

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean or Program Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals of Wolford College, the Information Technology Officer may also post a notice on the College main page on the Wolford College web site at:

<http://www.wolford.edu> providing the college community with more immediate notification. In such instances, a copy of the notice is posted at the front doors of the Wolford College building. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Program Director, by phone (239/860-0558) or in person at the Wolford College administrative offices at 1336 Creekside Blvd. Suite 2, Naples, Fl 34108.

Policy For Reporting The Annual Disclosure of Crime Statistics

The Director of Program Development prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.wolford.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding campus.

Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited the administrator and staff, students, and local law enforcement agencies).

Each year, an e-mail notification will be made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained from the Director of Program Development at Wolford College, 1136 Creekside Blvd, Suite 2, Naples, FL 34108.

All prospective employees may obtain a copy from the Director of Program Development, and the web site address will be attached to Wolford College Employee Handbook.

Statement Addressing the Reporting of Criminal Offenses

To report a crime:

Contact the Program Director 239-860-0558 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside the building should be reported to the police and the Program Director.

Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Wolford College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Program Development can file a report on the details of the incident without revealing your identity. 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. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Limited Voluntary Confidential Reporting

CRIME REPORTING

Wolford College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Wolford College cannot hold reports of crime in confidence.

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key and security code, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from Woford College will review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Program Director, Dean, and Director of Program Development, and Maintenance meet as needed to discuss issues of pressing concern.

CAMPUS POLICE AUTHORITY AND JURISDICTION

Wolford College does not employ security personnel. If there is a need for police, they must call 9-1-1 (emergencies) or the Collier County Sheriff's department non-emergency number 239-793-9300.

General Procedures for Reporting a Crime or Emergency

Wolford College does not employ security personnel or campus police. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Program Director, Dean or Director of Program Development in a timely manner.

To report a crime or an emergency on the Wolford College campus, call the Program Director at 239/860-0558 and 9-1-1. To report a non-emergency security or public safety related matter, call the Program Director at 239/860-0558.

All WC incident reports are forwarded to the Dean's office for review and potential action according to Wolford College policies. Wolford College Administration will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Director of Program Development.

If assistance is required from the Collier County Sheriff's Office or the Collier County Fire Department, WC will contact the appropriate unit. If a sexual assault or rape should occur, the transportation will be arranged for the victim to go to the emergency department. Crimes should be reported to the Director of Program Development to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Policy Statement Addressing Counselors

Wolford College does not have procedures that encourage both pastoral and professional counselors.

Security Awareness Programs

Wolford College provides security awareness programs through cooperation from the Collier County Sheriff's Office- Crime Prevention Section (239-793-9391). Crime prevention programs which include personal safety and crime prevention are presented twice per year at orientation (September and February). All new faculty, staff and students are required to attend.

Wolford College also offers sexual assault prevention programs are offered twice per year as part of orientation (September and February) through Project Help Inc- a Collier county sexual assault crisis center. All new faculty, staff and students are required to attend.

Policy Statement Addressing Crime Prevention Programs

Crime prevention on personal safety and theft prevention are presented twice during the year by the Collier County Sheriff's department. A Collier County Sheriff presents information on safety at orientation for newly admitted students. All faculty, staff, and continuing students are welcome to any of these presentations. Students will be notified via email of the date and time of these presentations.

Statement Addressing Criminal Activity Off Campus

Wolford College does not have any off-campus student organizations.

Policy on Alcoholic Beverages

Wolford College has a zero tolerance policy for substance abuse. Wolford College does not allow the possession, sale or the furnishing of alcohol on the College campus. The Wolford College campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Wolford College Administration.

Violators are subject to Wolford College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Wolford College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Administrative approval.

Students are expected to be alcohol and drug free in order to ensure a safe and efficient work environment. Wolford College has adopted a drug-free work place policy. In cooperation with its various academic and clinical affiliates, Wolford College acknowledges the right of any academic or clinical affiliate to take action against any student who violates the drug-free workplace policy. All students are required to submit to random drug screening, according to their policies, at any and all clinical affiliate sites. If a student tests positive for an illicit drug they will be immediately terminated and reported to the Florida Board of Nursing Impaired Nurse Program.

Procedure for Testing

All students are required to submit to random drug screening at their expense at any and all clinical affiliate sites upon demand with or without cause.

If a student tests positive for a non-prescribed drug they will be **immediately dismissed** from Wolford College and reported to the Florida Board of Nursing Impaired Nurse Program.

Violation of these policies by a student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion, and/or referral for prosecution consistent with local, state and federal law.

DUI or arrest due to chemical dependence

In the event a student is arrested for DUI or found to have chemical dependence they will be **immediately dismissed from the program**. Students will not be re-admitted.

Employees of Wolford College

The use by employees of alcohol and illegal substances or being under the influence of the same while at work will not be tolerated. The use of controlled substances is inconsistent with the behavior expected of employees. Any employee who reports to work under the influence of alcohol, narcotics or drugs and/or possesses, distributes, sells or uses them during work hours, is subject to discipline or immediate termination. If Wolford College finds reason to question an employee's fitness to work, and suspicion of illegal drug(s) or alcohol use is present, a medical examination, including a urine and/or blood test, may be required. Refusal to submit to such test(s) is proper cause of disciplinary action or immediate termination.

Federal and/or state professional licensure requirements will direct Wolford College's actions with respect to rehabilitation where applicable.

Policy on Illegal Drugs

The Wolford College campus has been designated “Drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Students will be immediately dismissed from the program for any Substance Abuse violations and referred to the Florida State Board of Nursing as required.

ALCOHOL AND SUBSTANCE ABUSE INFORMATION

PREVENTION PROGRAMS

The College has developed a program to **prevent** the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The program is conducted upon the first day of orientation. Family members of newly enrolled students are invited to attend. A physician anesthesiologist presents detailed information regarding the dangers of substance abuse with special emphasis on these dangers in anesthesia. The program consists of a video entitled, "Wearing Masks" which described the dangers of drug abuse in anesthesia, the signs and symptoms and patterns of addictive behavior.

In addition, a Collier County Sheriff presents information on alcohol and substance abuse during orientation for new students. Employees are required to attend one of these sessions.

Wolford College administration strives to make the classroom as safe and productive as possible. The same rules that apply to the student’s behavior are applicable

to the faculty. As a faculty member certain behavior will lead to immediate administrative probation. These include:

- Ethanol or Substance abuse
- Fraternization with students
- Sexual harassment
- Discriminatory behavior
- Physical and/or verbal abusive behavior

Administrative probation will remove the faculty member from student contact.

The Curriculum Committee will meet and recommend the final outcome of the probation to the Dean who will make the final determination.

1. Substance Abuse

Faculty members are expected to be alcohol and drug free in order to ensure a safe and efficient school environment. Wolford College has adopted a drug-free work/school work place policy. In cooperation with its various academic and clinical affiliates, Wolford College acknowledges the right of any academic or clinical affiliate to take action against faculty who violates the drug-free work/school place policy. Drug testing may be conducted.

Sexual Assault Prevention and Response

Sexual Misconduct

Sexual Assault

Acquaintance rape (date, friend, someone the victim knows casually or through mutual friends) or any other form of rape. Rape may be determined as un-consenting sexual penetration, coercion or penetration against the victim's will. One person shall not knowingly take sexual advantage of another person who is under 18 years of age,

mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious and thus is not able to give consent as defined above. Further, one person shall not physically or verbally coerce another person to engage in sexual conduct, to the end that consent as defined above is not given.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature, which prevents or impairs another person's full enjoyment of the educational benefits, atmosphere, or opportunities provided as part of Wolford College.

Public Indecency

Exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.

Voyeurism

Sexual stimulation sought through trespass, spy or eavesdrop activities.

Racial or other Discrimination

Assertions that an individual or group is inferior based on racial, ethnic, cultural or other differences.

Actions that discriminate against an individual or group based on racial or other differences.

Wolford College Action to Abuse

Wolford College will use discretion in accommodating the victim as well as protecting the rights of the accused violator(s). As a result of these special circumstances, a case of student sexual misconduct may be resolved before a judicial officer. Wolford College will not attempt to shelter students from federal, state and/or local laws pertaining to sexual or other misconduct.

What to do if you are a victim

If you are a victim of a sexual assault at Wolford College, your first priority should be to get to a place of safety.

You should then obtain necessary medical treatment. Wolford College Administration strongly advocates that a victim of sexual assault report the incident in a timely manner. **Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the police.** This report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Conduct Council, or only the latter. The Program Director and/or Dean will guide the victim through the available options and support the victim in his or her decision.

Counseling and support services outside the University system can be obtained through Collier County's Project Help Inc. The crisis and Sexual assault Hotline is available 24 hours a day/ 7 days per week at 239-262-7227. The web site is located at <http://www.projecthelpnaples.org>.

Wolford College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating Wolford College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Wolford College.

Sexual Assault Prevention and Response

Wolford College educates the student community about sexual assaults and date rape through mandatory orientation. Project Help Inc offers sexual assault education and information programs to Wolford College students and employees upon request. Literature on date rape education, risk reduction, and Wolford College response is available through the Wolford College Administrative office.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Wolford College Administration strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Program Director.

Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior

to a medical/legal exam) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system.

The victim of a sexual assault may submit a written complaint against the accused- if the accused is a student in the College, faculty member, or employed by the College. The complaint will be handled through the Evaluation Committee. If dissatisfied with the decision of the Evaluation Committee, the victim or accused may pursue Student Due Process Policy and Procedure as outlined in the *Wolford College Student Handbook*. A student found guilty of violating the Wolford College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Wolford College for the first offense. Student victims have the option to change their clinical assignment hub after an alleged sexual assault, if such changes are reasonably available.

Wolford College does not provide counseling and support services. Counseling and support services can be obtained through *Project Help Inc* which is an organization in Collier County that offers the services of professional counselors and advocates committed to providing hope, empowerment and health to those affected by sexual violence, sudden death and other crimes. The crisis and Sexual assault Hotline is available 24 hours a day/ 7 days per week at 239-262-7227. The web site is located at <http://www.projecthelpnaples.org>.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act Bureau of Investigation. When a sexual offender or Sexual Predator is released from incarceration, moves into Collier County or changes their address either permanently or temporarily (5 days consecutively or 5 days aggregately in a year) there are several activities that take place. First the Offender, Predator must register with the Sheriff of the County. They are then required to re-register during the month of their birthday and then again either in 3 or 6 months, depending on their conviction. Besides the requirement for registering, each must sign a document indication they understand their limitations as outlined in Florida Statutes. Offenders' Predators under Department of Correction (DOC) supervision must have their residence location approved by DOC. These locations adhere to more stringent guidelines than those of non-supervised offenders/predators.

In addition, a list of all registered sex offenders in Florida is available from the Collier County Sheriff's web site at <http://www.colliersheriff.org/Index.aspx?page=1956> (under the "Stay Safe" tab).

Wolford College is located in Collier County and the zip code is 34108.