2019 Annual Security Report

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics (calendar year 2016-2018)

CDA Technical Institute - Jacksonville

Main Campus

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Jacksonville, FL 32208

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

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is a Federal Law that requires colleges and universities to:

- Publish and distribute an Annual Security Report ("Report") by October 1st that contains the three prior calendar years' crime statistics and certain CDA Technical Institute security policy statements;

- Inform all active students and employees, as well as prospective students and employees, about the existence of the Annual Security Report and how to access it on the internet or request a paper copy;

- Disclose crime statistics for CDA Technical Institute, public property areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have "significant responsibility for student and school activities" including designated Campus Security Authorities;

- Provide "timely warning" notices and/or "emergency notifications" of crimes that have occurred which pose an ongoing threat to the Campus Community.

On March 7, 2013, **the Violence Against Women Reauthorization Act of 2013 (VAWA)** (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes. Specifically, these changes added or modified requirements related to:

- Disclosure of statistics of the number of dating violence, domestic violence, sexual assault and stalking incidents;

- Disclosure of statistics of new categories of Hate Crimes;

- Implementation by institutions and disclosure of programs to prevent dating violence, domestic violence, sexual assault and stalking, including primary prevention and awareness programs for incoming students and employees; and ongoing prevention and awareness campaigns for students and employees;

- Disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred.

- Implementation by institutions and disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking, including descriptions of each disciplinary proceeding used by the institution; the standard of evidence used during each

disciplinary proceeding; possible sanctions imposed following the results of disciplinary proceedings; the range of protective measures that the institution may offer a victim; provisions to ensure that proceedings will be prompt, fair and impartial; provisions that state that proceedings will be conducted by officials who receive annual training; and ensuring equal opportunities for the accuser and accused to have others present during proceedings, including an advisor of their choice.

Security Policies and Procedures

The safety of students, employees and guests is very important to CDA Technical Institute. The Annual Security Report (ASR) is prepared to increase awareness and provide guidance to facilitate campus safety. Crime statistics from the last three years on and near campus property are included along with policy and procedure concerning campus security.

Reporting Crimes and Other Emergencies

All staff, faculty, students, and visitors are expected to promptly and accurately report any crime, suspicious activity, accident, theft, safety issue, etc. to a CDA staff or faculty member to ensure timely warning, notice or emergency notification to the campus when appropriate. If the situation poses an immediate threat, call 911.

Key Campus Personnel:

- Allen Garber, Chief Administative Officer/ Dean of Students 904-766-7736

- Amber Jaxon, Chief Financial Officer 904-766-7736

- Vinko Koteski, Director of AMGCD Training 904-766-7736, 904-434-0816

- Linda Scott, Director of Financial Aid 904-766-7736

- Charles Scanlon, Director of Career Services 904-766-7736

- CDA Patrol, 904-323-9110

In the event of an emergency or threat to students, employees and guests on or near campus, one of the Key Campus Personnel will issue a campus-wide warning.

Timely Warnings may be issued by:

- Phone calls to students, faculty and staff,

- Email to students, faculty and staff,

- Text to students, faculty and staff,

- Posting an announcement of warning in classrooms, dorm halls, building entrances and exits,

- Key Campus Personnel will visit each classroom and/or muster to alert students,

- Key Campus Personnel will inform local law enforcement agencies.

Evacuation Policy

If situation is deemed an immediate threat to the health or safety of students or employees, the school will issue evacuation notice by every available means (phone calls, email, text and in-person warnings). Information regarding campus evacuation and/or closing will also be disseminated via local media and posts to campus website.

Campus Access

Unrestricted access is defined as those hours between 6:00 AM and 5:00 PM. Additionally, unrestricted access remains subject to normal access rules such as those that apply to dormitories, administrative offices, cafeteria, and other areas restricted for safety reasons.

Campus Closed: The Campus will be closed between the hours of 11:30 PM and 6:00 AM hours weekdays (Sunday through Thursday) and 2:30 AM and 6:00 AM weekends (Friday through Saturday).

Campus Guest

Students may have visitors on campus between 5:30 PM and 10:00 PM Monday through Thursday and between 9:00 AM and 10:00 PM Saturday and Sunday. At no time will visitors of either sex be permitted in the dormitory, classrooms, administrative offices, or dining hall for any length of time. During their time on campus visitors must comply with all CDA Technical Institute policy regarding conduct, Drug and Alcohol use, safety, and/or any other policy pertaining to conduct. Any visitor not complying with policy will be required to leave and may be subject to legal action.

Facility and Grounds Maintenance

The campus grounds maintenance is coordinated by the campus administration. Maintenance personnel are not available on an emergency basis. A school official must be notified, if a maintenance emergency occurs during restricted hours or while the campus is closed – see Key Campus Personnel section.

Campus Security

CDA Technical Institute cooperates with outside law enforcement agencies and exchanges criminal information. The county sheriff's department, state police and federal law enforcement have jurisdiction over CDA Technical Institute.

Security Awareness

New Student Orientation, employee meetings, daily student/faculty meetings and the monthly staff meetings are designed to inform students and employees about campus safety procedures, security concerns and/or community crime. All students and employees are provided with instructions on how to access this Annual Security Report. Copies are printed upon request.

Sexual Assault, Dating Violence, Harassment and Stalking Policy.
See Catalog page 51
CDA Technical Institute intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with the educational experience and academic performance. Sexual misconduct, assault and/or harassment of any sort -verbal, physical, and/or visual - will not be tolerated. Resources are available during New Student and Employee orientations.

Victims and witnesses of sexual assault, domestic violence, dating violence, stalking or rape should report the incident as soon as possible. It is important to preserve evidence as it may be necessary to prove that the incident occurred.

Victims of crimes on campus or persons observing crimes, suspicious activities or incidents may report these on a voluntary and confidential basis in an accurate and prompt manner to one of the Key Campus Personnel listed above and/or local law enforcement.

If requested, campus officials can facilitate reporting a crime to local law enforcement. In the event of health or safety threat to the CDA Technical Institute community, local law enforcement will be contacted.

Once an informal or formal complaint of sexual assault, misconduct, harassment or stalking has been received, an investigation will be conducted.

The investigation and records of the resolution conducted by the campus are maintained confidentially. Information is shared internally between administrators on a need-to-know basis. The person bringing the accusation will be notified when incident information is shared in order for the investigation to progress. Privacy will be maintained in accordance to applicable state laws and the Federal Family Educational Rights and Privacy Act (FERPA) statute. Any public release of information needed to comply with open crime logs or the timely warning provision of the Cleary Act will not include the name of the victim or information leading to easy identification of the victim.

CDA Technical Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of disciplinary proceeding conducted against a student who is the alleged perpetrator of the offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The school will provide both the accused and the accuser with simultaneous written notification of the results of disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

Pastoral or Professional Counselors

CDA Technical Institute does not have a pastoral or professional counselor; therefore, the school doesn't have a policy pertaining to this area. Students requesting these services are referred to various community resources.

Crime Prevention

CDA Technical Institute supports programs that offer information and assistance in areas such as acquaintance rape and sexual assault. Brochures related to various prevention programs are available to students and employee. Crime prevention is discussed at new student orientation and throughout the students' programs as needed.

Substance Abuse Policy

The information in this section is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

The consumption and/or possession of alcohol by any person younger than 21 years of age is forbidden by state law and campus policy.

No student shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in Federal and Florida law on school property. Violation of this policy shall be considered an act of serious misconduct. Alcohol, drugs, paraphernalia, or other related substances confiscated shall be released to an appropriate law enforcement officer. Determination of resolution will be made by the Chief Administrative Officer or designee.

Use of drugs on school property is acceptable only when they are prescribed by a physician. It is the responsibility each student to provide a copy of all prescriptions to the school Medical Director.

All students are subject to random drug screening at the discretion of management.

"School property" is defined as any school building, property, vehicles or vehicle used to transport students to and from school or school activities (at other sites off school property) or any school-sponsored or school activity, event or function, such as a field trip in which students are under the jurisdiction of school authorities.

Missing Student Notification Policy

It is the policy of CDA Technical Institute to investigate any report of a missing student who is residing on-campus and is enrolled and attending classes. Students have the option to designate an emergency contact that will be notified by CDA Technical Institute if the student has been missing for 24 hours.
Any person who believes that a current student is missing should immediately notify campus personnel by calling 904-766-7736 or 904-537-2948. The campus will then open an investigation. If it's determined that the student has been missing for 24 hours, the local law enforcement agency as well as the students' emergency contact will be notified. If the missing student is under the age of 18 and has not been emancipated, campus personnel will notify the students' parent or legal guardian immediately.

Registered Sex Offender

Information regarding registered sex offenders in the State of Florida can be obtained by calling 888-357-7332 or visiting the following website. http://offender.fdle.state.fl.us/offender/Search.jsp

Fire Safety Policy

CDA Technical Institute prohibits the following in campus housing areas:
- Smoking – smoking is permitted in designated areas only and is applicable to students and staff.
- Possession or use of candles, lanterns or other fuel based heating/lighting sources.
- Possession or use of heating/cooking appliances of any type.
- Possession or use (burning) of incense.
- Possession or use of any illegal substances including proscribed drugs or drug paraphernalia.
- Possession or use of alcohol.
- Possession or use of weapons of any kind.
- Open flame.

Staff, and faculty are required to attend a fire/disaster safety briefing three (3) times per year, and Students will receive the information during orientation, during the 1st day of school. The briefing will address the following:
- Fire/disaster evacuation procedures
- What to do in the case of a fire or catastrophic disaster.

The tri-annual briefing will be conducted by the Dean, Lead Instructor of designee for all students during morning roll call or evening muster, and during the appropriate staff meeting for staff and faculty. The briefing will include the facility evacuation plan and cover the fire safety rules listed above.

Effective January 2019 the Director of Compliance will publish and maintain the schools' annual fire safety report which will include the following:
- A description of each on-campus student housing facility fire and safety sprinkler system.
- The number of regular mandatory supervised fire drills.
- A copy of the fire/disaster safety policy.
- Evacuation procedures
- Fire safety education policy (a copy of this policy is acceptable).
- Plans for future improvements in fire safety if determined necessary by senior management.

The report will also contain information available for the most recent calendar regarding the following:
- The number fires and cause of each fire.
- The number of deaths related to fire.
- The value of property damage caused by fire
- The number of injuries related to a fire that results in treatment at a medical facility.

Sexual Abuse Assistance:

Jacksonville 24-hour Rape Crisis Hotline: | 904.721.7273

Lutheran Services of Florida at 877-229-9098

River Region Human Services, (904) 899-6300

Gateway Community Services, 1-877-389-9966

Lake View, 1-866-265-2778

Riverpoint Behavioral Health, (904) 724-9202

Augustine Recovery Center, (904) 217-0480

New Hope Addiction & Intervention Services, (904) 864-6463

Breakthroughs Counseling and Recovery, (904) 419-6102

2019 Crime Statistics

Criminal Offenses - On Campus	2016	2017	2018	Criminal Offenses - On Campus Student Housing Facilities	2016	2017	2018	Criminal Offenses - Public Property *(Not available. We made a good-faith effort to obtain statistics from local and/or law enforcement agencies, but the agencies did not comply with our request).*	2016	2017	2018
Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0
Rape	0	0	0	Rape	0	0	0	Rape	0	0	0
Fondling	0	0	0	Fondling	0	0	0	Fondling	0	0	0
Incest	0	0	0	Incest	0	0	0	Incest	0	0	0
Statutory rape	0	0	0	Statutory rape	0	0	0	Statutory rape	0	0	0
Robbery	0	0	0	Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	1	Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	1	0	Burglary	0	1	0	Burglary	0	0	0
Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0	Arson	0	0	0

Hate Crimes On Campus	2016	2017	2018	Hate Crimes On Campus Student Housing Facilities	2016	2017	2018	Hate Crimes - Public Property *(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).*	2016	2017	2018
Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0	Murder/Non-Negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0	Manslaughter by Negligence	0	0	0
Rape	0	0	0	Rape	0	0	0	Rape	0	0	0
Fondling	0	0	0	Fondling	0	0	0	Fondling	0	0	0
Incest	0	0	0	Incest	0	0	0	Incest	0	0	0
Statutory rape	0	0	0	Statutory rape	0	0	0	Statutory rape	0	0	0
Robbery	0	0	0	Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	0	0	Burglary	0	0	0	Burglary	0	0	0
Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0	Arson	0	0	0
Simple assault	0	0	0	Simple assault	0	0	0	Simple assault	0	0	0
Larceny-theft	0	0	0	Larceny-theft	0	0	0	Larceny-theft	0	0	0
Intimidation	0	0	0	Intimidation	0	0	0	Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0	Destruction/damage/vandalism of property	0	0	0	Destruction/damage/vandalism of property	0	0	0

VAWA Offenses - On Campus	2016	2017	2018	VAWA Offenses - On Campus Student Housing Facilities	2016	2017	2018	VAWA Offenses - Public Property *(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).*	2016	2017	2018
Domestic violence	0	0	0	Domestic violence	0	0	0	Domestic violence	0	0	0
Dating Violence	0	0	0	Dating Violence	0	0	0	Dating Violence	0	0	0
Stalking	0	0	0	Stalking	0	0	0	Stalking	0	0	0

Arrests - On Campus	2016	2017	2018	Arrests - On Campus Student Housing Facilities	2016	2017	2018	Arrests - Public Property *(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).*	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0	Drug abuse violations	0	0	0	Drug abuse violations	0	0	0
Liquor law violations	0	0	0	Liquor law violations	0	0	0	Liquor law violations	0	0	0

Disciplinary Actions - On Campus	2016	2017	2018	Disciplinary Actions - On Campus Student Housing Facilities	2016	2017	2018	Disciplinary Actions - Public Property *(Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request).*	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0	Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	1	Drug abuse violations	0	0	0	Drug abuse violations	0	0	0
Liquor law violations	0	0	0	Liquor law violations	0	0	0	Liquor law violations	0	0	0

Campus Fires	2016	2017	2018
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

- The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here
- As of the 2015 data collection (2014 data onwards), statistics for Sex offenses –forcible and Sex offenses-non forcible are no longer collected. Rape, Fondling, Incest and Statutory rape statistics were not collected prior to the 2015 data collections.
- The data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the campus; (b) took place on a noncampus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see http://ope.ed.gov/security.