



## **Annual Security Report**

**3520 Enterprise Way  
Miramar, FL 33025  
Phone (954)613-2900  
Fax (954)779-6502  
[www.fvi.edu](http://www.fvi.edu)**

**Rev: 07/2020**

**Date of Disclosure Jeanne Clery Disclosure of School Security Policy and School Crime  
Statistics Report  
July 1, 2020**

**Florida Vocational Institute** is providing the following information to all of its employees and students as part of the **Florida Vocational Institute** commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Act. Also, see Crime Report Definitions to follow that will assist with the understanding of School Security Policies and Crime Statistics. If you should have questions about any of the information provided in this Report, please contact the School President, Denyse Antunes, by phone/mail:

**Florida Vocational Institute**  
**3520 Enterprise Way**  
**Miramar, FL 33025**  
**(954)613-2900**  
[dantunes@fvi.edu](mailto:dantunes@fvi.edu)

**Uniform Crime Report Definitions**

These definitions are excerpted from Appendix B of the Handbook for School Safety and Security Reporting.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

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

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes: We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving

apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, religion, sexual orientation, gender, gender identity, disability, ethnicity or national origin the assault is then also classified as a hate crime.

#### Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

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

- a) 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. (This revised definition reflects the Federal Bureau of Investigation's updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy and sexual assault with an object that are used in the UCR National Incident-Based Reporting System.)
- b) 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 his/her age or because of his/her temporary or permanent mental incapacity.
- c) Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

#### Violence Against Women Act Categories:

In accordance with the Violence Against Women Reauthorization Act (VAWA) of 2013, Institutions are now required to include statistics for the following:

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with the victim as a spouse or intimate partner, a person similarly situated

to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence 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 purposes 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. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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.

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded". Only a sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

## **SCHOOL SECURITY AND CRIME PREVENTION POLICY**

Florida Vocational Institute Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Report is distributed to every student and employee annually on October 1<sup>st</sup> and is available to prospective employees and students at their request. A copy of the School Security and Crime Prevention Policy is delivered to each employee. The report is distributed to all students through the School Security and Crime Prevention Policy Handout. This is distributed during the admissions process and/or to currently enrolled students in class.

## **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the School President, Denyse Antunes. Reports are kept in a secure location in the School President's office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Florida Vocational Institute that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Florida Vocational Institute facilities to the School President, Denyse Antunes either in person or by calling School 305-. If the School President is not available, you may contact the Receptionist at **(954)613-2900** and the **Miramar Police Department** by dialing 911 or **(954)602-4000**.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the School President, **Denyse Antunes**. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the School President, **Denyse Antunes**.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the School President, **Denyse Antunes**. Reports are kept in a secure location in the School President's office. The annual crime report is prepared by gathering School crime statistics and data from the local police department and other relevant information by the School President.

### **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of **Florida Vocational Institute** that access to Institution's facilities be limited to authorized personnel, students, and invited visitors. Visitors are, always, subject to **Florida Vocational Institute** policies and conduct codes. Students and employees are responsible for the conduct of their visitors at all times.

#### **In pursuit of this policy, all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The School hours are **8:30a-10:30p**.
4. Report immediately to the School President, **Denyse Antunes** any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the School President is not available, you may contact the Receptionist at **(954)613-2900** or the **Miramar Police Department** by dialing 911 or **(954)602-4000**. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:

- a. Immediately determine the condition of any injured employees, students, or other parties
- b. In the case of an automobile accident, secure the accident scene and set warning devices
- c. Notify the appropriate authorities by calling 911
- d. Complete an Incident Report
- e. Obtain a copy of the police report
- f. Obtain information from witnesses
- g. Investigate property damage or theft, following steps **c**, **d**, **e**, and **f** above
- h. Should an alleged sex offense on School be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
- i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**Florida Vocational Institute** does not have off-campus locations of student organizations officially recognized by the Institution, including student organizations with off-campus housing facilities. **Florida Vocational Institute** does not have any on or off-campus housing facilities.

**All students are required to:**

1. Notify the School President, **Denyse Antunes** if a student becomes ill or is injured while at the School. Require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
2. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change of criminal/emergency contact information.

**SCHOOL SECURITY ENFORCEMENTS**

If there are security personnel at the school building they may be there at the direction of the building owners or the institution, and may assist students, faculty, and staff of the Institution. Someone may be on duty during the hours the building is occupied. If on duty they are responsible for ensuring that persons entering the building are employees, students, and their families or invited visitors. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students and employees are advised to carry their School Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the School President, Denyse Antunes, or 911 if any illegal activity occurs.

## RELATIONSHIPS WITH LOCAL AND STATE POLICE

**Florida Vocational Institute -Miramar is an extension campus of Florida Vocational Institute Miami.** Florida Vocational Institute maintains a working relationship with the **Miramar Police Department** with periodic contact initiated by **Florida Vocational Institute** personnel to ensure that **Florida Vocational Institute** is aware of criminal offenses and arrests occurring on or near the School so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by the student handouts. Bulletins are also posted around the Institution.

## PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT SCHOOL SECURITY

All new **Florida Vocational Institute** employees are instructed on crime awareness, prevention, and School security during the hiring process. Employees are instructed on crime awareness, prevention and School security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new **Florida Vocational Institute** students are instructed on crime awareness, prevention and School security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the **Florida Vocational Institute** employees. The orientation includes a description of School security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

## PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in- service programs are conducted by local law enforcement officials or other appropriately qualified personnel **at least one** time per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- “Reporting Criminal Actions or Other Non-Emergencies”, personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual School security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the School community, the **School President** will notify the Institution’s community by bulletin board notices, notices read by instructors in classrooms, and notices in student handouts or through the Emergency Notification System.

Students are requested to review the Institution's School Catalog and/or Handbook where sections discussing Student Code of Conduct can be found. Also, students are requested to read this *School Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and



Emergencies, Crime Awareness, and School Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *School Security and Crime Prevention Policy* *handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and School Security.

## **OFF-SCHOOL STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e., police, ambulance, or fire department). The student or employee should immediately notify the appropriate person at the Institution as soon as possible.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Schools" publication, the Drug and Alcohol Abuse Prevention Program, is provided to the Institution annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. **Florida Vocational Institute** also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment and referral to the appropriate local law enforcement agency.

Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. Therefore, the unauthorized use, possession or distribution of alcohol, controlled substances or the use or possession of illegal drugs is prohibited on Florida Vocational Institute premises or during Florida Vocational Institute sponsored activities. In addition, this policy prohibits the unlawful manufacture, dispensing or distribution of illicit drugs and alcohol by staff on school premises, while conducting school business off the premises or as part of any school sponsored activities, including any activity with a federal grant. This policy delineates the appropriate action to take in the event that a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace.

All employees and students should be advised that possession, use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol may carry its own penalties under local, state and federal law.

Florida Vocational Institute, will develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at school activities and will present educational programs on alcohol and drug abuse.

All employees and students receive annually a copy of Florida Vocational Institute Drug Prevention Handbook, and an acknowledgement signed copy is kept in the employee personnel file and student's

academic file.

### **Alcohol and Substance Abuse Prevention Procedure:**

When in the judgment of the supervisor, in consultation with the President and School Vice President, a determination is made that there is unauthorized use or possession of alcohol, controlled substances or the use or possession of illegal drugs, or if behavior or work performance of a staff member gives rise to performance related concerns that may indicate a need for drug and alcohol testing or some other action, the following procedure shall be used. The procedure also applies when a staff member has reason to believe the same of a student; or to others violations of the policy as stated above.

### **Alcohol and Substance Abuse Intervention Guidelines**

The supervisor/staff member should notify the School Vice President and President for consultation prior to any action being taken. The School Vice President and President may recommend consultation with a local non-profit alcohol and substance abuse organization or similar agency. Based on the advice of the School Vice President and President or such an agency, the supervisor/staff member should immediately schedule an intervention meeting the staff member/student concerned. The intervention meeting includes the following steps:

- Inform individual of the policy.
- Relieve the individual of assigned duties or in the case of a student suspend their attendance and
- Advise the individual of the reason for the concern.

The impact of the problem on work or academic performance, including interpersonal interactions affecting the workplace or classroom should be documented. Examples include:

- Unusual or erratic behavior
- Reports of unauthorized drugs and/or alcohol use on the job

After consultation with the School Vice President and President, the staff member or student is referred to any non-profit alcohol and substance abuse organization or similar agency for testing. Examples of reasons for referral include the following:

- Behavior that is erratic or abnormal
- Knowledge or indication that staff member/student is currently involved in drug related activity
- Sleeping that is related to drug intake
- Disclosure by the staff member/student of use

Pending result information from the referred non-profit or similar agency, the staff member/student should be suspended. If the staff member/student refuses to go to the referred non-profit organization or similar agency, appropriate disciplinary action should take place. Drug and alcohol is only one factor to be considered in making a determination regarding disciplinary action.

### **Alcohol and Substance Abuse Follow Up**

The School Vice President and President will meet with the staff member/student to discuss the

information received from the referred non-profit organization or similar agency and any disciplinary action taken. Being unfit for work because of alcohol and/or illegal use or possession of a controlled substance or other violations of this policy may subject the staff member/student to disciplinary action up to an including termination of employment or school attendance.

## **Prevention Programs**

Listed below are resources of drug prevention programs:

- South Broward Narcotics Anonymous (954)967-6755
- DARE (850)410-8600
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Florida Vocational Institute believes and has always believed that each of us should be able to work in an environment free of discrimination and any form of harassment. In compliance with the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), Florida Vocational Institute has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is strictly prohibited and will be subject to disciplinary action.

Sexual harassment is a serious concern and will not be tolerated. To address the problem, Florida Vocational Institute educates the students about sexual assaults and date rape through sexual assault education and information programs.

Sexual Harassment is any Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature is considered to be sexual harassment when:

- Submission to conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decision which affects you, or...
- Such conduct has the purpose or the effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Examples: Some of the more common examples of sexual harassment include:

- Repeated, unwelcome and offensive sexual flirtations, advances or propositions.
- Continued or repeated verbal abuse of a sexual nature.
- Continued or repeated graphic verbal commentaries about a person's body.
- Continued or repeated sexually degrading words about a persons or the person's body.

- Display of sexually explicit photographs, pictures or objects.
- Continued or repeated suggestive sexual comments or remarks.
- Continued or repeated insults, humor, or jokes about a person's sex or traits relating to sex.
- Continued or repeated touching, pinching or brushing a person's body.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, that fails to respect the rights of others, that lowers morals, and that interferes with work effectiveness.

### **Procedure for Reporting Sexual Harassment**

Sexual harassment is not just inappropriate; it is prohibited by law and against Florida Vocational policy. If you believe you have been subjected to sexual harassment of any kind, or know someone who is, do not remain silent. You should act promptly. Do not deny that something has happened. Ignoring the situation and hoping that it will correct itself enables the harassment to continue. Nor should you be afraid that if you speak with someone about the situation, you will be subjected to retaliation. Florida Vocational Institute will not allow reprisals against a person who in good faith reports or provides information about sexual harassment or behavior that might constitute sexual harassment.

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-School authorities and local police. At the student's/employee's request, the School President or other **Florida Vocational Institute** officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack. If able, call 911 immediately
- Do not shower, bathe, douche, or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you as you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (954)761-RAPE

It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, **Florida Vocational Institute** will assist in identifying off-School counseling or mental health services. After any School sexual assaults are reported, the victims of such crimes have the right to request that Florida Vocational Institute

personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable, including the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Nancy J. Cotterman Rape Crisis Center of Broward County  
(954)761-RAPE

### **Disciplinary Action and Sanctions**

On-School disciplinary procedures against students will be in accordance with published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any School disciplinary proceeding. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension, or dismissal.

### **Changing of Living**

Victims of sexual assault may request changes in their class schedule and the school is required to provide them if they are reasonable and available. A staff member of the school will help the student make these accommodations.

### **Information Regarding Registered Sex Offenders**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the **Broward County Sheriff Department**, located at:

**Broward Sheriff's Office**  
2601 West Broward Boulevard  
Fort Lauderdale, FL 33312  
P:(954) 765-4321

Additional information can be obtained by calling the police department at (954) 602-4000

OR:

Information regarding registered sex offenders under section  
[Sex Offenders in Broward County | tallahassee.com](http://tallahassee.com)  
<https://data.tallahassee.com/sex-offenders/broward/>

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available online at: <http://offender.fdle.state.fl.us/offender>.

On-School computer labs with internet access are available for you to view the above website at the library from:

**Monday-Thursday 8:30a-10:00p Friday 8:30a-5:00p**

## **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT**

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), educational programs are provided to all students and employees to promote prevention and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Student programs are conducted during orientation and employee training is conducted annually. Such programs enforce Florida Vocational Institute's commitment to prohibiting the crimes of domestic violence, dating violence, sexual assault, and stalking along with providing the applicable jurisdictions' definition of each including the definition of consent (in reference to sexual activity). The programs provide "safe and positive" options for bystander intervention to prevent or intervene when there is a risk to another person of domestic violence, dating violence, sexual assault, or stalking and information on how to reduce risk and recognize warning signs of abusive behavior and how to avoid a potential attack. The programs also provide Florida Vocational Institute's policies and procedures after a sex offense occurs. Florida Vocational Institute also provides ongoing prevention and awareness campaigns for students and faculty that includes the material provided to incoming students and employees. Florida Vocational Institute will provide students and employees with educational materials on sexual violence so they can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a VAWA offense. These materials and informational pamphlets are distributed on an annual basis at a time separate from the educational programs.

Florida Vocational Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. VAWA offenses are a violation of trust and respect, are prohibited and will not be tolerated. This policy applies to academic, educational and co-curricular conduct. Florida Vocational Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. A student who has committed a VAWA offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found in the school's catalog along with the Termination or Expulsion Policy. Any employee being investigated in relation to VAWA will immediately be suspended from their duties until the investigation is complete. Appropriate disciplinary action, up to and including immediate termination, may be taken against any employee in violation of the Violence Against Women Reauthorization Act who has committed any of the crimes such as domestic violence, dating violence, sexual assault, or stalking.

The School President is the key contact for reporting an incident at a school location and the Corporate Human Resources Director is the key contact for a corporate violation. If an employee or student is a victim of sexual violence, the victim is urged to seek immediate medical assistance and to report the incident to the police. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. An employee or student who is a victim of sexual violence involving a student at Florida Vocational Institute or an employee is urged to make a complaint to the School President. Victim support and community resources are available even if the victim does not report to the police or make a complaint to the School President. If an employee or student has knowledge of an incident of sexual violence occurring at the School, he/she should report the facts to the School President. If there is a witness to the incident, the local police will be contacted immediately for them to investigate the crime. If no witness is named, the person reporting the incident will be offered a choice about whether to report it to the local police. If the choice is made not to call law enforcement, the victim will be asked to sign a form stating their preference not to involve the police. The victim will be told

of the importance of preserving evidence to assist in proving the alleged criminal offense or in obtaining a protective order. They will then be given materials which will include a phone number where they can utilize appropriate services designed to help in situations of sexual assault, domestic violence, dating violence and stalking.

Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Florida Vocational Institute. Should a victim of sexual violence request confidentiality, Florida Vocational Institute will honor the request to the extent possible and allowed by law. Florida Vocational Institute will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Institution will use its Emergency Notification System to notify the School Community of any immediate threat to the School Community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the School.

Students and employees may receive text messages via Cell Phone or e-mail contacts with information relative to the threat and the action to be taken by the School Community to remain safe until the threat/perceived threat is over. On School notifications will also be conducted using manual notification systems such as a school official notifying each classroom and laboratory of any threat or any incident requiring emergency notification.

The Institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

## **TIMELY WARNINGS**

The Institution will also use its Emergency Notification System to issue a “timely warning” to the School Community in the event a crime is reported to School officials or local police that represent a serious or continuing threat to students and employees. The warning will be issued as soon as the pertinent information is available. The intent of the timely warning is to enable recipients to protect themselves and aid in the prevention of similar crimes.

## **PROCEDURES FOR DISSEMINATING EMERGENCY INFORMATION TO THE LARGER COMMUNITY.**

Any member of the School Community may, at their discretion notify public authorities of any emergency or dangerous situation on School. The three principles named above will also determine if public authorities/emergency and law enforcement agencies will be notified and will do so by the most expeditious means immediately available.

## **THE INSTITUTION'S PROCEDURES TO TEST THE EMERGENCY RESPONSE AND EVACUATION PROCEDURES.**

On at least an annual basis, the institution will test the Emergency Response Communications system using text messaging and/e-mail transmissions. A log will be kept of the date and time of the test. A survey will be distributed to the School community to solicit feedback on the effectiveness of the notification. The surveys will be maintained for a minimum of one year and the data on the response effectiveness recorded as part of the test log.

*Confirmation of the type of emergency/dangerous situation* - will be through the School Director's office. The Director will confirm the type of emergency and will determine what emergency response agency will be notified.

Any emergencies deemed reportable to all members of the staff, faculty and student body should be immediately directed to the School President, Program Directors or Administrative Services Manager for prompt action. Notification to School Management by any member of the School community does not preclude notification to the appropriate emergency authorities.

<b>School President:</b>	Denyse Antunes
<b>Registrar:</b>	Brenda Cartaya
<b>Richard Zaiden</b>	Compliance Director
<b>Director of Education</b>	Bronson Bufford
<b>Bursar</b>	<b>Doreen Gill</b>

### **ACTIVE SHOOTER**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area- typically using firearms.

In some cases, active shooters may use other weapons and/or improvised explosive devices to cause additional victimization and impediment to law enforcement and emergency service providers.

These situations are dynamic and can evolve very quickly and demand immediate deployment of law enforcement resources to stop the shooting and reduce harm to innocent victims.

NOTE: The following active shooter recommendations should not be thought of as sequential. One has to select the best course of action based on the situation one finds themselves with.

### **RUN**

If a safe path to exit is available, run. When fleeing during an active shooting situation, make sure you have an escape route in mind.

- Always try to escape even if others insist on staying
- Encourage others to leave with you; do not let their indecision slow you down
- Try to prevent others from entering the danger zone
- Keep your hands visible for law enforcement
- Follow instructions of any police officers you may encounter
- Notify authorities of the location of wounded people



## **HIDE**

If you can't escape, find a place to safely hide and be silent:

- Turn off lights, lock doors if possible and silence your cell phone ringer and vibration mode.
- Barricade doors and windows if able with furniture and other objects.
- Stay low to the ground but don't sit down; be prepared to move
- Gather items to use as self-defense
- Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells, or windows).
- Render first aid to injured safely if able to do so
- If unable to evacuate, remain in place until the "All Clear" is released by law enforcement.
- If safe to do so, report your location to MDCPD. If the shooter is in the area and able to be heard, call and keep the line open for the dispatcher to listen.

## **FIGHT**

Only as a last resort, act with aggression and use improvised weapons to distract and/or disarm the shooter.

- Throw objects at the shooter's heads- aim for the eyes
- Work together as a team if others are present
- Upon use of distractive device, immediately attempt to escape or take down the shooter
- Commit to actions as your life is at risk
- Remove weapon from the shooter's reach and safely hide it-do not handle it because law enforcement may perceive you to be a threat
- If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives.

## **WEAPONS POLICY**

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of Florida Vocational Institute Violation of this policy constitutes grounds for dismissal.

## **HEALTH AND SAFETY POLICY**

Florida Vocational Institute complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of School Security Policy and School Crime Statistics Act. Set forth below, for this campus, are statistics available to the Institution concerning the occurrence of criminal offenses in the listed categories which were reported to School security contacts or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2017			2018			2019		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	2	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
<b>Criminal Homicide:</b>									
Murder & Non-negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
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
<b>Totals</b>	0	0	2	0	0	0	0	0	0

<i>Hate Crimes: On School</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: On School</i>	2018							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: On School</i>	2019							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non School</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Non School</i>	2018							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<i>Hate Crimes: Non School</i>	2019							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<i>Hate Crimes: Public Property</i>	2017							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Public Property</i>	2018							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Hate Crimes: Public Property</i>	2019							
	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>								
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
<b>Group B Crimes:</b>								
Larceny-thefts	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism to Property	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0

<i>Type of Violations</i>	Calendar Year								
	2017			2018			2019		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
<b>Liquor Law Violations:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Drug Abuse Violations:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Weapons: carrying, possessing, etc.</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

Statistics in accordance with the Violence Against Women Reauthorization Act of 2013:

<i>Type of Violence</i>	Calendar Year								
	2017			2018			2019		
	On School	Non School	Public Property	On School	Non School	Public Property	On School	Non School	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

f	Calendar Year		
	2014	2015	2016
Unfounded Crimes	N/A	0	0



**ACKNOWLEDGEMENT RECEIPT OF  
THE ANNUAL SECURITY PLAN AND ANNUAL REVIEW OF THE EMERGENCY  
EVACUATION AND RE-GROUPING PLAN**

**COVID -19 Pandemic Protocols**

**Florida Vocational Institute enforces personal protection and social distancing requirements at this facility. Students or staff are tested each day for temperature and each must complete a COVID QUESTIONAIRE. Should anyone respond “YES” to any of the screening questions, they will not be permitted into the facility and must present a physician’s clearance letter to regain entry. Any visitor who triggers the thermal camera alarm for elevated temperature will not be permitted into the facility. Any student or staff who tests positive for CV-19 will have to quarantine for 14 days and present a physician’s clearance letter to regain entry to the facility. The institution logs all CV-19 positives and contacts when we have documentation.**

***I HAVE READ, UNDERSTOOD AND RECEIVED A COPY OF ANNUAL SECURITY REPORT AND EMERGENCY EVACUATION AND RE-GROUPING PLAN. BY MY SIGNATURE, I UNDERSTAND AND AGREE TO FOLLOW THE POLICIES AND PROCEDURES DESCRIBED HEREIN BOTH DOCUMENTS.***

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





