

Compliance with the Drug-Free Schools and Communities Act

St. Johns River State College

2022-2024 BIENNIAL REVIEW

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that St. Johns River State College (SJR State), as an institution of higher education, certify that it has adopted and has implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by students and employees. This Biennial Review documents the scope and effectiveness of the College's prevention program to create a comprehensive effort and comply with the regulations.

I. The St. Johns River State College program includes the following:

A. The annual distribution to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, of:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students; and,
5. A clear statement that the College will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required.

B. A biennial review by the College of its program to:

1. Determine its effectiveness and implement changes to the program if needed, and
2. Ensure that disciplinary sanctions are consistently enforced.

II. The 2022-2024 Biennial Review participants include the following SJR State personnel:

- A. Chief Operating Officer/Senior Vice President
- B. Vice President for Academic and Student Affairs/CAO
- C. Vice President & Chief Financial Officer
- D. Associate Vice President for Academic Affairs
- E. Assistant Vice President for Student Affairs
- F. Assistant Vice President for Human Resources
- G. Assistant Vice President for Institutional Advancement and Strategic Communication
- H. Dean of Advising
- I. Director of Campus Safety

III. During the 2022-2024 Biennial Review, the following materials were reviewed:

- A. **Appendix A:** SJR Board Rule 3.27 Policy Statement on Alcohol and Drug-Free Workplace
- B. **Appendix B:** SJR Operating Procedure 1.3 Policy Statement on Alcohol and Drug-Free Workplace
- C. **Appendix C:** SJR Board Rule 6.35 Athletics Drug Testing Procedure
- D. **Appendix D:** 2023-2024 SJR State College Catalog/Student Handbook page 25: Policies and Regulations, Standards of Contact, #5
- E. **Appendix E:** 2023-2024 SJR State College Catalog/Student Handbook page 33: SJR State Alcohol and Drug Notification
- F. **Appendix F:** 2023-2024 SJR State College Catalog/Student Handbook page 76: Risks Associated with Drugs and Alcohol
- G. **Appendix G:** 2023-2024 SJR State College Catalog/Student Handbook page 76: SJR State Student Assistance Program
- H. **Appendix H:** 2023-2024 SJR State College Catalog/Student Handbook page 32: Grievances and Disciplinary Procedures
- I. **Appendix I:** 2023-2024 SJR State College Catalog/Student Handbook page 61: Sanctions
- J. **Appendix J:** SJR State Department of Safety and Security Standard Operating Procedure 3.4 Opioid Antagonist Treatment Procedure
- K. **Appendix K:** Annual Security Report 2024
- L. **Appendix L:** SJR State Alcohol and Drug Policy and Employee Notification

IV. Description of Program Elements

St. Johns River State College offers an alcohol and substance abuse program designed to raise awareness about policies governing alcohol and drug use across the College's three campuses and connect employees and students with resources for drug or alcohol counseling or treatment. Major program elements include:

A. POLICIES AND PROCEDURES FOR EMPLOYEES AND STUDENTS:

1. *Alcohol and Drug-Free Workplace Policy*

The College developed SJR Board Rule 3.27 Policy Statement on Alcohol and Drug-free Workplace (**Appendix A**) to demonstrate the continued commitment to maintain a drug-free environment. This new policy was promulgated on June 1, 2005, approved by the District Board of Trustees on January 18, 2006, and amended September 20, 2023. The policy is published in the Rules and Policies of the District Board of Trustees of St. Johns River State College and is as follows:

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

2. *Alcohol and Drug-Free Workplace Operating Guidelines and Procedures Manual*

The College has in place in the Operating Guidelines and Procedures Manual, SJR Operating Procedure 1.3 – Policy Statement on Alcohol and Drug-Free Workplace (**Appendix B**) which states disciplinary action if the rule is violated.

3. *Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes*

The College developed SJR Board Rule 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes (**Appendix C**), which was promulgated and approved by the District Board of Trustees on September 21, 2011, and is published in the Rules and Policies of the District Board of Trustees of St. Johns River State College.

4. *Student Standards of Conduct*

The student Standards of Conduct are published in the 2023-2024 SJR State College Catalog / Student Handbook under "Policies and Regulations," page 25 (**Appendix D**). The text regarding alcohol and substance abuse, item #5,

is included below:

The College specifically prohibits on campus, the illegal possession, sale, exchange, consumption or distribution of any beverage of alcohol, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental impairment. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.

5. *Information on the Risks Associated with Drug Use and Alcohol Abuse*
The use of drugs and alcohol can have a substantial and detrimental effect on an individual's health. The "SJR State College Alcohol & Drug Notification" is in the 2023-2024 SJR State College Catalog / Student Handbook, page 31 (**Appendix E**). Information on the "Risks Associated With Drugs and Alcohol" is included in the 2023-2024 SJR State College Catalog / Student Handbook, page 76 (**Appendix F**).
6. *Grievance and Disciplinary Procedures*
The following information on "Grievances and Disciplinary Procedures" (**Appendix H**) is in the 2023-2024 SJR State College Catalog / Student Handbook, page 32:

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

The Disciplinary Committee is appointed by, and meets at the request of, the Office of Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the 2023-2024 SJR State College Catalog / Student Handbook. The decision of the committee is final.

The disciplinary sanctions imposed on students for policy violations are in the 2023-2024 SJR State College Catalog / Student Handbook, page 61 (**Appendix I**).

B. DRUG OR ALCOHOL COUNSELING & TREATMENT RESOURCES:

1. *SJR State Employee Services*
The College offers its employees access to resources through our insurance

and EAP providers. Information about those resources can be found at the [Wellness at SJR State](#) page found on the [Center for Learning Culture](#) site or by contacting the Office of Human Resources at (386) 312-4070.

2. *SJR State Advising Services*

The advising staff at St. Johns River State College provides academic and career advising services for college credit and career and technical program students. SJR State advisors encourage students with alcohol or other drug dependency problems to contact the SJR State Ombuds or community counseling centers for referral services. In a situation where the student appears a danger to himself/herself or others, advisors would submit a referral to the CARE Team through Campus Security or the Assistant Vice President for Student Affairs. See “SJR State Student Assistance Program” information in the [2023-2024 SJR State College Catalog / Student Handbook](#), page 76 (**Appendix G**).

3. *Student Ombuds*

Students who have concerns about drug or alcohol abuse or addiction issues may contact the Student Ombuds in the Office of Student Affairs at (386) 312-4035 for assistance.

4. *Overdose Reversal Kits*

In March of 2023 and as part of a state grant tailored toward substance abuse and rehabilitation efforts, NARCAN® nasal spray kits were donated to St. Johns River State College as a proactive safety measure. The objective is for trained personnel to treat suspected opioid overdoses to reduce injuries and fatalities when an officer arrives at the scene before emergency medical personnel. SJR State Safety and Security employees are trained in the use of Opioid Antagonist Treatment, and the kits are located in each of the AED boxes on each of SJR State’s three campuses. See SJR State Department of Safety and Security Standard Operating Procedure 3.4 Opioid Antagonist Treatment Procedure for more information (**Appendix J**).

V. Annual Clery Act Crime Statistics by Campus

Offense	On-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0

VI. Distribution of Information to Employees and Students

- A. Each employee and student is sent a broadcast email notification to review all the College, Federal, and State policies related to alcohol and drug use.
- B. The complete text of the Alcohol and Drug Policy of St. Johns River State College is printed and can be obtained from the Offices of Student Affairs and Human Resources.
- C. Each new student receives information during Student Orientation and can access the on-line SJR State College Catalog / Student Handbook that describes college policy prohibiting the unlawful use of alcoholic beverages and the possession or sale of illegal drugs.
- D. The Drug and Alcohol Policy, state and federal sanctions guidelines, and resources for assistance are posted on the College's website.
- E. Annually each student and employee is emailed a copy of the Annual Security Report (Appendix K) that includes a statement about the College's Drug and Alcohol Policy as well as information on drug and alcohol abuse education. A hard copy is also distributed throughout the three (3) campuses.
- F. The College's Human Resources Department provides an Alcohol and Drug Notification and the College's alcohol and drug policy statement to each new employee when hired (**Appendix L**).

VII. Recommendations

After conducting the 2022-2024 Biennial Review, the following recommendations were implemented to improve the efforts of the College in this initiative:

- A. The College's web page will be maintained to serve as a single access listing a comprehensive list of disclosure requirements,
- B. The College's three Ombuds shall assist identified students who exhibit the need or indicate the desire for drug and alcohol counseling, and
- C. SJR State will continue to utilize the "Care Team," the mission of which is continuous engagement in proactive and collaborative approaches to identify, assess and, mitigate risks associated with persons exhibiting concerning behaviors that affect the college community. By partnering with members of the community, the team strives to promote individuals' wellbeing and success while prioritizing campus safety.

VIII. Federal Compliance

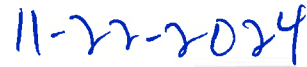
St. Johns River State College certifies that it has adopted and implemented a program to prevent “the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” on campus property or as part of any campus activity. The College has:

- ✓ Developed a written policy on alcohol and other drugs,
- ✓ Implemented a process that ensures policy distribution to all students, staff and faculty,
- ✓ Outlined health risks associated with alcohol abuse and illicit drug use,
- ✓ Described federal, state and local sanctions for unlawful possession or distribution of illicit drugs and alcohol,
- ✓ Designed and implemented drug and alcohol programs on campus,
- ✓ Specified disciplinary sanctions imposed on students and employees for policy violations, and
- ✓ Conducted a 2022-2024 Biennial Review of the effectiveness of the drug and alcohol program.

Signed on behalf of the 2022-2024 Biennial Review Committee:



Melanie Brown, Ph.D., COO/SVP



Date



SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 112.0455, FS 1001.64(5)

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

 ST. JOHNS RIVER STATE COLLEGE	St. Johns River State College Operating Guidelines and Procedures Manual		
	Procedure Title: 1.3 Policy Statement on Alcohol and Drug-Free Workplace		
	Legal Authority – SJR Rule #s: 3.27		
	Procedure #: 1.3	IPC Approval Date: 08/2007	
		Date Revised:	

1.3 Policy Statement on Alcohol and Drug-Free Workplace

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

The College is committed to assuring that SJR STATE, as a workplace, is drug-free and that employees are not involved while on duty in the unlawful manufacture, distribution, sale, possession, or use of drugs or other controlled substances.

If an employee self-discloses to his/her supervisor that he/she is in violation of this policy prior to being found in violation, and satisfactorily participates in a federal, state, or local drug abuse or rehabilitation program at his/her own expense, then confidentiality and job security will be protected insofar as possible the first time this occurs. Should there be a subsequent occurrence(s), then the College will determine appropriate action on a case-by-case basis.

If the College determines that an employee is in violation of this policy, the College will take appropriate personnel action as set forth below.

Any employee who is convicted of a violation of a criminal drug statute for activities occurring at the College or while on College business is required to notify the Director of Human Resources no later than five (5) days thereafter. Within thirty (30) days after such notification, the College will take appropriate personnel action as set forth below.

Any College employee who violates the College’s anti-drug policy subjects himself to the possibility of dismissal from employment. The College reserves the right, when it deems such action appropriate, to require any employee violating the College’s anti-drug policy to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. Such a program would be at the employee’s expense and, during participation in such a program; the College may suspend the employee without pay for any absence from work as a result of such participation.

Definition(s):

Workplace – any office, building, or property (including parking lots or vehicles) owned or operated by the College, or any other site or location at which the employee is to perform work for the College, either on a temporary or permanent basis.

Possession – to have either in or on an employee’s person, personal effects, motor vehicle(s), and areas substantially entrusted to the control of the employee, such as desk, files, lockers, etc.

Controlled Substance – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

SJR 6.35 (R1) Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes

(New Rule Promulgated 9/21/11)

Approved 9/21/11; Amended 09/20/23

Specific Authorities: 1001.64 F.S.; 1001.65 F.S.

The St. Johns River State College athletic department recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse and abuse of prescription drugs, non-medically indicated drugs, street drugs and alcohol have a negative effect on the performance of the student athlete, both in the classroom and on the field of play and will not be permitted at St. Johns River State College. Therefore, the SJR State athletic department has established a drug and alcohol abuse prevention and screening program to help all student-athletes progress towards their academic and athletic goals in a drug-free environment.

Objectives

- To educate the student athlete concerning the physical, psychological and social effects of drug and alcohol abuse
- To identify, through periodic testing, those student athletes who may be involved in drug or alcohol abuse

Drug Education

All student athletes will be required to attend a general education session, held on campus at the beginning of each academic year. This session will include a discussion of the testing programs at SJR State and the consequences of positive testing. In addition, a discussion of state and federal laws regarding possession and use of alcohol and drugs, particularly as they relate to college campuses, will be presented. Subsequent programs during the sports seasons will be presented on a team-by-team basis.

These programs will include the discussion of the reasons people use drugs, those individuals who are at risk and some of the physiologic and psychological damages associated with different types of drug abuse. A session for coaches and the head athletic trainer will be held on a yearly basis to assist them in the development of skills for the identification of suspicious behaviors and signs of drug use and abuse. Examples of these behaviors are poor or erratic athletic performance, inappropriate hostility, poor academic performance, inappropriate social interactions, etc.

The classes of drugs banned by SJR State include, but are not limited to the following:

- 1) Stimulants
- 2) Anabolic Agents
- 3) Alcohol and Beta Blockers (banned for rifle only)
- 4) Diuretics and Other Masking Agents
- 5) Street Drugs
- 6) Peptide Hormones and Analogues

- 7) Anti-estrogens
- 8) Beta—2 Agonists

Any substance chemically related to these classes is also banned. SJR State also includes in its listing of banned substances those drugs banned currently or in the future by the NCAA and NJCAA.

Alcohol/Drug Testing

All student athletes at St. Johns River State College will be subject to year-round random mandatory alcohol/drug testing. Tests may also be performed at any time “for cause” at the discretion of the Office of Student Affairs or designated athletics staff. “For cause” sampling may occur concurrently with random selections.

Refusal to participate in the drug testing procedures will be treated as a positive test.

Article I. Consequences of Positive Drug/Alcohol Testing

The primary purpose of these consequences is the rehabilitation of the student athlete.

A. First Offense

- The Office of Student Affairs and the Director of Athletics will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken by the Office of Student Affairs.
- The student athlete will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete’s head coach. Should the student-athlete fail to comply, the Office of Student Affairs will notify the parents of the positive test and resulting violation of the program.
- The student athlete will be indefinitely suspended from participation in intercollegiate athletics at SJR State, effective immediately. Suspension will be for 10% of all regular season games, immediately following the positive test result.
- The student athlete will be tested randomly thereafter for the remainder of the academic year.

B. Second Offense

- The Office of Student Affairs and the Director of Athletics will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken by the Office of Student Affairs.
- The Office of Student Affairs will notify the student-athlete’s parent(s) or guardian(s).
- The student athlete will be permanently suspended from participation in any intercollegiate sports at the college, effective immediately by the Office of Student Affairs.
- The student athlete’s scholarship will be cancelled, effective immediately, resulting in a

forfeiture of all athletic aid.

- The student athlete will be required to attend a confidential meeting with the Office of Student Affairs and appropriate College staff.

Failure to comply with any of the above guidelines may result in loss of athletic financial aid prior to the end of the semester.

POLICIES AND REGULATIONS

ST. JOHNS RIVER STATE COLLEGE

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on the student portal, bulletin boards and in College publications.

All students are responsible for observing all regulations and being aware of the information in the College Catalog/Student Handbook, official announcements posted on bulletin boards, and other applicable documents, such as registration forms. College regulations and student standards of conduct, as listed under "Policies and Regulations," apply to all areas under the jurisdiction of SJR State, including areas where activities are sponsored by the College and areas where students of the College community are guests, and students will make themselves familiar with any additional regulation of the host institution.

STANDARDS OF CONDUCT

1. While on campus, students are expected to obey the instructions of any College faculty, staff member, or law enforcement official performing designated responsibilities, including the identification of oneself when requested to do so.

2. After closing hours, students may not enter any building unless accompanied by a College employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.

3. The College is a tobacco-free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices is prohibited. The tobacco-free policy applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.

4. Gambling is prohibited on College property.

5. The College specifically prohibits on campus, the illegal possession, sale, exchange, consumption or distribution of any alcohol, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental impairment. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.

6. Sleeping in public areas is prohibited.

7. Distribution or posting of any commercial material on campus must have the approval of the Office of Student Affairs.

8. With the exception of service animals (dog or miniature horse), pet animals are not allowed on campus sidewalks, in campus buildings, in classrooms, on the grounds, or at collegiate sporting events and practices.

9. A service animal must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control. If an animal is not under the handler's control, is not housebroken, or poses a threat, the College may request its removal.

10. Students who do not honor their financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) will not be allowed to re-enroll. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student.

11. Students must attire themselves in such a manner as not to disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Repeat offenders shall be reported to the Office of Student Affairs.

12. All students must carry identification and/or proof of registration.

13. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.

14. Unless otherwise authorized by Florida law and with the exception of students enrolled in the Criminal Justice Programs of the College participating in a College approved training exercise, the possession of firearms, knives, explosives, fireworks, hazardous or toxic substances, or other dangerous materials is strictly forbidden on any of the College's campuses or sites.

15. No student attending St. Johns River State College can participate in disruptive activities at the College. Any such student so convicted, as required by FS 1006.61(2) will be expelled immediately without recourse for a period of two (2) years. This includes the disruption or obstruction of teaching, research, administration, disciplinary proceedings, traffic or pedestrian movement, other College activities, including its public service functions on or off campus, or other authorized non-College activities when the act occurs on College premises.

16. As provided in FS 1006.60(5), any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the College's sites shall be subject to severe disciplinary measures, to include dismissal, at the discretion of the President.

17. Acts of dishonesty are prohibited. Acts of dishonesty include, but are not limited to, the following: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; and/or tampering with the election of any College recognized student organization.

18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person are prohibited.

19. The attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property is prohibited.

20. Hazing as defined herein is prohibited.

21. The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems is prohibited.

22. The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on any college sanctioned social media accounts is strictly prohibited. The college reserves the right to block users and/or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang related.

23. The abuse of the student judicial system as defined herein is prohibited.

The College reserves the right to change any of its policies for student conduct without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards and in College publications.

ANTI-HAZING POLICY

The District Board of Trustees of St. Johns River State College prohibits hazing by any student or student organization. As used in this rule, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to

witnesses before the College Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Senior Vice President of the College, together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

G. Decision

The Senior Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.
2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Senior Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

H. Appeal

1. The complainant may, within five (5) days after notification of the decision of the Senior Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Senior Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Senior Vice President is final.

I. Implementation

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

J. State Authorization Complaint Resolution

1. Out-of-state distance education students with a complaint about St. Johns River State College must first go through the College's procedure for resolution of student grievances.

2. If the Out-of-state distance education student is not satisfied with the outcome of the complaint, the student may appeal the decision in writing to the Department of Education, Florida College System, 325 West Gaines Street, Suite 1244, Tallahassee, FL 32399-0400 or by telephone at (850) 245-9449. Specific complaint procedures can be found on the State of Florida Department of Education College Complaint Procedure Information website.

3. Out-of-state distance education students not satisfied with the outcome of the College System procedure may appeal, within two years of the incident about which the complaint is made, to the Florida Postsecondary Reciprocal Distance Education Coordinating Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at fldoe.org/sara/complaint-process.stml.

4. Complaints about grades or student conduct violations or other matters not governed by NC-SARA or the Florida Postsecondary Reciprocal Distance Education Coordinating Council are governed entirely by St. Johns River State College policies and procedures and the laws of Florida.

TOBACCO USE POLICY

The College is a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices, is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

SJR STATE ALCOHOL & DRUG NOTIFICATION

SJR State is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the College Catalog/Student Handbook, includes the following:

- Any act or behavior on the part of the student or employee that tends to interfere with, or otherwise disturb, the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on College property, with the exception of alcohol served at officially sponsored College events.
- Any student, or employee, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication, shall be subject to disciplinary sanctions including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

SJR State has a licensed mental health counselor on staff, who is available to assist with issues related to substance abuse. The SJR State CARE counselor can be contacted at (386) 312-4305.

LOCALLY AVAILABLE PUBLIC AND PRIVATE SUBSTANCE ABUSE COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- SJR State CARES (386) 312-4305
- Clay County Behavioral Health Center (904) 291-5561
- First-Coast Narcotics Anonymous (904) 723-5683
- AL-ANON Putnam and St. Johns (904) 315-0233
- AL-ANON Clay (904) 350-0600
- Stewart Marchman Behavioral Health Care (800) 539-4228
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health and Human Service (904) 209-6000

GUIDELINES FOR MINORS ON CAMPUS

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability, and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with, or interact with minors. This policy is designed to help

ETS Praxis ParaPro	\$75.00
Institutional Exams.....	\$25.00
P.E.R.T. (Postsecondary Education Readiness Test).....	\$20.00
P.E.R.T. Retest (all or any portion)	\$20.00
TABE (Test of Adult Basic Education)	\$35.00*
ACCUPLACER.....	\$20.00
DSST (formerly DANTES Subject Standardized Tests) administration fee.....	\$20.00*
Manufacturing Skill Standards Council (MSSC) Candidate Registration Fee	\$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Safety Assessment	\$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Quality Practices and Measurement Assessment	\$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Manufacturing Process and Production Assessment.....	\$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Maintenance Awareness Assessment	\$65.00
Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Green Production Assessment.....	\$65.00

The following exams are offered, but as the fee and process may vary, contact the Testing Center for details at TestingCenter@SJRstate.edu or call (386) 312-4228.

NCCT - National Center for Competency Testing: Applied Health Certificates

* This fee is in addition to the cost of specialized exams.

The security of our candidates and our test material providers require the following:

All exams conducted by SJR State require a current government issued photo ID or College photo ID for admission. The following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, headphones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandannas, headbands)
- Other items as identified at time of sign-in by the test administrator

All candidates will be cleared for foreign metallic objects by a hand-wand procedure before entering the testing environment.

HEALTH SERVICES

The College does not maintain an infirmary or hospital. All injuries must be reported to the Office of Student Affairs on the Palatka campus or Security at the Orange Park and St. Augustine campuses. If the injury or illness appears to be serious, the College will immediately attempt to notify the family. Emergency treatment by a private physician is at the student's or parent's expense. Personal insurance is the student's responsibility.

PREGNANCY ACCOMMODATIONS FOR STUDENTS

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

Students needing assistance can seek accommodations from the Academic Counseling Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402) or from the Title IX Coordinator Charles Romer at 386-312-4074.

SJR STATE STUDENT ASSISTANCE PROGRAM

SJR State has a licensed mental health counselor on staff who is available to meet with students. The College has also established SJR State CARES, which was created to provide assistance to students who are experiencing issues such as anxiety, depression, mental health, and substance abuse. Faculty, staff and students can contact the SJR State CARE counselor at (386) 312-4305.

RISKS ASSOCIATED WITH DRUGS AND ALCOHOL

The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Information regarding the possible side effects associated with the use and abuse of alcohol and certain drugs is available at any of the College counseling centers.

Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, all of these drugs pose serious risks to the fetuses and nursing infants, up to and including death.

LOST AND FOUND

The College maintains a lost and found property service located at the Security office at all three campuses.

VENDING MACHINE REIMBURSEMENT

When individuals experience a vending machine malfunction resulting in the need for a reimbursement, please utilize the phone number on the face of the machine to contact and report the malfunction as well as to initiate a refund.

When the individuals do experience any vending machine malfunctions, please also report the status of the machine to either the Bookstore Manager or the Director of Purchasing and Auxiliary Services.

BOOKSTORE

A bookstore is located on each of the three campuses of St. Johns River State College. Students may purchase and/or rent textbooks and other materials for college classes. The bookstore will refund textbooks provided they meet the requirements listed below.

All refunds must be accompanied by a receipt. Refunds will be made by way of choice made by Student under the "Student Refund Options" section of this Catalog/Student Handbook or by credit to financial aid book card. NO CASH REFUNDS. Bookstore management reserves the right to determine the value of returned items based on salability and condition.

Fall/Spring Term Refunds

- A 30 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
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GPA	HONOR
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

GRIEVANCES AND DISCIPLINARY PROCEDURES

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse. Any student who has a grievance against the College should first contact the Office of Student Affairs, St. Johns River State College, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, for appropriate procedures. Four committees address student grievances:

The Academic Petitions - Grade Appeals Committee, for admission and grade appeal, acting within established rules and College policy, makes recommendations to the President concerning student petitions involving grades. Its membership is composed of faculty members and administrators. The President's decision is final.

The Academic Petitions - Admissions Committee meets at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established policies of admissions/registration for course work and/ or college credit programs.

The Disciplinary Committee is appointed by, and meets at the request of, the Office of Student Affairs relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The decision of the committee is final.

The College Grievance Committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, FS. The committee hears student, prospective student, and prospective employee grievances alleging discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status on the part of the College or any of its components. This committee is selected as needed.

GRIEVANCE PROCEDURES

Grievance procedures for students, prospective students, and employment applicants for complaints relating to discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status are as follows:

A. Authority

This grievance procedure is established and adopted by the Board of Trustees of St. Johns River State College in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, F.S.

B. Purpose

This grievance procedure is intended to provide for prompt and equitable resolution of complaints by students, prospective students, and prospective employees of St. Johns River State

College alleging actions constituting discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, on the part of the College or any of its components.

C. General Provisions

The following provisions apply to the entire formal grievance procedure:

1. Reprisals - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.

2. Confidentiality - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.

3. Storage of Records - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.

4. Withdrawal - A grievance may be withdrawn by the grievant at any stage.

D. Filing of Grievance

1. Any student, prospective student, or prospective employee of the College may file a grievance when he or she believes a discriminatory action has been taken by the College. The complaint should be filed by the aggrieved person within sixty (60) working days following the incident which causes the aggrieved to feel that a grievance should be filed.

2. The administration of the College assures prompt and impartial investigation and consideration of all complaints and/or grievances, whether formal or informal, verbal or written, that any student, prospective student or prospective employee may have and that are communicated in accordance with these grievance procedures.

3. A formal grievance must be submitted in writing to the Equity/Title IX Coordinator. The complaint must recite in detail the nature of and circumstances surrounding the alleged discriminatory act, the provisions of law, College policy, or other regulation violated by the action, the employees or components of the College allegedly responsible for the action, and the relief sought by the complainant. The complainant should attach to the complaint any documented evidence, affidavits, statements, records, or other pertinent materials. The complainant must sign the complaint.

E. Investigation of Grievance

The Equity/Title IX Coordinator will, upon receipt of a properly submitted grievance, conduct an investigation of all aspects of the complaint. The investigation may include personal interviews, obtaining of documentation, and examination of pertinent records of the College. The Equity/Title IX Coordinator will, within fifteen (15) days of the receipt of the grievance, submit a written report of investigation, including findings of fact and recommendations, to the College Grievance Committee.

F. Committee Hearing

1. The College Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and

- f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the judicial body chairperson.
 - h. After the hearing, the judicial body shall determine by majority vote if the judicial body consists of more than one (1) person whether the student has violated each section of the Student Code which the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
 - j. There is a presumption that no violation occurred.
 - k. The complainant and the accused have the right to an impartial hearing officer.
 - l. The complainant and the accused have the right against self-incrimination and to remain silent.
 - m. The complainant and the accused have the right to receive copies of accurate and complete records of relevant disciplinary proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
 6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases the evidence in support of the charges shall be presented and considered.
- (B) Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a. Warning--A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation--A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges--Denial of specified privileges for a designated period of time.
 - d. Fines--Previously established and published fines may be imposed.
 - e. Restitution--Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions--Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
 - g. College Suspension--Separation of the student or student organization from the College for a definite period of time after which the student or student organization is eligible to return. Conditions for readmission may be specified.
 - h. College Expulsion--Permanent separation of the student from the College.
 - i. Permanent removal of student organization from College.
 2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the judicial advisor.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B1, a through e.
 - b. Deactivation--Loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
- (C) Interim Suspension
- In certain circumstances, the Office of Student Affairs, or a designee, may impose a College suspension prior to the hearing before a judicial body.
1. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the party poses a definite threat of disruption of or interference with the normal operations of the College.
 2. During the interim suspension, parties shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Office of Student Affairs or the judicial advisor may determine to be appropriate.
- (D) Appeals
1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students, complainants or student organizations to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Office of Student Affairs or his/her designee.
 2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused party a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused party was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the party was found to have committed.

**ST. JOHNS RIVER STATE COLLEGE
DEPARTMENT OF SAFETY AND SECURITY
STANDARD OPERATING PROCEDURES**

SUBJECT Opioid Antagonist Treatment Procedure	SOP NUMBER 3.4
	EFFECTIVE DATE 03/07/2023
DISTRIBUTION All Safety and Security Personnel at the Palatka, St. Augustine and Orange Park Campuses	REVISED/REVIEW DATE 03/07/2023
	TOTAL PAGES 4
APPROVED _____ DIRECTOR OF SAFETY AND SECURITY	

PURPOSE:

The purpose of this General Order is to establish guidelines and regulations governing the administration of naloxone dispenser by trained personnel. The objective is for trained personnel to treat suspected opioid overdoses as outlined in [§381.887](#) of the Florida Statute to reduce injuries and fatalities when an officer arrives at the scene before emergency medical personnel.

DISCUSSION:

The mission of the St. Johns River State College Safety and Security Department is to provide a safe environment for our students, faculty, and staff. Opioid overdoses are prevalent in North Florida and it is imperative to immediately treat opioid overdoses quickly and effectively in order to reduce fatalities.

POLICY:

It shall be the policy of the St. Johns River State College Safety and Security Department to ensure officers who will be administering naloxone are properly trained in the use and deployment according to the laws of the State of Florida.

DEFINITIONS:

Antagonist – a drug that counteracts the effects of another drug.

FDA – Food and Drug Administration

Emergency Treatment for Suspected Opioid Overdose - As per [§381.887](#), Emergency responders, including law enforcement officers, are authorized to possess, store, and administer emergency opioid antagonists. Civil immunity is provided for those who possess, administer, prescribe, dispense, and store in compliance with the Good Samaritan Act; civil, criminal, and professional liability is provided for authorized health care practitioners as a result of prescribing; civil, criminal, and professional immunity is provided as a result of dispensing. This statute does not limit existing immunities for emergency responders.

Good Samaritan Act - As per [§768.13](#), Any person who gratuitously and in good faith renders emergency care or treatment either in direct response to emergency situations related to and arising out of a public health emergency

**ST. JOHNS RIVER STATE COLLEGE
DEPARTMENT OF SAFETY AND SECURITY
STANDARD OPERATING PROCEDURES**

or at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances.

As per [§893.21](#), a person acting in good faith who seeks medical assistance for a person experiencing a drug-related overdose and needs medical assistance, may not be charged, prosecuted, or penalized for possession of a controlled substance if the evidence relating to such possession was obtained as a result of the overdose and need for medical assistance. It also provides that a person, who experiences a drug-related overdose and needs medical assistance, may not be charged, prosecuted, or penalized for possession of a controlled substance if the evidence relating to such possession was obtained as a result of the overdose and need for medical assistance.

Naloxone nasal spray –4 mg of Naloxone hydrochloride which is a medicine used for the emergency treatment of known or suspected opioid overdose in adults and children. It is an opioid antagonist as it quickly reverses the effects of opioids but it is only temporary. Therefore, it is not a substitute for emergency medical care. Each Naloxone HCl nasal spray contains only one dose of the medicine and cannot be reused. The medicine in the Naloxone HCl nasal spray does not affect people who are not taking opioid medicines. It has been approved by the FDA.

Opioid Overdose – The ingestion of an excessive dose of heroin or opiate based prescription drugs such as methadone, fentanyl, oxycodone, hydrocodone, morphine, and codeine and name-brand drugs such as Percocet, Vicodin, and Demerol. Indicators of an opioid overdose are the patient shall not wake up, shall not respond to your voice or touch, breathing is very slow, irregular, or has stopped, “pinpoint pupils,” or bluish lips.

Recovery Position – A first aid position to protect the airway of an unconscious or semi-unconscious person. The patient is laid on one side with the underneath leg straight while the other leg is fully flexed at the hip, with the knee bent and resting on the ground, to prevent rolling onto the back. The head is supported by the arm, maintaining the desired position with the face tilted towards the ground.

PROCEDURES:

- A. Training
 - 1. Personnel approved to administer naloxone shall receive initial training.
 - 2. Personnel shall receive biennial training on naloxone during their CPR/AED training block.

- B. The Department will have naloxone available in the following primary locations:
 - 1. Available to all officers; (e.g., a pouch on the duty belt, a pocket of the uniform, AED boxes in buildings)

- C. Responsibilities
 - 1. Safety and Security shall be responsible for the following:
 - a. Verify the expiration dates of all stored naloxone nasal spray maintained in Safety and Security supply are current and not expired.
 - b. Require a copy of an incident report to replace any naloxone nasal spray that is deployed
 - c. Exchange any naloxone nasal spray that is expired without a case number.
 - d. Reorder naloxone nasal spray to maintain a sufficient supply.
 - 2. Department personnel issued naloxone shall be responsible for the following:
 - a. Complete the required naloxone training.

**ST. JOHNS RIVER STATE COLLEGE
DEPARTMENT OF SAFETY AND SECURITY
STANDARD OPERATING PROCEDURES**

- b. Confirm the expiration date of the office assigned naloxone nasal spray is current and not expired.
- c. Replace any naloxone nasal spray that is deployed, lost, damaged, or expired.
 - (1) Provide Safety and Security with a copy of the incident report for each overdose in which the naloxone nasal spray was deployed.
 - (2) Provide Safety and Security with an Incident report in which the naloxone nasal spray was lost or damaged.
 - (3) Exchange expired naloxone nasal spray (no case number or report required).

D. Procedures for Naloxone spray Deployment Protocol

- 1. When using naloxone, officers will maintain universal precautions, perform patient assessment, determine unresponsiveness, and the absence of breathing and/or pulse. Officers should update the Security Command Office if the patient is in a potential overdose state. The Security Command Office shall then notify the local EMS and Paramedic Unit. Officers shall follow the protocol as outlined in the naloxone training.
 - a. Perform a patient assessment
 - (1) Determine if it is a suspected heroin/opioid overdose based on:
 - (2) Past heroin/opioid history.
 - (3) Witness testimony.
 - (4) Evidence at scene, e.g., heroin, syringes.
 - (5) Breathing is very slow, irregular, or has stopped.
 - (6) Pinpoint pupils or bluish lips.
 - b. Determine patient's unresponsiveness:
 - (1) Does not wake up or respond to your voice/touch.
 - (2) No response to sternum rubs.
 - c. Check the patient for pulse and breathing
 - (1) If no pulse, initiate CPR and Automated External Defibrillation (AED) as per normal protocol.
 - (2) If the pulse is present and the patient is unconscious, assess breathing status.
 - (3) If breathing is adequate and no signs of trauma, place patient in the recovery position to protect the airway from aspiration (vomiting).
 - (4) If breathing is very slow, irregular, or has stopped and an opioid overdose is suspected, then proceed with the deployment of the Naloxone nasal spray.
 - d. Activate Safety Precautions
 - (1) It is common after deployment of the Naloxone nasal spray, the patient may immediately react violently or become combative with public safety personnel. Caution should be taken to avoid positioning directly in front of the patient.
 - (2) A quick but thorough search of the patient for weapons should be conducted just prior to administering Naloxone nasal spray.
 - (3) If available, at least one additional officer should assist with control of the subject.
 - (4) After deployment, if a subject becomes combative or pre-fight indicators indicates patient resistance or violent action is imminent, restraints should be used.
 - e. The manufacturer recommends administering the Naloxone HCl nasal spray to the patient as follows:
 - (1) Lay the patient on their back and tilt their head back while providing support under their neck with your hand.
 - (2) Peel back the package to remove the device.
 - (3) Hold the naloxone dispenser with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
 - (4) Place the tip of the nozzle in one nostril until your fingers touch the bottom of the patient's nose.
 - (5) Press the plunger firmly to release the dose into the victim's nose.

**ST. JOHNS RIVER STATE COLLEGE
DEPARTMENT OF SAFETY AND SECURITY
STANDARD OPERATING PROCEDURES**

- (6) Remove the spray device from the victim’s nose.
 - f. If no response after 2-3 minutes and a second dose of naloxone is available, repeat the administration.
 - g. Continue to monitor breathing and pulse. If breathing increases and there is no evidence of trauma, place in the recovery position.
 - h. If at any time pulses are lost, initiate CPR and AED as per normal protocol.
 - i. Continue to update dispatch and Security Command Office of the patient’s status.
 - j. Give full report to EMS when they arrive.
 - (1) The effects of the Naloxone nasal spray last for a limited time (up to two hours) and the patient may experience another opioid overdose after the effects of the Naloxone nasal spray wear off. In these situations, fire rescue typically transports patients to the hospital for additional care.
 - (2) If the patient refuses medical treatment or transport to a medical facility with no criminal charges to be filed, the subject may be held by law enforcement personnel in protective custody under the Marchman Act ([§397.677](#)).
- E. Documentation/Reports
 - 1. All incidents involving overdoses of any type shall be assigned a case number and documented with an incident report.
 - 2. If the overdose is a suspected heroin/opioid overdose and Naloxone nasal spray was administered by authorized personnel, the following “Naloxone” template should be utilized in the narrative in addition to the basic information:
 - a. Why is this incident a suspected heroin/opioid overdose? (e.g., past drug history, physical evidence, “pinpoint pupils”, bluish lips, witness testimony?)
 - b. Which authorized personnel administered the Naloxone?
 - c. How many Naloxone doses were administered?
 - d. What time was the Naloxone administered?
 - e. Was Security Command Staff notified and if so, who?
 - 3. Complete documentation and internal Department procedures for notification and restocking.
- F. Restrictions/Storage
 - 1. Store the Naloxone nasal spray at room temperature between 59°F to 77°F (15°C to 25°C); it is recommended to carry the Naloxone nasal spray in a uniform pocket or a belt pouch, or a First Aid Kit.
 - 2. Naloxone nasal spray may be stored for short periods between 39°F to 104°F (4°C to 40°C); therefore, **do not** store in a vehicle.
 - 3. Do not freeze and protect from light.



ST. JOHNS RIVER
STATE COLLEGE

ANNUAL SECURITY REPORT 2024



The SJR State College Annual Security Report (ASR) is prepared by the Director of the SJR State College Campus Safety and Security Department, or his/her designee. It is a compilation of certain security policies and procedures and the previous three years crime statistics. The crime statistics are gathered from the law enforcement jurisdictions of each SJR State College campus and remote GED locations, along with the Campus Safety and Security Department crime log statistics. (Palatka Campus and Workforce Training Center—Palatka Police Department, Putnam County Sheriff's Office; Orange Park Campus – Clay County Sheriff's Office; St. Augustine Campus – St. Johns County Sheriff's Office; Crescent City GED & Interlachen GED—Putnam County Sheriff's Office).

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

This Federal Act requires that SJR State distribute information regarding certain on-campus crimes to all current and potential students and employees. SJR State is dedicated to the provision of a safe learning and working environment for all students and employees. This information is posted on the College Safety and Security website at SJRstate.edu/safety.html.

The Campus Safety & Security office coordinates the Silent Witness program. Silent Witness is a college-wide crime prevention program whereby all members of the College are encouraged to report suspicious or criminal activity to the Campus Safety & Security office and/ or the appropriate law enforcement agency. A victim or witness of a crime may report information anonymously to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/silent_witness or via the MySJRstate portal (SJRstate.edu/mysjrstate.html) under the Campus Safety & Security tab.

The St. Johns River State College Campus Safety & Security can be reached 24 hours a day 7 days a week. Contact information for security officers is as follows:

Orange Park Campus - (Office) 904-276-6760;
(24 hour cell phone) 904-626-5885

Palatka Campus - (Office) 386-312-4095;
(24 hour cell phone) 386-937-2052

St. Augustine Campus - (Office) 904-808-7495;
(24 hour cell phone) 904-625-5956

Monday through Friday 8:00 a.m. to 5:00 p.m. the college switchboard can be reached at 386-312-4200. SJR State security officers and private contract security officers are armed and licensed by the state of Florida. College and private contract security officers are not law enforcement officers, but they work closely with local law enforcement agencies on reporting and follow-up actions or investigations related to criminal activities on campus. In order to facilitate this relationship and to assist in crime prevention, all employees and students are encouraged to promptly report all criminal or suspicious activity to the security officer on duty on the campus. The College has no recognized fraternities or other off-campus student organizations and there are no records

maintained on liquor, drugs or weapons violations by students associated with such organizations.

TIMELY WARNINGS (Regarding Clery Act crimes)

In the event that an on-campus or off-campus criminal event arises, that, in the judgment of the College President, Senior Vice President, Campus Director or the Director of Safety and Security, or his designee constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued by Campus Safety and Security personnel or an appropriate designee via numerous Emergency Notification Systems including the Genave emergency notification speaker system, the Voice-Evac emergency notification speaker system, and through Alertus emergency notification software, which includes computer terminal alert, in room telephone speaker alerts, telephone calls, email and text messaging to students, faculty and staff. Posters, pertaining to the criminal event may also be posted throughout the campus for further notification. Anyone with information possibly warranting a "timely warning" should report the circumstances to the Campus Safety & Security office, by telephone at the appropriate campus as follows:

Orange Park Campus - (Office) 904-276-6760;
(24 hour cell phone) 904-626-5885

Palatka Campus - (Office) 386-312-4095;
(24 hour cell phone) 386-937-2052

St. Augustine Campus - (Office) 904-808-7495;
(24 hour cell phone) 904-626-5956

Information or reports can also be made at the Campus Safety and Security office located at each campus. With respect to the "timely reports" the Clery Act mandates for crimes considered a threat to other students and employees, that victims' names be withheld.

The content of the timely warning should include all information that would promote safety and that would aid in the prevention of similar crimes. The warning should include what crime occurred, where the crime happened, when it happened, and suspect information if possible.

EMERGENCY NOTIFICATION POLICY

It is imperative that a timely warning be issued, without delay, in the event of a Clery Act crime occurring within the campus Clery geography, if there is an immediate or continuing threat to students, employees or property. Emergency notification may also be given for non-Clery Act crimes if the crime poses a threat to persons or property.

Whether or not to issue an emergency notification timely warning must be decided on a case-by-case basis. Considerations include the nature of the crime that was reported, the possible continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Whenever possible, it is recommended that the College President, Senior Vice President, Campus Director, and Director of Campus Safety and Security (or his designee) meet to determine whether

or not a timely warning should be issued. If this is not possible, the discretion is left to the Director of Campus Safety and Security or his/her designee.

Any Security Officer may issue the order to Lock Down, Evacuate, or Shelter in Place if the need arises. This would usually be initially accomplished via the Alertus Program, Emergency Notification System (Genave) and/ or the Voice Evac System.

DISCLOSURE OF CRIME STATISTICS

The Department of Campus Safety and Security prepares the crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Palatka, Orange Park and St. Augustine campuses. The past three years of crime statistics for each campus are listed at the end of this report.

Campus crime, arrest and student referral statistics (of a Clery nature) include those reported to the Department of Campus Safety and Security officials and law enforcement agencies. Those crimes used in compiling statistics include the following: murder, man- slaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug related violations (sale and possession), weapons law violations, forcible sex offenses, non-forcible sex offenses, hate crimes, domestic violence, dating violence, and stalking.

Each year, by October 1st, this report is provided to all current students, faculty and staff via their SJR State e-mail address and is also available via the SJR State intranet website. It is also made available to prospective students, faculty, employees, and staff via the web at the SJRstate.edu.

A paper copy of the report is also available from the Campus Safety and Security office located on each campus.

DAILY CRIME/INCIDENT REPORT LOG

The SJR State Campus Safety & Security office maintains a daily Crime/Incident Log. The log is available for inspection during normal business hours within the Campus Safety & Security office at each campus.

VOLUNTARY CONFIDENTIAL REPORTING OF CRIMES

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still make a confidential report. With your permission, the Director of Security or a designee of SJR State Campus Safety and Security can file a report on the details of the incident without revealing your identity. A victim or witness of a crime may also report that information to Campus Safety and Security via the Silent Witness form located on the public SJR State website at SJRstate.edu/ silentwitness or via the MySJRstate portal (SJRstate.edu/mysjrstate. html) under the Campus Safety & Security tab. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine

whether 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 College.

CONFIDENTIAL REPORTING – PASTORAL AND PROFESSIONAL COUNSELORS

At present the College does not have a pastoral counselor, but does employ a professional counselor (Care Counselor) that can be reached at (386) 312-4305.

CLERY REPORTABLE CRIME DEFINITIONS

Murder and Non-negligent Manslaughter - the willful (non-negligent killing of one human being by another}

Negligent Manslaughter - the killing of another person through gross negligence

Forcible Sex Offenses - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

Non Forcible Sex Offenses - unlawful non-forcible sexual intercourse (A sexual assault offense is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation)

Robbery - the taking or attempting to take anything of value from 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

Burglary - the unlawful entry of a structure to commit a felony or a theft

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle

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

Arrests and Referrals for Disciplinary Action - for weapons (Carrying, Possessing, Etc.), Drug Abuse Violations and Liquor Law Violations

Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias

Domestic Violence - Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. It is also a pattern of controlling behaviors that may include physical,

sexual or emotional abuse.

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

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 - willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Consent (in reference to sexual activity) - Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

SJR STATE PROHIBITS DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING. SEX WITHOUT CONSENT IS A VIOLATION OF SJR STATE COLLEGE POLICY.

Whenever an incident of sexual assault, domestic violence, dating violence, or stalking occurs within the Clery geography of any of the SJR State campuses, the victim has the option to notify the Title IX Coordinator, campus security and/or local law enforcement and be assisted by campus authorities in notifying law enforcement if he/she chooses. Information will be gathered and forwarded to the local law enforcement agency for further investigation if warranted. We stress, to the victim, the importance of preserving any evidence of such crimes.

In the event of orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, SJR State Campus Safety and Security officers will work closely with local law enforcement to ensure the proper level of protection is afforded to the victim by such document.

REPORTING CRIMINAL OFFENSES

To report a crime contact SJR State College Campus Safety and

Security and/or the appropriate law enforcement agency, if it is an emergency, via 9-1-1. Crimes may be reported to the following authorities:

Orange Park Campus Security

(Office) 904-276-6760; (24 hour cell phone) 904-626-5885

Palatka Campus Security

(Office) 386-312-4095; (24 hour cell phone) 386-937-2052

St. Augustine Campus Security

(Office) 904-808-7495; (24 hour cell phone) 904-626-5956

Clay County Sheriff’s Office

904-264-6512(Orange Park Campus)

St. Johns County Sheriff’s Office

904-824-8304 (St. Augustine Campus)

Palatka Police Department

386-329-0800 (Palatka Campus)

Putnam County Sheriff’s Office

386-329-0800 (Palatka Campus)

SJR State College Director of Campus Safety and Security

(386) 312-4064

Emergency call boxes located in all parking lots on all campuses communicate directly with the on-duty campus security officer.

Any suspicious activity or person(s) seen in the parking lots, loitering around vehicles or inside buildings should be reported to Campus Safety and Security or appropriate law enforcement agency.

Although victims are encouraged to report crimes, a victim may not wish to pursue action within the College system or the criminal justice system. Victims are still encouraged to make a confidential report, in order to reveal the possibility of a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crimes statistics for the college.

Students, faculty and staff are encouraged to report crime information or tips anonymously by calling any Campus Safety and Security recorded telephone line and leaving such information. Students, faculty and staff can also leave anonymous crime information or tips by calling Crime Stoppers at 1-888-277-8477. Crime Stoppers is a non-profit organization dedicated to receiving and disseminating confidential crime information and tips to the appropriate investigating law enforcement agency.

If you are the alleged victim or accused (suspect), of a crime of violence, a forcible or non-forcible sex offense, a hate crime, domestic violence or dating violence, both the accuser and the accused students shall be simultaneously informed, in writing, of the outcome of the institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the results, any change in the results which occur prior to the time

the results become final, or when the results become final.

ACCURATE & PROMPT REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents occurring on Campus to the SJR State Campus Safety and Security Department, and/or the appropriate law enforcement agency jurisdiction in a timely manner.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY (OFF-CAMPUS)

SJR State College Campus Safety and Security officers do not provide security services to off-campus locations. Criminal activity is monitored and recorded by the appropriate law enforcement jurisdiction of occurrence.

SEXUAL COERCION AND SEXUAL ASSAULT

The Prevalence of Sexual Coercion

Researchers have started to take a good look into the where, when and how of sexual coercion. They discovered that sexual coercion occurs leaps and bounds more frequently with college students than any other cohort because of the college lifestyle. Fun as it may be at times, the college lifestyle provides the perfect setting for sexual coercion to happen.

Researchers found that both men and women are perpetrators and victims of sexual coercion. Approximately 70% of college students surveyed reported they have been sexually coerced and 33% of college students surveyed admitted to having used sexually coercive behaviors against their partners. Of the college students who have been sexually coerced, roughly 70% stated they knew their perpetrators, further clarifying the perpetrators were either a boyfriend/ girlfriend, a friend or an acquaintance. This indicates the vast majority of those who experienced victimization of sexual coercion knew their perpetrator.

What is Sexual Coercion?

Sexual coercion is being persuaded to have sex when you don't want to. It may apply to a specific act or to initiating or continuing a sexual relationship. An individual may give in to coercion for any number of reasons and then may feel guilt and shame.

Recognizing Sexual Coercion:

Is your partner pressuring you to have sex because...

- Sex is the way to prove love
- You had sex in the past, so you can't say no now
- All your friends are having sex
- Your partner threatens to leave you or threatens violence
- Guilt trips

How would you answer the following questions?

- Do you have unprotected sex because of your partner's demands?
- Have you had a sexual experience that left you frightened?
- Are you being sexually pressured from your date, partner or friend?
- Are you having doubts or regrets over your partner's sexual demands?
- Are there times that you feel that you can't say no to have sex?

- Are you in a sexual relationship that makes you feel powerless?

Avoiding unwanted sex:

- Recognizing the signs of sexual coercion is the first step
- Trust your instincts and feelings
- Do you feel uncomfortable with the situation or circumstances?
- Say no firmly and leave
- Avoid alcohol and drugs that may harm judgment or make your partner more aggressive
- Set your boundaries and communicate clearly
- Seek help

Learn ways to respond to sexual pressure. You could say:

- "I really like you. I'm just not ready to have sex."
- "If you really care about me, you'll respect my decision."
- "I said no. I don't owe you an explanation."

What is Sexual Violence?

Any sexual contact or activity with an intimate partner that makes a person feel uncomfortable, with the purpose of controlling through fear, threats, coercion, manipulation or violence.

What is Sexual Battery?

Sexual battery means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object committed without your consent.

SEX WITHOUT CONSENT IS A CRIME covered under Florida Statute and can be reported to law enforcement. Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. The law says that consent does not mean your failure to offer physical resistance to the offender. If you are under 16 years of age, consent cannot be used as a defense to a sexual crime. Further, a 16 or 17 year-old cannot legally consent to sexual activity with a person in a position of familial or custodial authority or with a person 24 years of age or older.

SEX WITHOUT CONSENT IS A VIOLATION OF SJR STATE COLLEGE POLICY. If the accused is a student, the matter can be reported to Student Judicial Affairs for disciplinary review and possible disciplinary action up to and including expulsion from the College.

Evidence Preservation and Medical Care:

- If you are the victim of a sexual assault- find a safe environment- anywhere away from the attacker.
- Ask a trusted friend or family member to stay with you for moral support.
- Report the attack to police by calling 911 and/or notifying College Campus Safety and Security if you are on campus.
- Don't bathe or brush your teeth.
- Don't change clothes
- Write down all the details you can recall about the attack and the attacker.
- Ask the hospital to conduct a rape kit exam to preserve forensic evidence.
- If you suspect you were drugged, ask that a urine sample be collected. The sample will need to be analyzed later on

- by a forensic lab.
- A medical professional will assist with evidence collection, treatment of injuries and can prescribe medications to protect you from certain sexually transmitted infections and recommend follow-up care.
- A counselor on the National Sexual Assault Hotline at 1-800-656-HOPE(4673) can help you understand the process.
- If you know that you will never report, still get medical attention. Even with no physical injuries, it is important to determine the risks of STDs and pregnancy. Call the National Sexual Assault Hotline for free, confidential counseling, 24 hours a day: 1-800-656-HOPE(4673).

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security 24/7

Duty to Investigate

SJR State College has a duty to immediately investigate a complaint of sexual harassment, sexual coercion and sexual assault even if the complainant asks that it not do so. If the complainant requests anonymity, the complainant will be protected from retaliation; however anonymity may limit the school's ability to respond. The complainant will be assured that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the College will weigh the complainant's anonymity request against the alleged perpetrator's potential danger to other students. In addition, determine whether interim protective actions are necessary, such as issuing a "no contact" directive or separating a complainant and respondent. The College will attempt to minimize any burden on complainants. The complainant will be provided with information regarding his/her options regarding the investigation including the choice to report to law enforcement and available medical and mental health treatment options.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A SEXUAL CRIME OR NOT. Please contact:

- Florida Department of Health Violence Intervention and Prevention Program 1-888-956-RAPE (7273)
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka)
904-209-6200 (St. Augustine)
- Clay Behavioral Health Center
904-291-5561 (Orange Park)
- Local Law Enforcement Victim Advocate
Putnam Sheriff's Office - 386-329-0801 (Palatka)
St. Johns County Sheriff's Office - 904-824-8304 (St. Augustine),
Clay County Sheriff's Office - 904-264-6512 (Orange Park)
- National Sexual Assault Hotline 1-800-656-HOPE (4673)
- Contact your local State Attorney's Office.
Clay County 904-284-6319,
Putnam County-386-329-0259
St. Johns County- 904-823-2300

- Contact your local Clerk of Court.
Clay County - 904-269-6363
Putnam County - 386-326-7640
Clerk of Court St. Johns County - 904-819-3600

DATING VIOLENCE & STALKING

Unhealthy relationships can start early and last a lifetime. Dating violence often starts with teasing and name calling. These behaviors are often thought to be a "normal" part of a relationship. But these behaviors can set the stage for more serious violence.

What is Dating Violence?

Dating violence is 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.

Dating violence can take place in person or electronically, such as repeated texting or posting sexual pictures of a partner online. Unhealthy relationships can start early and last a lifetime. Teens often think some behaviors, like teasing and name calling, are a "normal" part of a relationship. However, these behaviors can become abusive and develop into more serious forms of violence.

What are the consequences of dating violence?

As teens develop emotionally, they are heavily influenced by their relationship experiences. Healthy relationship behaviors can have a positive effect on a teen's emotional development. Unhealthy, abusive or violent relationships can cause short term and long term negative effects, or consequences to the developing teen. Victims of teen dating violence are more likely to do poorly in school, and report binge drinking, suicide attempts, and physical fighting. Victims may also carry the patterns of violence into future relationships.

Violence is related to certain risk factors. Risks of having unhealthy relationships increase if your partner displays the following behaviors:

- Believe it's okay to use threats or violence to get their way or to express frustration or anger.
- Use alcohol or drugs.
- Can't manage anger or frustration.
- Hang out with violent peers.
- Have multiple sexual partners.
- Have a friend involved in dating violence.
- Are depressed or anxious.

- Have learning difficulties and other problems at school.
- Don't have parental supervision and support.
- Witness violence at home or in the community.
- Have a history of aggressive behavior or bullying.

What is Stalking?

Florida Statute 784.048 defines stalking as a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person. Depending on the circumstances, stalking can be a misdemeanor or a felony.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress

Like domestic violence, stalking is a crime of power and control. Stalking can be carried out in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). Cyberstalking—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail. Cyberstalking can intensify in chat rooms where stalkers systematically flood their target's inbox with obscene, hateful, or threatening messages and images. A cyber stalker may further assume the identity of his or her victim by posting information (fictitious or not) and soliciting responses from the cyber community. Stalking may involve verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear.

Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or laying in wait for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim.

PHYSICAL VIOLENCE, ASSAULT, BATTERY, SEXUAL VIOLENCE AND STALKING ARE ALL CRIMES and are covered under Florida Statutes and can be reported to law enforcement.

PHYSICAL VIOLENCE, ASSAULT, BATTERY, SEXUAL VIOLENCE AND STALKING ARE ALL VIOLATIONS OF SJR STATE COLLEGE POLICY. If the accused is a student, the matter can be reported to Student Affairs for disciplinary review and possible disciplinary action up to and including expulsion from the College.

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security 24/7

Written Notifications

Students and employees have certain rights and available services in the event they are a victim of assault, battery, stalking, sexual violence and physical violence. These rights and available services are listed in a brochure, available at Counseling and Security offices and Student Service Centers of the College campuses. Also available is a brochure reference dating violence and stalking, domestic violence, sexual coercion and sexual assault.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Get Help By Contacting the Following Agencies:

- National Dating Abuse Helpline and Love is Respect
1-866-331-9474 or text 77054 or www.loveisrespect.org
- National Domestic Violence Hotline
1-800-799-SAFE (7233)
- National Sexual Assault Hotline
1-800-656-HOPE (4673)
- Florida Department of Health Violence Intervention and Prevention Program 1-888-956-RAPE (7273)
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka) and 904-209-6200 (St. Augustine)
- Clay Behavioral Health Center
904-291-5561 (Orange Park)
- Local Law Enforcement Victim Advocate
Putnam Sheriff's Office- 386-329-0801 (Palatka)
St. Johns County Sheriff's Office-904-824-8304 (St. Augustine)
Clay County Sheriff's Office- 904-264-6512 (Orange Park)
- Contact your local State Attorney's Office.
Clay County 904-284-6319
Putnam County-386-329-0259
St. Johns County- 904-823-2300
- Contact your local Clerk of Court.
Clay County- 904-269-6363
Putnam County- 386-326-7640
St. Johns County- 904-819-3600

DOMESTIC VIOLENCE

What is Domestic Violence?

Domestic violence is any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. Domestic violence is also a pattern of controlling behaviors that may include physical, sexual or emotional abuse. It is a choice made by the batterer.

Domestic violence can happen to anyone, whether married, living together, or just dating. It can also happen in same-sex relationships. Domestic violence affects people of all economic, marital, sexual and educational backgrounds. It is about physical, psychological and financial control. It also affects family, friends, co-workers and the community. Domestic violence is against the law and it is not the victim's fault.

Domestic violence means a felony or misdemeanor crime of violence committed by:

- 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 or has cohabitated 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 receiving grant monies [under VAWA] or
- 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.

Coping with Domestic Violence

- Recognize that domestic violence is a serious problem.
- Talk to somebody you trust.
- If you are a victim of domestic violence, call your local law enforcement department for help.
- Seek help and guidance from organizations, such as shelters, mental health centers and churches.

The Reality

- Every 9 seconds in the US a woman is assaulted or beaten.
- One in four women will experience domestic violence during lifetime.
- 1 in 3 women, who is a victim of homicide, is murdered by her current or former partner.
- Women experience more than 4 million physical assaults and rapes because of their partners, and men are the victims of nearly 3 million physical assaults.
- Domestic violence is the leading cause of injury requiring serious medical attention for women ages 18-49.
- 50% of husbands who frequently assault their wives also frequently abuse their children.
- Domestic violence victims lose nearly 8 million days of paid work each year as a result of the violence.

Warning Signs of Domestic Violence (Red Flags)

Some examples your partner may exhibit are as follows:

- Hurtful teasing in private or in public
- Calls you names such as "stupid" or "bitch"
- Acts jealous of your friends, family, co-workers
- Makes fun of you, your friends, your activities
- Gets angry about your clothes or hairstyle
- Checks up on you by calling or driving by
- Goes with you "just to keep an eye on you"
- Insists on knowing who you talk to on the phone
- Blames you for his/her problems or bad moods
- Makes you feel like you have to "walk on eggshells"
- Hits wall, drives dangerously to scare you
- Drinks or uses drugs
- Won't let you see family or friends
- Accuses you of being interested in someone else
- Forces you to do things you don't want to do
- Dares you to do things you don't normally do
- Challenges you to prove your love or loyalty
- Gets drunk or high to punish you
- Forces you to have sex
- Intimidates you with guns, knives, or other weapons
- Threatens to kill you or commit suicide if you leave

- Acts like "Dr. Jekyll and Mr. Hyde"

Have a Safety Plan

- If you are a victim of domestic violence, create a safety plan that includes routes of escape, phone numbers of trusted friends, shelters and domestic violence hotlines.
- Pack a survival kit with a change of clothes, keys, ID, cash, birth certificate (for you and your children), medicine and prescriptions, pictures of the family and the abuser, proof of income pay stubs, financial statements, the abuser's personal information (date of birth, social security number, place of employment), health care information, money (if possible), address books and legal documents. Store it with someone you trust.
- Have a signal for help with trusted friends and neighbors.
- Teach your children how to escape and get help.
- Open a separate savings and credit card account.
- Review the plan every month.

Legal Protection

- Many states require that police officers arrest abusers if domestic violence has occurred
- Victims can request temporary restraining orders that can assist until a permanent one can be granted by the court.
- Victims may also be able to get additional financial support and temporary custody of children.

Prevention

- Learn how to become a better communicator with your spouse and family.
- Do not abuse alcohol or drugs, which could make domestic abuse worse.
- Look for positive solutions to your problems.
- Seek help at the earliest signs of domestic abuse.

How Do I Get Assistance While on Campus?

- Contact the Department of Campus Safety and Security 24/7

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. Domestic Violence Help Telephone #'s:

- Florida Coalition Against Domestic Violence Hotline (800) 500-1119
- Florida Coalition Against Domestic Violence TTY Hotline (800) 621-4202
- National Domestic Violence Hotline (800) 799-SAFE (7233)
- Lee Conlee House, Inc., Domestic Violence Center, Putnam County (386) 325-3141
- Florida Department of Health in Putnam County (800) 440-0420 or (386) 326-3200
- Quigley House, Clay County (800) 339-5017 or (904) 284-0061

- Betty Griffin House, St. Johns County
(904) 824-1555
- National Dating Abuse Helpline and Love is Respect
(866) 331-9474 or text 77054 or www.loveisrespect.org

How Do I Get an Order of Protection?

- Contact your local law enforcement victim advocate.
Palatka Police Department 386-329-0115
Putnam Sheriff's Office 386-329-0801 (Palatka)
St. Johns County Sheriff's Office 904-824-8304 (St. Augustine)
Clay County Sheriff's Office 904-264-6512 (Orange Park)
- Contact your local State Attorney's Office.
Clay County 904-284-6319
Putnam County 386-329-0259
St. Johns County 904-823-2300
- Contact your local Clerk of Court.
Clay County- 904-269-6363
Putnam County- 386-326-7640
St. Johns County- 904-819-3600

FEDERAL CAMPUS SEX CRIMES PREVENTION ACT OF 2000 AND FLORIDA SEXUAL PREDATOR AND SEXUAL REGISTRATION NOTIFICATION LAW

Pursuant to the Federal Campus Sex Crimes Prevention Act of 2000 and the Florida Sexual Predator and Sexual Registration Notification Law, SJR State establishes the following procedure to insure the availability of information to the campus community concerning the presence of registered sexual offenders or predators attending SJR State.

All information regarding registered sexual offenders or predators attending SJR State will be coordinated and maintained by the SJR State Campus Safety & Security office. SJR State Campus Safety & Security office will maintain a current copy of the offender/predator's Florida Department of Law Enforcement offender flyer including his/her photograph and current SJR State campus location.

Inquiries regarding any sexual offender or predator attending any SJR State campus should be directed to James A. Griffith, Director of Campus Safety, at jamesagriffith@sjrstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours. Information relating to Florida's registered sexual offenders and predators is public record and may also be viewed at <http://offender.fdle.state.fl.us> or by calling 1-888-357-7332. For TTY Accessibility: 1-877-414-7234

HIGHER EDUCATION AMENDMENTS OF 1992; SECTION 486(C) OF PUBLIC LAW: 102-325 (S. 1150)

Sexual assault (rape) is a serious crime that has a major impact on the campus community as well as on the students who are victimized. SJR State will not tolerate sexual assault in any form, including date and acquaintance sexual assault.

Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other

appropriate internal processes. Discipline may result in suspension or dismissal from the College. Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Any person, student or employee, wishing to file a complaint regarding sexual violence/conduct may contact the College Title IX Coordinator/Equity Officer at 386-312-4170 or College campus security, or local law enforcement. Individuals who wish to receive information about available support resources regarding sexual violence/conduct may contact the campus counseling staff member designated to assist with sexual violence/conduct or College campus security or contact any of support providers listed in the Annual Security Report.

All reports of sexual violence/conduct involving students will be forwarded to the Vice President for Student Affairs/Assistant General Counsel and the College Title IX Coordinator who will assist in situations requiring immediate administrative support.

All reports of any sexual violence/conduct involving employees will be forwarded to the College Equity Officer/Title IX Coordinator who will assist in situations requiring immediate administrative support.

Both the accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding relating to an alleged sexual offense. Both the accuser and the accused shall be informed of the outcome of any College disciplinary process relating to an alleged sexual offense.

HELP IS AVAILABLE WHETHER YOU CHOOSE TO REPORT A CRIME OR NOT. The following is a list of counseling avenues for individuals who have been the victim of sexual assault or date rape:

- Florida Department of Health Violence Intervention and Prevention Program 1-888-956-RAPE (7273)
- Stewart Marchman Behavioral Health Care
386-329-3780 (Palatka)
904-209-6200 (St. Augustine)
- Clay Behavioral Health Center
904-291-5561 (Orange Park)
- Local Law Enforcement Victim Advocate
Palatka Police Department 386-329-0115
Putnam Sheriff's Office 386-329-0801 (Palatka)
St. Johns County Sheriff's Office 904-824-8304 (St. Augustine)
Clay County Sheriff's Office 904-264-6512 (Orange Park)
- National Sexual Assault Hotline 1-800-656-HOPE(4673)

FLORIDA DEPARTMENT OF LAW ENFORCEMENT SEXUAL PREDATOR/OFFENDER REGISTRY

This website contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a

specified crime against children: www.fdle.state.fl.us. FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Or via e-mail: sexpred@fdle.state.fl.us. Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator's address to inform the College administration that the offender/predator has stated that he/she is currently enrolled at, or employed by the College. The College administration can then make all prudent notifications to members of the campus community.

Information requests regarding registered sexual offenders or predators attending classes at SJR State should be directed to James A. Griffith, Director of Campus Safety, at jamesagriffith@sjrstate.edu, telephone number (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

SJR State has in place four major categories of response to emergency situations. The four categories are as follows: (1) Lockdown, (2) Shelter in Place, (3) Evacuation, (4) All Clear. The procedures are defined as follows:

EMERGENCY PROCEDURES

Lockdown

In the event of a "Lockdown" order by the SJR State Administration, the following immediate steps shall be taken:

1. Immediately get students inside the classroom.
2. Lock the door.
3. Calmly advise students of the "Lockdown" status and to follow instructions.
4. Sit students on the floor, against a wall, not visible from the classroom door or windows.
5. Close the blinds.
6. Shut off the lights.
7. Do not open the door until an "All Clear" is given by administration or by police/security.

Shelter in Place

In the event of a "Shelter In Place" order by the SJR State Administration, the following immediate steps shall be taken: (A "Shelter In Place" order is usually a weather-related issue.)

1. Immediately get students inside the classroom.
2. Check hallways for any other students/staff and get them inside also.
3. Faculty shall immediately and calmly communicate to their students that a "Shelter In Place" order has been initiated by the SJR State Administration.
4. After accounting for all students in attendance, faculty will lead students in an orderly manner to inner perimeter rooms, offices, bathrooms or hallway that affords protection from extreme weather, winds, flying glass or debris. If you are already in a room that is safe, stay there.

5. Faculty shall advise students and any other personnel in their charge to move away from any exterior windows. Stay in place until an "All Clear" is given by administration or by police/security.

Evacuation

In the event of an "Evacuation" order by the SJR State Administration, the following immediate steps shall be taken:

1. Faculty will immediately advise students and any other personnel in their charge that an "Evacuation Order" has been issued. Faculty will advise students to calmly and quietly proceed to designated exits without running or shouting.
2. Depending on the threat or emergency situation, students should be instructed to evacuate at least 300 feet from the building.
3. Do not block or gather in parking lots. Emergency vehicles will need those areas. Stay in place until an "All Clear" is given by administration or by police/security.

All Clear

In the event of an "All Clear" order by the SJR State Administration, the following immediate steps shall be taken:

1. Faculty shall advise students and any other personnel in their charge of the current "All Clear" status ordered by the SJR State Administration. Doors should be unlocked and normal operating procedures should be implemented unless otherwise directed by administration or by police/security.

EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES

The Chief of Safety and Security will schedule annual drills to test the Emergency Procedures. These drills will be held at each SJR State campus.

The Emergency Response Procedures are published on the College website and also are within the Annual Security Report. An email reminder is sent to all College personnel in reference to upcoming drills, along with a reminder of the procedures.

Each drill/test/evaluation of the Emergency Response Procedures is documented (date, time, and description) and kept in the Institutional Effectiveness Plan by the Director of Campus Safety and Security.

SECURITY AND ACCESS TO COLLEGE FACILITIES

During business hours the College will be open to students, parents, employees, contractors, guests, and invitees. Full time personnel are issued keys to their assigned areas. The unlocking of certain rooms, during business hours, may require the assistance of a Campus Safety and Security officer. After business hours, all of the campus doors will be secured by keyed locks. During non-business hours, access to all College facilities is by key, if issued, or by admittance via a Campus Safety and Security officer. Those requiring admittance, after hours, will have arranged prior authorization from the proper authority, to do so. Certain areas may be accessed after hours by authorized staff and students using key-pad access.

None of SJR State College campuses have on-campus student housing at this time.

Pathways, sidewalks, stairwells and hallways are routinely checked by Security and Facilities personnel to insure proper lighting and no unforeseen obstructions.

AUTHORITY OF CAMPUS SECURITY

St. Johns River State College Security Officers are armed officers. They have the right to ask persons for identification and to determine whether, or not, individuals have the right to be on campus. Although Campus Safety and Security officers do not have arrest powers, they work closely with appropriate jurisdiction law enforcement personnel concerning criminal incidents. There is no written memorandum of understanding between the College and the law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety and Security and the appropriate law enforcement agency. Prompt reporting of crimes will assure timely warning notices and timely disclosure of crime statistics. Criminal incidents that occur in close proximity to our campuses are communicated regularly to Campus Safety and Security personnel.

SECURITY AWARENESS

The Campus Safety & Security office provides security procedures and information during new student orientation at all three campuses. Security procedures and security information are also provided during SJR State's yearly faculty and staff orientation. Primary crime prevention and awareness programs, which promote awareness of rape (sexual battery), acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are offered to new students and new employees. The Campus Safety & Security Office, in conjunction with local law enforcement personnel also offers crime prevention and safety/security awareness procedures programs upon request to students and employees. These programs are geared toward personal safety, theft prevention, CPR and Automatic External Defibrillator (AED) training. We also encourage both students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, concerning an immediate threat, information is released to the College community through the various SJR State Emergency Notification Systems.

Bystander Intervention

If you see a crime in progress, notify Campus Safety and Security and call 911 as soon as possible. If it is not safe to personally intervene, continue to describe the incident to the 911 operator and describe exactly what you are witnessing and the location of the crime. The 911 operator will ask you questions regarding description of the suspect; if you see any weapon; information regarding the victim and possible injuries. If it is safe to do so, yell in a loud voice that the police have been called and they are responding. You may also call for help in a loud voice to let the perpetrator know that someone is observing what is happening. Be careful not to put yourself in harm's way. Approach the victim if safe to do so and provide aid and assistance until law enforcement or medical authorities arrive. Provide all information you know about the crime to the responding officer(s).

SJR STATE COLLEGE ALCOHOL & DRUG NOTIFICATION

SJR State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees Rules outlines the accepted code of conduct for students and employees. The code, as documented in the student handbook and college catalog, includes the following:

- Any act or behavior on the part of the student or employee that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on college property with the exception of alcohol served at officially sponsored college events.
- Any student, or employee, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication shall be subject to disciplinary sanctions, including, but not limited to suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions.

For more information on penalties and dangers of drug use, go online at: www.dea.gov.

As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse. The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Side effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, and increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, these drugs pose serious risks to the health of fetuses and nursing infants, up to and including death.

St. Johns River State College has on staff, a counselor (Care Counselor) to provide confidential counseling services on site at the SJRSC campuses. The St. Johns River State College Care Team has been formed to address issues involving students exhibiting behaviors of concern. The Care Team utilizes the Care Counselor as a resource to assist. To contact the Care Team or the Care Team Counselor, students can call (386) 312-4305.

Faculty and Staff requesting assistance with drug and alcohol issues or information may contact the confidential College Employee Assistance provider New Directions Behavioral Health at (800) 624-5544.

Locally Available Public and Private Substance Abuse Counseling, Treatment and Rehabilitation Programs

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Aetna (800) 272-7252
- Alcoholics Anonymous (904) 399-8535
- Clay County Behavioral Health Center (904) 291-5561
- First-Coast Narcotics Anonymous (904) 723-5683
- AL-ANON Putnam and St. Johns (800) 508-2512
- AL-ANON Clay (800) 344-2666
- Stewart Marchman Behavioral Health Care (904) 209-6200
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health & Human Service (904) 209-6000
- American Council for Drug Education at: www.acde.org

TOBACCO USE POLICY

The College is now a tobacco **free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices is prohibited.** The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

WEAPONS/FIREARMS POLICY

SJR 3.34

Prohibition of Firearms and Weapons on College Property or at College Events General Authorities: FS 1001.64, Chapter 790

POLICY/PURPOSE:

St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

POLICY STATEMENT:

St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

DEFINITIONS:

Weapon – A thing designed or intended or which may reasonably be used for inflicting bodily harm. The term “weapon” includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term “weapon” includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located.

Firearm – Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

EXCEPTIONS:

Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted Security Staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency requires to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for and students enrolled in Criminal Justice Programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

VIOLATION AND DISCIPLINE:

Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the

Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

ST. JOHNS RIVER STATE COLLEGE DISCIPLINARY PROCESS:

St. Johns River State College will provide an orderly disciplinary process to insure the following objectives:

- Provide a prompt, fair, and impartial investigation and resolution.
- Will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The standard of evidence used, during any conduct proceeding, will be “a preponderance of the evidence.”
- The accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
 1. The outcome of the institutional disciplinary proceeding.
 2. The institution’s procedures for the accused and the victim to appeal the results.
 3. Any change in the results that occur prior to the time the results become final.
 4. When the results become final.
- Information about how the institution will protect the confidentiality of victims.
- Written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victim’s on-campus and in the community.
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonable available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of the student or employee’s rights and options.
- There shall be no retaliation against anyone who exercises rights under the Clery Act and Title IX (such retaliation is already prohibited).
- A student found responsible for a violation of College Policy could receive any of the following sanctions: Warning, Probation, Loss of Privileges, Fines, Restitution, Discretionary Sanctions, or College Suspension. In some cases, a student found responsible may be expelled from the College.
- The College will inform both the reporting party and responding party in writing of the outcome of the investigation and the appeal process. A resolution will be reached no later than sixty (60) days from the date the complaint is received.

APPEAL PROCESS:

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Assistant Vice-President for Student Affairs or his/ her designee.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
- d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating the Student Code, review of the sanction imposed by the appellate board may result in concurrence of the existing sanction, reduction of the existing sanction, elimination of the existing sanction, or revision of the existing sanction.

DISCLOSURE OF RESULTS OF DISCIPLINARY PROCEEDINGS

Upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense (statutory rape, incest) to the alleged victim or the victim’s next of kin, if the victim is deceased.

ST. JOHNS RIVER STATE COLLEGE

2023 ANNUAL CLERY ACT CRIME STATISTICS BY CAMPUS

PALATKA CAMPUS CRIME STATISTICS REPORT



Offense	On-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

There were no reported hate crimes for the Palatka Campus during 2020, 2021, or 2022.

(For Hate Crimes, categories of prejudice include actual or perceived race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.)

Hate crimes may also include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

There are no residential facilities or non-campus buildings or property on this campus.

ORANGE PARK CAMPUS CRIME STATISTICS REPORT



Offense	On-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crime	0	0	0	0	0	0

There were no reported hate crimes for the Orange Park Campus during 2020, 2021 or 2022.

(For Hate Crimes, categories of prejudice include actual or perceived race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.)

Hate crimes may also include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

There are no residential facilities or non-campus buildings or property on this campus.

ST. AUGUSTINE CAMPUS CRIME STATISTICS REPORT



Offense	On-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

There were no reported hate crimes for the St. Augustine Campus during 2020, 2021, or 2022.

(For Hate Crimes, categories of prejudice include actual or perceived race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.)

Hate crimes may also include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

There are no residential facilities or non-campus buildings or property on this campus.

ST. JOHNS RIVER STATE COLLEGE

2023 ANNUAL CLERY ACT CRIME STATISTICS BY CAMPUS

WORKFORCE TRAINING CENTER CAMPUS CRIME STATISTICS REPORT



On-Campus Property

Public Property

Offense	On-Campus Property			Public Property		
	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Disciplinary Referrals: Weapons (Carrying, Possessing, etc.)	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

***There were no reported hate crimes for the Workforce Training Center Campus during 2020, 2021 or 2022.
(Not a campus in 2019)***

(For Hate Crimes, categories of prejudice include actual or perceived race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.) Hate crimes may also include larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property.

There are no residential facilities or non-campus buildings or property on this campus.

DEFINITIONS

1. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
2. **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.
 - **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.
 - **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.
3. **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.
4. **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.
5. **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.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.



Alcohol and Drug Notification

St. Johns River State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. It is the policy of St. Johns River State College to maintain a drug and alcohol free environment.

Alcohol abuse and the illegal use of harmful and addictive chemical substances pose a threat to the educational environment. In compliance with the Drug Free Schools and Communication Act Amendments of 1989; and, the Drug-Free Schools and Campuses Regulations (EDGAR Part 86), this document shall serve as notification of (1) the standards of conduct and the disciplinary sanctions for violations, (2) possible legal sanctions and penalties, (3) statements of the health risks associated with alcohol and/or drug abuse, and (4) the College's programs available to students, staff and faculty.

Standards of Conduct and Disciplinary Sanctions for Violations: St. Johns River State College District Board of Trustees Rules outline the accepted code of conduct for students. The code, as documented in the student handbook, includes the following:

- Any act or behavior on the part of the student that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on college property with the exception of alcohol served at officially sponsored college events.
- Any student found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication shall be subject to disciplinary sanctions, including, but not limited to suspension, probation, expulsion. The College may also make a referral to legal authorities for appropriate actions.

In addition, the College's Policy Statement on Alcohol and Drug-free Workplace (Board Rule SJR 3.27) states:

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance or alcoholic beverage by College employee is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

Legal Sanctions: Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a Class I felony to a Class X felony. The penalties depend on the type of substance, amount, number of previous offenses and the age of the person. Penalties range from probation or imprisonment and up to \$500,000 in fines. Convictions for the manufacture, possession or delivery of cannabis range from a Class III misdemeanor to a Class III felony. The penalties associated with cannabis depend on the amount, number of previous offenses, and the age of the person and range from probation or imprisonment with fines up to \$100,000. Florida Statutes, Chapters 856, 859, 893, and specifically identify each crime and the corresponding penalty. Copies are

available from area law enforcement agencies and online at <http://www.leg.state.fl.us/statutes/index.cfm>. The Florida statutes are consistent with federal law, and local law is subject to state law.

Health Risks Associated with Alcohol and/or Drug Abuse: As a public institution whose mission is to foster human potential, St Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse. The use of illicit drugs and the abuse of alcohol pose serious risks to one's health – emotionally, behaviorally and physically. Physical effects can include dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, weight loss, and possibly death. Behavioral effects of drug and alcohol abuse include impairment of judgment and mental functions, loss of control and coordination, slowed or slurred speech, irritability, inability to still and lack of energy. If ingested by a pregnant woman or nursing mother, these drugs and alcohol pose serious risks to the health of fetuses and nursing infants, up to and including death.

Programs Available to Students, Faculty and Staff:

STUDENTS: St. Johns River State College has a licensed mental health counselor (SJR State Care Counselor) on staff, who is available to assist with issue related to substance abuse. The Care Counselor can be contacted at 386-312-4305.

FULL-TIME FACULTY AND STAFF: St. Johns River State College has partnered with LifeWorks to provide an Employee Assistance Program. LifeWorks provides a comprehensive program to assist employees with drug and alcohol abuse and addiction issues. Employees and their household members may contact (800) 433-7916 for more information.

Locally Available Public and Private Substance Abuse Counseling, Treatment and Rehabilitation Programs

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- **Alcoholics Anonymous** (904) 399-8535
- **Clay County Behavioral Health Center** (904) 291-5561
- **Epic Community Services, Inc.** (904) 829-2273
- **First-Coast Narcotics Anonymous** (904) 723-5683
- **AL-ANON Putnam and St. Johns** (800) 508-2512
- **AL-ANON Clay** (800) 344-2666
- **Stewart Marchman Behavioral Health Care** (904) 209-6200
- **Riverpoint Behavioral Health** (904) 724-9202
- **St Johns County Department of Health & Human Service** (904) 209-6000
- **American Council for Drug Education at: www.acde.org**