

# **ANNUAL SECURITY REPORT**

Concorde Career Institute

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## **Contents**

Campus Security and Crime Prevention Information .....	3
Access to Campus Facilities .....	3
Personal Safety.....	3
Reporting a Crime .....	4
Emergency Response, Evacuation Procedures, and Timely Warnings.....	6
Registered Sex Offenders .....	6
Crime Statistics for Our School for the Past Three Years .....	7
Drug and Alcohol Abuse Prevention Information .....	8
Sexual Assault Policy and Prevention .....	10
Definitions.....	12
<i>Responsible Employees</i> .....	12
<i>Campus Security Authority</i> .....	12
<i>Consent</i> .....	12
<i>Dating Violence</i> .....	13
<i>Domestic Violence</i> .....	13
<i>Stalking</i> .....	13
<i>Sexual Assault</i> .....	13
<i>Sexual Offenses</i> .....	13
Investigation Procedures .....	14
Prevention and Awareness Programs.....	18
Security Awareness Programs .....	20
Crime Prevention Programs.....	20
ATTACHMENT A .....	21

## **Campus Security and Crime Prevention Information**

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Violence Against Women Act (VAWA) and the Preventing Sexual Violence in Higher Education Act. This report is prepared in cooperation with local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement and campus faculty and staff. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act. The individual statistics reported for this campus for the past three years can be found [here](#).

You can obtain a copy of this report by contacting a school administrator or by accessing the following website: <https://www.concorde.edu/>, selecting your campus from the top of the page, and then scrolling to the bottom of the page to the *Annual Security Report* link.

### **Access to Campus Facilities**

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open.

### **Personal Safety**

While the school attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to a Campus Security Authority (CSA) or Responsible Employees immediately. The CSAs for this campus are the Campus President and the Academic Dean. Responsible Employees include faculty, staff, and administrative personnel.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a trusted friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times, and don't lend them to anyone.
- Lock your car doors, and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property, and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus at the Student Affairs department.

## **Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school-sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Campus President's office when the victim of a crime elects to, or is unable (physically/mentally) to, make such a report. The Campus President's office is located in the Administrative Building, Room 113.

Regular business hours for the school are Monday through Thursday 8am – 8pm, Friday 8am – 4:30pm and Saturday 9am – 1pm. If the crime has been committed after regular business hours, it should be reported to the front desk, a CSA, or a security guard, if a security guard is on campus. If the crime has been committed when the school is closed, it should be reported to the Campus President's office or the CSA as soon as possible after school is open. In addition to reporting the crime to the Campus President's office, crimes that occur when the school is closed should be reported to local law enforcement authorities immediately. Other emergencies should also be reported to the Campus President's office.

The address for the local police department for the school is as follows:

Tampa Police Department: 411 N Franklin Street – Tampa, FL 33602  
Hillsborough County Sherriff's Office 2310 N Falkenburg Road – Tampa, FL 33609

The local Police Department may be reached via phone at 813.231.6130. In an emergency, the local Police Department may be contacted by dialing 911.

Any security personnel has the authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as parking and building access, are followed. They do not, however, have arrest authority. The school works with local law enforcement agencies and refers criminal incidents to the local police department that has jurisdiction over such matters. The school does not have a written agreement with state or local law enforcement agencies to investigate alleged criminal offenses.

Certain institutional employees are designated as a CSA. The CSA may include any official of the institution who has significant responsibility for student and campus activities and who has the authority and duty to take action and respond to particular issues on behalf of the institution.

The CSA will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the CSA are included in the annual campus crime statistics. In addition, the school requests from the local police department crime information not reported to the school Campus President's office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an ongoing threat is posed related to a reported crime. Please see the "Emergency Response, Evacuation Procedures, and Timely Warnings" section of this report.

In addition, each campus keeps a campus crime log that is available for review. The crime log is available in the Campus President's office and contains the following:

- The date the crime was reported
- The nature of the crime
- The general location of the crime
- The disposition of the complaint, if known

The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with the institution.

Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Entries in the crime log are used, along with additional information, to gather the statistics that are required for inclusion in the *Annual Security Report* and the annual web-based data collection.

If you are the victim of or witness to a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school. Students who wish to make a confidential report of a crime can do so by visiting the Campus President's office, and the report should be documented in writing. The campus does not have any pastoral or professional counselors on staff to handle reports made in a voluntary, confidential manner.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women. The school does not have any officially recognized student organizations with noncampus locations.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The Campus President's office, Title IX Coordinator, and/or Responsible Employees should be contacted should one wish to file a complaint. The school will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the school against a student who is the alleged perpetrator of such crime or 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. Also, note that, in cases of sexual assault complaints:

- Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing, and
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situation. Detailed information is provided in the "Sexual Assault Policy and Prevention" section of this document.

### **Emergency Response, Evacuation Procedures, and Timely Warnings**

If it is determined by the Campus President, his or her designee and the Campus Support Center (CSC) that an impending or continuing threat is posed related to a reported crime, the institution will, without delay, and taking into account the safety of the community, determine the content of an emergency notification and initiate a campus safety alert via the school's emergency notification system.

The school may delay a notification if issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Campus safety alerts can be distributed in various ways as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, an announcement will be sent to the school community in multimodal format (e-mail, voicemail, text, SMS) with information and instructions.

The school maintains an Emergency Response Plan, which provides guidelines and procedures for various emergency situations, including but not limited to medical emergencies, evacuations, fire, and weather emergencies. The school will test emergency response and evacuation procedures periodically through drills or exercises at least one time per calendar year.

- Tests may be announced or unannounced.
- For each test, a description of the exercise, the date, time, and whether it was announced or unannounced will be documented by the campus.

Results of annual emergency response and evacuation drills may be requested from the Campus President. Please contact the Campus President for more information.

### **Registered Sex Offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website:

<https://www.nsopw.gov/>.

Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information. The school currently does not receive information from local law enforcement about registered sex offenders who may be enrolled at or employed at the school.

## **Crime Statistics for Our School for the Past Three Years**

The following criminal offenses occurred during the calendar years listed.

CRIMINAL OFFENSES	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			STUDENT HOUSING FACILITIES		
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/Non-negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Manslaughter by Negligence	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Sex Offenses:												
Rape	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Fondling	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Incest	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	N/A	N/A	N/A	0	1	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	2	4	1	N/A	N/A	N/A
Arson	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Domestic Violence	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Dating Violence	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A

VIOLATIONS	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			STUDENT HOUSING FACILITIES			Referred for campus disciplinary action (Y or N)
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	
Liquor Law Violations	0	0	0	N/A	N/A	N/A	0	0	1	N/A	N/A	N/A	N
Drug Law Violations	0	0	0	N/A	N/A	N/A	0	0	1	N/A	N/A	N/A	N
Illegal Weapons Possession Violations	0	0	0	N/A	N/A	N/A	0	0	0	N/A	N/A	N/A	N

### ***Hate Crimes***

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crime statistics are also reported separately for the following offenses: larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2015, 2016, or 2017.

### ***Student Housing Facilities***

Our school does not maintain school-operated student housing facilities.

### ***Fire Safety Reporting***

Our school does not maintain school-operated student housing facilities, and it is not required to maintain a log of all fire-related incidents.

### ***Missing Persons***

Our school does not maintain school-operated student housing facilities, and it is not required to publish a missing student notification policy. However, students are encouraged to contact the local police if they have information about a missing person.

### ***Unfounded Crimes***

Unfounded crimes are those crimes that are removed or withheld from the *Annual Security Report* after it has been determined that the reported crime was false or baseless. Only sworn commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded.” This does not include a district attorney who is sworn or commissioned, nor does it include a Campus Security Authority.

There were no reported crimes for the years 2015, 2016, or 2017 that were determined to have been unfounded.

## **Drug and Alcohol Abuse Prevention Information**

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) and the Drug-Free Workplace Act of 1988 (Public Law 101- 690), our school provides all students and employees with the following information concerning school policies and the consequences of the manufacture, distribution, possession, or use of federally illegal drugs or alcohol.

The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol, marijuana, or any controlled substance by an employee or student on Concorde’s property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be using, possessing, manufacturing, or distributing alcohol, marijuana, or any controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the school will take appropriate personnel action for such infractions, up to and including dismissal. Students who violate this policy will be dismissed and are not eligible for readmission.

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction that may result in 20-50 years’ imprisonment and hard labor

- without benefit of parole
- Monetary fines

In addition to local and state authorities, the federal government has four agencies (the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. One should be aware that:

- It is a crime to hold someone else's illicit drugs.
- It is a crime to sell fake "dope."
- It is a crime for being in a house where people are using illicit drugs, even if you are not using them.
- It is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession."

Additional information can be found in the school's catalog.

Drug abuse, which can affect one's physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for nonmedical reasons to affect the body and its processes, the mind and nervous system, and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loss of appetite, sexual indifference, coma, convulsions, and death.

There are classic warning signs that could be indicative of drug use. These signs include:

- Unexplained change in personality or attitude
- Drop in attendance and performance at work or school
- Deterioration of physical appearance and personal grooming habits
- Sudden mood swings, irritability, or angry outbursts
- Unexplained need for money or financial problems; may borrow or steal to get it
- Engaging in secretive or suspicious behaviors
- Sudden change in friends, favorite hangouts, and hobbies

Information regarding the effects of commonly abused drugs may be found on the Internet at [www.nida.nih.gov/DrugsofAbuse.html](http://www.nida.nih.gov/DrugsofAbuse.html). Drug and alcohol abuse education programs are offered by local community agencies. The school provides information about such education programs in the Student Affairs department.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes warning signs in either a student or employee contact the school Campus President's office. If anyone notes warning signs in the Campus President, contact the Academic Dean. If it is determined that a student or employee is in need of assistance to overcome a drug problem, he/she may be counseled on the need to seek assistance. The cost of such assistance or treatment will be the responsibility of the student or employee. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance

abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the Campus President's Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the section of the local telephone book headed "Drug Abuse & Addiction Information and Treatment."

**There are also national organizations that may be contacted for help, such as:**

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The Substance Abuse and Mental Health Services Administration's (SAMHSA) National Helpline. 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

### **Sexual Assault Policy and Prevention**

Our school is committed to creating and maintaining a community in which students, faculty and staff work in an environment free from all forms of harassment, exploitation, intimidation or violence. Prohibited conduct includes all forms of sexual discrimination and sexual harassment, as well as sexual assault and sexual violence. Domestic violence, dating violence, and stalking are also prohibited by this policy. These are serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment.

**In the event of sexual assault, dating violence, domestic violence or stalking, victims are encouraged to report offenses in a timely manner to the Campus President's office, any Campus Security Authority (CSA) and/or the Title IX Coordinator.**

Victims are encouraged to exercise their rights, if desired, including:

- Proceeding to a place where it is safe from further attack and reporting offenses to proper local law enforcement, campus security authority, and health officials.
- Preserving any evidence of the assault that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender).
- Obtaining immediate medical attention.
- Receiving appropriate counseling referral information.
- Receiving information on services for health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid.
- Completing crime reports.
- Changing academic and work situations (e.g., student's course schedule; employee's work environment).
- Applying for judicial no-contact, restraining and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is

deceased as a result of the crime or offense, the institution must provide results of the disciplinary hearing to the victim's next of kin, if so requested.

The school strongly advocates that a victim of sexual assault, dating violence, domestic violence or stalking report the incident in a timely manner. Victims may report a sexual assault, or incidents of dating violence, domestic violence and stalking to the Campus President's office, a CSA, and/or the Title IX Coordinator by contacting them either in writing or in person. Victims of sexual assault, dating violence, domestic violence or stalking also have the option of notifying proper local law enforcement. If requested by the victim, the school will assist the student in notifying law enforcement. The victim also has the option to decline notifying authorities.

Additional information can be found in the Sexual Misconduct Response and Prevention in Accordance With the Violence Against Women Act section listed at <http://www.concorde.edu/resources>.

In addition, the school Campus President's office will provide information on off-campus agencies that provide services to victims of a sex offense. Local or state organizations that provide services to victims of sex offenses include:

**Crisis Center of Tampa Bay 1 Crisis Center Plaza** - Tampa, FL 33613 (813)964.1964

**Suncoast Center Sexual Assault Services** 2188 58<sup>th</sup> Street N Clearwater, FL 33760  
727.530.7273

**The Spring of Tampa Bay** P.O. Box 5147 Tampa FL 33675 (813)749.8764

The school will (a) provide complainants with information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community; (b) provide complainants with information about their options for, and available assistance in, changing academic, living, transportation and working situations if requested and reasonably available, regardless of whether the complainant chooses to report the offense to campus security or to local law enforcement; and (c) facilitate changes in the complainant's transportation and working situations, in addition to academic and living situations, if requested and reasonably available. The school is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. Specific contact information for the services identified in this paragraph can be found in Attachment A located at the end of this document or by clicking [here](#).

If a victim informs the institution that he/she has an order of protection, no-contact order, restraining order or similar lawful order issued by a criminal, civil or tribal court in effect, the institution will uphold the conditions of the order to the best of its ability.

The institution will protect the confidentiality of victims. Publicly available recordkeeping, such

as mandatory Clery reporting, will be accomplished without the inclusion of identifying information, to the extent permitted by law.

The school encourages all victims of sexual harassment to report the offending behavior to a Title IX Coordinator, CSA, and/or Responsible Employee as defined below. Informing a school employee of such misconduct allows the school an opportunity to promptly take remedial action and to investigate so that the victim may have an academic experience free from discrimination. The school can only address a specific situation if it is aware of it. However, the school understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of or in addition to a school employee.

## **Definitions**

*Please note that these are generally accepted definitions which may be superseded by more restrictive definitions in your local jurisdiction.*

### *Responsible Employees*

A Responsible Employee is any employee who (a) has the authority to take action to redress the harassment; (b) has the duty to report to appropriate school official(s) sexual harassment or any misconduct by students or employees; or (c) is an individual who a student could reasonably believe has this authority or responsibility. Responsible Employees include faculty, staff, and administrative personnel.

### *Campus Security Authority*

A Campus Security Authority (CSA) is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department; any individual to whom students and employees should report criminal offenses; or an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.

### *Consent*

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. The manner of a person's dress does not constitute consent.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (a) the person is incapacitated due to the use or influence of alcohol or drugs; (b) the person is asleep or unconscious; (c) the person is under age; or the person is incapacitated due to mental disability.

### *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;
- 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.

#### *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 the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in 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*

An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.

#### *Sexual Offenses*

Any sexual act directed against another person, without the 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.

*Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.

*Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Investigation Procedures**

Concorde thoroughly and promptly investigates all claims of discrimination and harassment. Concorde will meet with the complaining associate or student to discuss the results of the investigation and, where appropriate, review the proposed resolution. If an investigation confirms that discrimination or harassment has occurred, Concorde will take corrective action, including such discipline up to and including immediate termination of employment or enrollment, as is appropriate.

Claims of assault or the threat of assault, if proven, will result in dismissal. Complaints of discrimination and harassment will be kept as confidential as possible. No associate or student will be subjected to retaliation by Concorde because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate or student must report such retaliation to Concorde by immediately contacting either the Campus President or Human Resources, so that the complaint may be investigated and dealt with in an appropriate manner. Concorde's Commitment to No Discrimination or Harassment Policy If a student feels that Concorde has not met its obligations under the policy, he or she should contact Human Resources at Concorde Career Colleges, Inc.

The Sexual Misconduct Response and Prevention in Accordance With the Violence Against Women Act (VAWA) policy can be found at the following link:

<https://www.concorde.edu/wp-content/uploads/Sexual-Misconduct-Policy-and-Procedures.pdf>

The school has investigation procedures in place to address allegations of dating violence, domestic violence, sexual assault, or stalking, which are detailed in the catalog. Under these procedures, when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide a written explanation of the student's or employee's rights and options.

The School is committed to undertaking prompt, thorough, impartial and fair investigations, and

to treating all individuals with respect and sensitivity. Depending upon the nature of the alleged or suspected policy violation, the relevant official (or his or her designee) will investigate either alone or with one or more other school officials as deemed appropriate by the school.

The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amendable to pursuing an informal resolution (and the matter is eligible for informal resolution, as discussed below). As part of the investigation, the relevant official (or his or her designee) will seek to interview the complainant and the accused. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible:

- The name, department, and position of the person or persons allegedly causing the dating violence, domestic violence, sexual assault, or stalking.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the school's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of dating violence, domestic violence, sexual assault, or stalking.
- Although it is not required, any steps the complainant has taken to try to stop the dating violence, domestic violence, sexual assault, or stalking.
- Any other information the complainant believes to be relevant to the alleged dating violence, domestic violence, sexual assault, or stalking.

Any accused parties are also expected to provide as much information as possible in connection with the investigation.

The school reserves the right to suspend any member of the school community suspected or accused of violating this policy or to take any other interim measures the school deems appropriate, pending the outcome of an investigation or grievance. Such interim measures can include, but are not limited to, modifying course schedules, and issuing a "no contact" order.

In situations involving suspected or alleged violations of this policy the School also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic situation, issuing a "no contact" order to the accused, or other measures as appropriate). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible. Interim measures will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the school to provide the interim measures.

### ***Informal Resolution Process***

Allegations of sexual assault, dating violence, domestic violence or stalking may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment, may be resolved using an informal resolution process overseen by one or more school representatives if (a) the school determines, in its discretion, that such a process would be appropriate; and (b) all parties agree to participate.

The parties to any such informal process will not be required to deal directly with one another without the School's involvement. Instead, one or more school representatives may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution process (described below) would commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution.

### ***Formal Resolution Process***

The formal resolution process applies (a) when any party so requests in connection with a matter that is eligible for informal resolution; and (b) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault, dating violence, domestic violence or stalking). The school may also elect to use the formal resolution process in any matter when the school deems it appropriate. As part of the formal resolution process, the school may determine that further steps are required to complete the school's investigation. The following procedural protections apply to matters that are not resolved using the Informal Resolution Process described above:

- *Investigator Qualifications.* The official(s) designated to conduct the investigation shall be trained in the investigation of, and other issues related to, sexual assault, domestic violence, dating violence, stalking and other misconduct covered by this policy, shall not have a conflict of interest or bias for or against any parties involved in the potential policy violation, and shall have received at least annual training on issues related to these issues.
- *Standard for Determining Responsibility.* The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a "preponderance of the evidence" standard.
- *Rights of Complainants and Accused Parties; Timing of Resolution.* The school shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy. Complainants and accused parties shall both be provided with the following in connection with the resolution of suspected or alleged violations of this policy:
  - The opportunity to speak on their own behalf.
  - The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
  - The opportunity to submit other evidence on their behalf.
  - The opportunity to be accompanied to any meeting or proceeding related to the school's resolution of an alleged or suspected violation of this policy by an advisor of their choice. The school will not limit the choice of advisor or presence for either the complainant or accused, but advisors are prohibited from speaking on behalf of either the complainant or accused and may be removed or dismissed from the meeting or proceeding if they become disruptive or do not abide by this restriction on their participation.
  - The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law) as well as timely and equal access to any other information that will

be used during any informal or formal disciplinary proceedings.

- The right to be informed of the outcome of the investigation (to the greatest extent possible and consistent with FERPA or other applicable law).
- The opportunity to appeal the outcome of the investigation.
- *Sanctions; Corrective Actions.* The official conducting the investigation will determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The school will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the complainant (and others, if appropriate).

The range of potential sanctions/corrective actions that may be imposed against a student includes the following: written or verbal apology, sexual assault, dating violence, domestic violence or stalking prevention education, verbal or written warning, probation, suspension, and/or dismissal from the school. Employees who are found to have violated this policy may be terminated or subjected to other disciplinary action in accordance with the Code of Business Conduct & Ethics. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the school, which may include removal from the school and termination of any applicable contractual or other arrangements.

In instances where the school is unable to take disciplinary or other corrective action in response to a violation of this policy because a complainant insists on confidentiality, or for some other reason, the school will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

- *Notification of Outcome.* After the conclusion of the investigation, the school will provide written notification to the complainant and the accused of the outcome (i.e., whether a violation of this policy has occurred), including the rationale for the outcome and an explanation of the school's appeal procedures, within seven (7) calendar days after the conclusion of any hearing or proceeding unless the school determines that additional time is required. This notice shall be issued simultaneously to both parties to the extent practicable.

The school may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order). The school will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.).

Under no circumstances will the complainant be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

- *Right to Appeal.* Once written notification of the resolution has been provided, either the complainant or the accused will have the opportunity to appeal the outcome (including the issue of whether there is a policy violation and any sanction(s) imposed). Any appeal must be submitted in writing to the Title IX Coordinator ("Coordinator") within seven (7) calendar days of being notified of the outcome and must set forth the grounds upon which the appeal

is based.

If the Coordinator is unable to resolve the appeal for any reason, the School will designate another representative to decide the appeal. Neither party shall be entitled to a hearing in connection with any appeal, but the Coordinator (or designee) may request written submissions from the parties or consider any other information as deemed appropriate by the Coordinator (or designee). Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Coordinator (or designee) determines that additional time is required. This notice shall be issued simultaneously to both parties to the extent practicable. Appeal decisions by the Coordinator (or designee) are final.

### ***Prohibition Against Retaliation***

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint shall be subject to retaliation, intimidation, coercion, threats or discriminatory action as a result of such activity or participation. Retaliation exists when action is taken against a complainant or participant in the complaint process that (a) adversely affects the individual's opportunity to benefit from the school's programs or activities; or (b) is motivated in whole or in part by the individual's participation in the complaint process. Any acts of retaliation, as defined above, shall be grounds for disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

### ***Confidentiality***

To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the school's ability to conduct an investigation and take any corrective action deemed appropriate by the school. Identifying information regarding complainants will not be included in any timely warnings or other publicly available records.

### ***Fabricated Allegations***

Any allegations suspected to be fabricated for the purpose of harassing the accused party or disrupting the school's operations are subject to these investigation and grievance procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

### **Prevention and Awareness Programs**

The school provides primary prevention and awareness programs for all incoming students and new employees that address topics, including definitions, risk reduction, bystander intervention, reporting and investigation procedures, and sanctions as described within this document. The school will also provide ongoing prevention and awareness campaigns for students and employees that include this same information.

Specifically, these programs:

- Identify that the school prohibits any forms of conduct that can be identified as domestic violence, dating violence, sexual assault and stalking;
- Define dating violence, domestic violence, sexual assault and stalking as those terms are defined for the purposes of Clery Act reporting; and

- Define what behavior and actions constitute consent to sexual activity in the local jurisdiction.

Information about these definitions can be found in the “Definitions” section of this document or by clicking [here](#). The prevention and awareness campaigns are also designed to promote risk reduction and safe options for bystander intervention as described below.

### *Reducing Risk*

General crime prevention strategies can help reduce the risk of falling victim to sexual related crimes (see the “Personal Safety” section in this document). In addition, recognizing the warning signs of abusive behavior can serve as a deterrent to sexual related crimes. The following is an example of behaviors seen in people who abuse their partners. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy
- Controlling behavior
- Quick involvement
- Unrealistic expectations
- Isolation
- Blames others for problems
- Blames others for their feelings
- Hypersensitivity
- Cruelty to animals or children
- Jekyll-and-Hyde personality

### *Bystander Intervention*

An engaged bystander is someone who intervenes in a safe and positive way before, during, or after a situation or event in which they see or hear behaviors that promote dating violence, domestic violence, sexual assault, or stalking. The bystander approach attempts to teach community members how to be engaged bystanders in a safe and effective way.

Primary prevention activities take place before violence happens to prevent perpetration or victimization.

If you see someone in danger of being assaulted:

- Call 911.
- Before stepping in, make sure to evaluate the risk so as to not put yourself in danger.
- Unless you fear you are in danger, don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
- If you know the perpetrator, tell the person you do not approve of his/her actions. Ask the person to leave the potential victim alone.

## **SECURITY AWARENESS PROGRAMS**

Various programs are designed to inform students and associates about campus security procedures and practices and to encourage students and associates to be responsible for their own and others' security. Campus security concerns are addressed in weekly campus senior management meetings. All students, staff and faculty are provided a copy of this *Annual Security Report*. Special security bulletins will be distributed, if a need arises, to advise students or associates of community crime patterns and suspect information. Associates are provided with security orientation information during their initial employment evaluation period.

## **CRIME PREVENTION PROGRAMS**

Concorde's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking offer educational information and victim assistance in areas such as acquaintance rape and sexual assault. Brochures related to various prevention programs are available to students and associates. A new associate orientation checklist includes a security section and is used to document the training that supervisors give their associates. Crime prevention is discussed at new student orientation and as needed. A parking lot escort is available for associates and students through the campus by contacting either the receptionist or Campus President.

For additional information about these campaigns, please visit the Campus President's office.

# **ATTACHMENT A**

## **Contact Information**

REMEMBER TO CALL 911 FIRST IN THE EVENT OF AN EMERGENCY

### **Internal Contacts**

#### **Title IX Coordinator**

Renel Gilles, Director of Student Affairs [RGilles@Concorde.edu](mailto:RGilles@Concorde.edu) 813.314.2492

#### **Campus President**

Debra Weninger, Campus President [DWeninger@Concorde.edu](mailto:DWeninger@Concorde.edu) 813.314.2478

#### **Campus Security Authority (Academic Dean)**

Debra Weninger, Academic Dean [DWeninger@concorde.edu](mailto:DWeninger@concorde.edu) 813.314.2478

#### **Student Affairs**

Renel Gilles, Director of Student Affairs [RGilles@Concorde.edu](mailto:RGilles@Concorde.edu) 813.314.2492

### **External Contacts**

#### **Local Police**

**Tampa Police Department:** 411 N Franklin Street – Tampa, FL 33602 (813)231.6130

#### **Legal Assistance, Visa and Immigration Assistance**

Immigration Advocates Network:

<https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state&state>