abuse Policy

The College shares the increasing national concern regarding new evidence of the danger of substance abuse. This policy has been adopted and updated because of true concern for our students, employees, and the community as a whole. The College has, since its inception, specifically prohibited, on campus or at college functions, the possession, sale, exchange, consumption, or giving away of any stimulant, depressant, narcotic, or hallucinogenic drug having a potential for physical or mental abuse, except on prescription by a physician or dentist. This policy is in accordance with the Federal Drug Abuse Act. Students who are found to be in violation of this policy will be subject to immediate and possibly severe disciplinary action, including probation or suspension.

Alcohol Policy

The possession, sale, exchange, consumption, or giving away of any beverage of alcoholic content is strictly prohibited on campus or at any College sponsored event including for individuals under the age of 21 per Florida law. Students and their guests will not be admitted to any College function while under the influence of alcohol. Students violating this regulation will be subject to disciplinary action including probation or suspension.

Drug Free Workplace Policy

It is the policy of the College to maintain a drug-free educational institution for its students, and a drug-free workplace for its employees. The provisions of this Rule are intended to ensure that this policy shall be fully implemented and maintained. The policy of the College is to prohibit the manufacture, distribution, dispensing, possession, or use of controlled substances, as defined by U.S. or Florida Statutes, by students, employees, or visitors. Violations of this Rule may result in the violator being referred to public authorities for possible prosecution. Further, violations of this policy, or conviction for the violation of any criminal drug statute occurring on College owned or leased premises, shall, in addition to any criminal penalties, result in the following penalties to be imposed by the College:

- Employees - For repeated violations of the College policy, or conviction of any criminal drug statute constituting a felony, an employee may be terminated with loss of Terminal Leave pay, or any lesser penalty as determined by the President. For a single violation of the College policy, or conviction of a criminal drug statute, constituting a misdemeanor, an employee shall be subject to disciplinary action, including possible termination of employment, as determined by the President.
- Students - For a violation of the College policy, or conviction of any criminal drug statute as above, the student shall be subject to dismissal, or any lesser penalty, as determined by the President.
- Visitors - For a violation of the College policy, or conviction of any criminal drug statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently banned from college premises and activities and may be reported to law enforcement authorities, as determined by the President.

- As an alternative action for violations, employees and students may be required to satisfactorily participate in a drug abuse assistance or rehabilitative program approved by an appropriate agency.
- The President may appoint a committee composed of college employees and others, to advise him as to appropriate disciplinary actions.
- The College shall publish statements of the above policy in a manner designed to advise employees, students and visitors of the policy and the possible action which may be taken in case of violation of the policy. Employees and students shall be provided with a copy of the policy.
- As a condition of employment, employees funded all or in part by a federal grant, shall agree in writing to abide by the above policy, and to notify the College, in writing, if they are convicted of a criminal drug statute violation occurring on College premises, no later than five (5) days after the conviction.
- Within ten (10) days of receiving notice of a conviction from an employee under paragraph IV above, or otherwise receiving actual notice, the College shall notify the federal funding agency which funds any portion of the employee's salary, of the conviction.
- The actions specified in Paragraphs above, shall be taken within thirty (30) days of receiving notice under Paragraph above, or otherwise receiving actual notice.
- Health risks associated with the use of illicit drugs and the abuse of alcohol include development of a wide range of physiological, psychological, behavioral, and psycho-social impairments, frequently resulting in disability or death.
- Drug and alcohol counseling, treatment, or rehabilitation re-entry programs available to employees and students in the community include: Alcoholics Anonymous, Narcotics Anonymous, and Al- Anon; individual and group programs offered through the mental health care centers; Delphos, providing inpatient and outpatient programs; mental health counselors, psychologists, and psychiatrists in private practice; and Helpline, which provides referral services to these and other programs.
- The selling, purchasing, manufacturing, delivering, or possession of controlled substances is a misdemeanor of the first degree or felony in the second or third degree. The possession of controlled substances in excess to 10 grams is a felony of the first degree. Delivery by person(s) 18 or older or person(s) under 18 or hiring person(s) under 18 to deliver controlled substance is a felony of the first degree or second degree. The selling, purchasing, manufacturing, delivering, or possession of controlled substances within 1000 feet of a school is a felony in the first or second degree.

Usage and Security of Campus Facilities

The College shall have responsibility for the use, maintenance, protection, and control of College owned or College controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the College. Such authority may include placing restrictions on activities and on access to facilities, firearms, food, tobacco, alcoholic beverages, distribution of printed materials, commercial solicitation, animals, and sound. College facilities, property, and equipment, including computers and networks, are intended primarily for educational purposes and for the benefit of the students. Therefore, the use of the facilities, property, and

equipment, including computers and networks, will be utilized according to the following priority:

- A. College instructional program
- B. College activity program
- C. Outside groups and organizations

The College facilities also include the surrounding waters and further recognizes that the use of such facilities may create a liability. Therefore, use of water facilities by any individuals for any purposes other than approved educational and student extra-curricular programs must have prior written approval of the President or the President's designee.

Campus Security Authorities (CSAs)

The Clery Act regulations defines Campus Security Authorities (CSA) as:

1. An institution's campus police or security department.
2. Other individuals with security responsibilities such as those monitoring access to campus property (e.g., parking lots, residence halls, and athletic venues)
3. Individuals or organizations designated in the institution's security policy as those to whom students and employees should report crimes; and
4. Officials with significant housing, student discipline, and campus judicial proceedings.

CSAs encourage all crime victims and witnesses of crimes to report crimes on a voluntary, confidential basis to campus safety and security and local law enforcement agencies, as well as local pastoral and professional counselors. CSAs are required to attend annual training on policies and procedures. Professional counselors are informed of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Prompt reporting will assure timely warning notices at each location and timely disclosure of crime statistics included in the annual disclosure of crime statistics.

Sexual Assault, Domestic Violence, and Stalking Prevention

SEXUAL BATTERY POLICY

The College is committed to creating a safe educational environment for all students and employees. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual misconduct of any kind will not be tolerated. Members of the College community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance for sex/gender-based misconduct.

I. Title IX Definition

Title IX was enacted to ensure: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This includes incidents falling under these three categories:

- a. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (often called quid pro quo harassment)
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity or
 - c. Sexual battery, dating violence, domestic violence, and stalking as the Clery Act defines these crimes.
- A. Sexual Battery

The Florida Uniform Crime Reports program defines Rape as 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 or object, without the consent of the victim. See also Section 794.011 Florida Statutes.
- B. Dating Violence

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. See also Section 784.046 Florida Statutes.
- C. Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes 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 receiving grant monies, 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. See also section 741.28 Florida Statutes.
- D. Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- E. Public Indecency

Public indecency is defined as exposing one's body in such a manner that another party reasonably could be offended or sexual conduct where another party reasonably could be offended.
- F. Voyeurism

Voyeurism is defined as trespassing, spying, or eavesdropping for sexual arousal.

II. Penalties - Sexual Battery

A) State of Florida

The commission of sexual battery is considered a felony under most circumstances in the state of Florida. Felonies are classified, for the purpose of sentence and for any other purpose specifically provided by statute, into the following categories with the prescribed penalties:

Capital Felony - Penalty

Life imprisonment and must serve no less than 25 years before becoming eligible for parole unless the proceeding held to determine sentence results in finding that such person shall be punished by death.

Life Felony - Penalty

For a life felony committed on or after October 1, 1983, by a term of imprisonment for life or by a term of imprisonment not exceeding 40 years;

Felony of the First Degree - Penalty

A term of imprisonment not exceeding 30 years or, when specifically provided by statute, by imprisonment for a term of years not exceeding life imprisonment.

Felony of the Second Degree - Penalty

A term of imprisonment not exceeding 15 years.

Felony of the Third Degree - Penalty

A term of imprisonment not exceeding 5 (five) years.

Whether a person is charged and/or convicted of a particular felony in the state of Florida will depend on certain acts or circumstances existing during the commission of the sexual battery, e.g., the age of the victim; the use of threat of a deadly weapon or the use of actual physical force likely to cause serious personal injury; use of drugs or intoxicating substances to incapacitate the victim, mentally or physically; the number of perpetrators involved in the crime; if the offender is a habitual felony offender, etc.

B) The College

Violation of this policy, or conviction for the violation of any statute occurring on College owned or leased premises, shall, in addition to any criminal penalties; result in the following penalties imposed by the College.

Students

The right of due process is assured all students by College Rules and Procedures. At the College, the SCO is responsible for addressing student cases involving disciplinary actions or student complaints. Cases of misconduct of a serious nature, such as violation of board rules or state laws, may result in suspension or expulsion and are therefore typically referred directly to the Office of the Vice President of Advancement. The Title IX Coordinator, SCO and/or Equity Officer adhere to the Student Code of Conduct and Title IX Violations Procedures. Any convictions for a felony involving sexual battery will result in expulsion from the College. For Title IX cases, the College presumes a responding party not responsible in violation of College policy until a determination is made.

Employees

The College seeks to resolve conduct and performance problems in the most positive manner possible. Under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the College has established disciplinary policies and procedures.

Visitors

For a violation of college policy, or conviction of any criminal statute as above, a visitor, whether invited or uninvited, shall be subject to disciplinary action, up to and including being permanently banned from college premises and activities and may be reported to law enforcement authorities, as determined by the Vice President of Advancement. The College reserves the right to discipline students for acts of sexual misconduct committed off campus.

III. Student Rights

The following rights have been established:

- At the time of signing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College.
- Both the Complainant and the Respondent are given written notice of the allegations and offered supportive measures. Formal complaints are subject to mandatory or discretionary dismissal. The College will notify the parties of any such dismissal.
- An investigation is conducted. Each party has the right to an advisor of their choice, or an advisor will be assigned to them for the cross-examination in the grievance hearing.
- Both parties have the right to submit a list of questions related to the alleged incident, prior to the hearing, that she/he feels the other party should be asked during the hearing process.
- A decision maker reviews this material and notifies the parties of the outcome. The College uses the clear and convincing standard of proof.
- The parties have a right to appeal and will be informed of their option to appeal on the bases of procedural deficiencies, newly discovered evidence or bias or conflict of interest affected the outcome.
- According to Rape Shield Law, students have the right not to have her/his irrelevant sexual history discussed during the hearing process, subject to two exceptions: 1) if offered to prove that someone other than the respondent committed the alleged sexual harassment; or 2) if the question or evidence concerns sexual behavior between the complainant and the respondent and is offered to prove consent.
- The Title IX Coordinator will coordinate assistance for victims and their families. Such assistance may include services provided by external sources that may be more qualified to assist victims.
- Additionally, no person will print, publish, or broadcast or cause or allow to be printed, published, or broadcast, in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

IV. Awareness Education

The Title IX Coordinator will be responsible for developing and implementing an educational program to assure campus awareness of the problems and the needs and rights of victims. This sexual battery policy and procedure will be included in the Student Handbook (Student Code of Conduct) which will be covered at orientation and made available on the College's website.

V. Responses to Reports of Sexual Battery

Generally, the Office of the Vice President of Advancement will be the first department contacted after an incident occurs at a campus. A local law enforcement agency will be notified, and the incident will be referred to the agency.

The following reporting guidelines are developed for members of the campus community:

- If an incident is reported, recognize that the individual might be struggling with painful feelings -- denial, fear, embarrassment, or rage -- when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage she/he has shown in talking to you and assure her/him that she/he need not be alone in her/his struggle with this issue. Keep in mind that while no one invites sexual assault, many people may feel that it was the victim's fault. Be careful not to suggest that the individual is at fault (by asking, for example, "What were you doing out so late?"). This may contribute to feelings of guilt and impede the healing process.

- Urge the individual to seek assistance from campus support services. Offer to accompany the individual to the Office of the Title IX Coordinator.
- If the individual is considering reporting the assault to the police, let her/him know that it is crucial that medical evidence be collected as soon as possible.
- Report the incident to the Title IX Coordinator. To protect the individual's privacy, discuss the incident only with the Title IX Coordinator.

VI. Security

- Campus security and safety is reviewed by the Emergency Management Team periodically with the following points in mind:
- adequate security lighting in problem areas with regular monitoring and maintenance
- landscape patterns, avoiding hiding places near parking lots, and remote locations
- course scheduling avoiding scattered evening course in remote buildings
- escort services provided by campus security

A) Sexual Predator or Sexual Offender on Campus

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning (Board Rule 4.320). Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR), or (1-888-357-7332), or by visiting the Florida Department of Law Enforcement's website.

HARASSMENT POLICY

I. Introduction

The College is committed to providing an educational and work environment in which employees and students are treated fairly and with dignity, free from harassment in any form. Consistent with applicable federal and state laws, the College will not tolerate opposite or same sex harassment of its employees or students by coworkers, fellow students or third parties who are involved with the College. Harassment is prohibited while on college-owned or leased property and during business travel, off-campus meetings or events held under the auspices of the College. Consistent with the law, some forms of harassment are prohibited even when the parties are off duty (Board Rule 5.540).

II. Definitions

College Community is defined as all students, college employees, contractors, volunteers, and visitors.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or conditions of an individual's employment, participation in any program or activity, or of obtaining an education, or
2. Such conduct has the effect of unreasonably interfering with the individual's work performance or academic experience by creating an intimidating, hostile, or offensive environment for work or learning.

3. Sexual harassment can occur between any individuals associated with the college, for instance, between staff and a supervisor, between co-workers, between faculty members, staff or students, customers, vendors, or contractors, or between a student and a faculty member or another student.
4. Examples of sexual harassment are such actions as sexual advances; stalking; the requesting of sexual favors accompanied by implied or overt pressure concerning one's job, grade, letter of recommendation, application for employment or admission to the College or similar activities; verbal abuse of a sexual nature including comments couched in humor or, suggestive gestures; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.

Stalking is defined as the willful, malicious, and repeated following or harassing of another person. Stalking may be a criminal offense.

Racial Harassment is defined as unwelcome conduct relating to an individual's race or color which unreasonably interferes with an applicant's, employee's, or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to objectionable epithets, threatened or actual, physical harm or abuse, racial slurs, comments or manner of speaking, negative references to racial customs or other intimidating or insulting conduct directed against the individual because of their race or color.

Religious Harassment consists of unwelcome physical or verbal conduct which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating, hostile, or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.

National Origin/Ethnicity Harassment consists of unwelcome physical or verbal conduct which is related to an individual's national origin or ethnicity when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language, or ethnic slurs.

Disability Harassment consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Sexual Orientation Harassment consists of unwelcome physical or verbal conduct relating to an individual's sexual orientation when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation such as negative name calling or imitating mannerisms.

III. Informal and Formal Complaint Procedures

1. Anyone who is subjected to harassment is encouraged to report the offensive behavior immediately and before it becomes severe or pervasive. The College will investigate all complaints. If appropriate, an individual may advise the harasser directly that their behavior is objectionable and request that the behavior immediately cease. The College emphasizes that employees and students are not required to complain to a supervisor, faculty member, or administrator if that person is the individual allegedly harassing the employee or student.
2. College employees or students who receive complaints or observe harassing behavior should immediately complete an Incident Report Form found online or contact the Equity Officer. As an alternate point of contact, the Vice President, Academic Affairs may be contacted.
3. Informal complaint procedures allow for complaints to be resolved by mutual agreement between the complainant and the person accused of the harassment, the respondent. Informal complaints, other than sexual harassment which is to be reported to the Title IX Coordinator, should be directed to the Equity Officer or the Vice President, Academic Affairs, as an alternate point of contact. The respondent will be informed about the nature of the informal complaint and will have an opportunity to respond.
4. For cases other than sexual harassment as defined under Title IX, if informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint, with the Equity Officer or with the Vice President, Academic Affairs as an alternate point of contact. Formal complaint must be documented in writing within twenty (20) calendar days of the incident or event giving rise to the complaint. Title IX formal cases will be heard in a hearing.
5. The Equity Officer will conduct a prompt, thorough and impartial investigation within twenty (20) business days of receiving the complaint. Accounts from witnesses and other parties, as well as other relevant information, may be investigated. The Equity Officer has the discretion to determine whether the situation warrants a meeting, either with the complainant and the respondent both present or with the parties separately.
6. An investigation results in three possible scenarios: 1) the allegations are substantiated, 2) the allegations are not substantiated or 3) the investigation was inconclusive. Every claim of harassment will be considered on an individual basis. If the allegations are substantiated, the College will take immediate and corrective action appropriate to the severity of the offense. Disciplinary measures applied include the full range of the College's disciplinary measures, up to and including termination.
7. The Investigator will make a final report of findings to both the complainant and the respondent within 15 business days of the formal complaint. If the process requires further investigation, a written notice will be sent to the complainant and respondent within fifteen (15) business days of the complaint notifying both parties of an extension of up to five (5) additional business days.

IV. Confidentiality

The College will protect the confidentiality of information as it pertains to the complainant, respondent, and potential witnesses to the fullest extent possible and appropriate under the law. Only those individuals necessary for the investigation and resolution of the complaint will be privy to information

V. Retaliation/Frivolous Claims

Retaliation against an individual for reporting harassment or for participating in an investigation is prohibited. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

It is a violation of this Policy for anyone to knowingly make false accusations of harassment. Failure to prove a claim of harassment is not equivalent to a false allegation. Discipline will be imposed for making false accusations of harassment.

VI. Hazing

The following policy is in accordance with state law. No hazing activities will be permitted in conjunction with any College Organization. The College will not tolerate hazing, as described below, at or on any college property or at any college sponsored or college-affiliated event, on or off any campus or center.

Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, hereinafter referred to as a "College Organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, including any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity as described above upon which the initiation or admission into or affiliation with a College Organization is directly or indirectly conditioned shall be presumed to be a "forced" activity with the willingness of an individual to participate in such activity notwithstanding.

This rule includes when a person solicits others to commit or is actively involved in the planning of hazing; providing immunity from prosecution to persons who meet specified requirements, etc. and will apply to students and to College Organizations, including action through other persons associated with a college organization who are not students.

Violations of this rule by individual students shall be enforced in accordance with the Student Complaint Policy. Violations of this rule may subject an individual student to the following penalties:

- a) Minor violations – disciplinary probation.
- b) Major or repeated minor violations—dismissal.

Any College Organization, as an organization or through any person associated with a College Organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:

- a. Minor violations – probation from operating as a college organization.
- b. Major or repeated violations – decisions of the authority for such organization to operate on college property or operate under the sanction of the College.

All violations shall be handled by the SCO through the Office of Advancement. In addition, hazing may subject an individual or organization to criminal penalties under Florida law. In determining whether a

hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing.

A) Sexual Harassment Grievance

This procedure is used for student claims of discrimination or sexual harassment. All inquiries regarding the application of this statement and related policies may be referred to the Title IX Coordinator.

Contact Information and Resources

CFK Incident Reporting Form <https://cm.maxient.com/reportingform.php?FloridaKeysCC>

Campus Security: (305) 809-3543 or (305) 467-6912

Additionally, report such incidents online to the Title IX Coordinator.

Title IX Coordinator: Jessica Losardo, Director of Advancement (305) 809-3198 or jessica.losardo@cfk.edu

The College of the Florida Keys, 5901 College Road, Key West, FL 33040

Key West Police Department: 911 or (305) 809-1000

Confidential Support Resources:

Child/Elder Abuse Hotline: 1 (800) 962-2873

Domestic Abuse Hotline: 1 (800) 500-1119

Domestic Abuse Shelter: (305) 294-0824

Lower Keys Shelter: (305) 292-6647

Middle Keys Shelter: (305) 743-4440

Upper Keys Shelter: (305) 451-5666

Florida Coalition Against Domestic Violence: 1 (800) 500-1119

Florida Council Against Sexual Violence: 1(888) 956-7273

Guidance Care Center Lower Keys: (305) 292-6843

Middle Keys: (305) 434-9000

Upper Keys: (305) 451-8018

HelpLine, Inc.: (305) 296-4357

Rape Crisis Hotline: 1(888) 956-7273

Mental Health Services: (305) 434-7660

Monroe County Sheriff's Office Victim Advocates

Lower Keys: (305) 809-1090

Middle Keys: (305) 289-2430

Upper Keys: (305) 853-3211

Fire Statistics and Fire Safety Information

The College of the Florida Keys is committed to providing a safe learning, working and living environment. Fire safety is a top priority and many fires can be avoided through personal responsibility, common sense and by following rules set forth by the college. Everyone on campus is responsible for fire safety. If a fire occurs in any CFK building, community members should immediately pull the nearest fire pull station and evacuate the building.

Lagoon Landing located on the campus of The College of the Florida Keys is equipped with the following fire safety systems:

- Heat and smoke detectors throughout the building
- Horns and strobes for audible and visual alerting
- 24/7 fire alarm monitoring by Campus Safety dispatchers on campus
- A full sprinkler system covering the entire building for fire suppression, (with a booster pump to ensure correct pressure at all times)
- Manual pull stations throughout the building
- Fire extinguishers in every residence and in the hallways
- Back-up generator that powers the fire safety systems in case of power loss
- Inspections
- The fire alarm system is inspected annually.
- The sprinkler fire suppression system is inspected quarterly - four times per year.
- All fire extinguishers are inspected annually

Fire Drills

It is the policy of the third party to conduct fire drills at Lagoon Landing twice a year, before each Spring and Fall semester. During each drill residents and staff are evacuated from the building and guided to a predetermined location.

In the Event of a Fire

If a fire is detected by heat or smoke detectors, the fire alarm system will activate with horns and strobes throughout the building. All residents and their guests must evacuate immediately when a fire alarm is activated. If you observe fire or smoke and have not been alerted by horns or strobes, evacuate the building immediately and pull the nearest manual pull station along your evacuation route.

Before a need to evacuate arises, know the safest and quickest route out of the building, and be aware of alternative routes. **Use stairwells to evacuate. Do not** use the elevator. Residents who cannot use stairs should contact 9-1-1 or Campus Safety to give their location and wait inside a stairwell for assistance. Do not rush out into the hallway. If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot, use another way out. If the door is cool, you may leave through that door and locate the nearest exit.

Lagoon Landing policies

The fire safety system located in Lagoon Landing consist of smoke detectors, fire sprinkler system, and fire extinguishers. All smoke detectors are connected to a central monitoring station that will activate an audible alarm, and a visual strobe.

Per the lease agreement provided to students Smoking is strictly prohibited in the unit, in all amenity areas and common use areas. Prohibited items include grills, hazardous and illegal items, and unusually heavy items. Candles, kerosene lamps, and kerosene heaters are not permitted.

In the event of a fire residents of Lagoon Landing are advised call 911. If there is a fire, do not enter the hallway or the breezeway. First, feel the door and if it is hot use an alternate route if you are able to so safely. If the door is cool use the closest exit. If you are in a room full of smoke, crawl on your hands and knees as the cleanest air is near the floor. If you cannot escape your apartment, stuff wet towels, sheets, and clothes around the doors and vents to keep the smoke out. For additional information and instructions, please visit: <http://www.usfa.fema.gov/campaigns/smokealarms/escapeplans/index.shtm>. Additionally, exit signs are illuminated and posted over every exterior door.

Future improvement in fire safety at Lagoon Landing Annual smoke detector replacements and installing fire path signs on each floor.

Report all fires in Lagoon Landing to the manager, Nolan Terheun, at nolan.terheun@lagoonlanding.com

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities

Lagoon Landing is a student residential facility located on the campus of The College of the Florida Keys and is currently maintained by a third-party property management company.

Fire statistics and information for Lagoon Landing

	2022	2023	2024
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

No fire drills were recorded by the property management company for the calendar year 2024.

Where to report fires

Dial **911**

Campus Security: 305-776-4170