

Bene's Career Academy

Campus Safety and Security Annual Report
September 29, 2018



Introduction

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act (HEA) of 1965. This Act required all postsecondary institutions participating in HEA Title IV student financial assistance programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998 and 2000. The 1998 amendments renamed this act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a Lehigh Valley

student who was raped and murdered in her dorm room in 1986. Thus, this act is now generally referred to as the Clery Act. In 2008, the Higher Education Opportunity Act (HEOA) reauthorized and expanded the HEA requirements for the Clery Act. In 2013, the Clery Act disclosure requirements were again amended by their-authorized Violence Against Women Act (VAWA). This Security Report & Fire Safety Guide is published each October 1st in partial fulfillment of the Clery Act and the VAWA.

Current Campus policies regarding procedures for students and others to report criminal action or other emergencies occurring on campus

Any emergency involving a threat to life or property should be immediately reported to 9-1-1. This event should then be reported to the CSA/Program Director. Non-emergencies should be reported to the campus CSA as soon as possible.

- Brooksville -352 364-8502
- Spring Hill - 352 877-2022
- New Port Richey - 727 848-8415

If you are the victim of a crime and do not want to pursue action within the institution system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CSA can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Bene's Career Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, we will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Policy Statement Addressing Issuing Timely Warnings

A timely warning will be issued for all reported clery crimes that continue to pose a threat to students and employees. In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director/Campus Security Authority, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the school's email system to all students, faculty, and staff and will be posted on the campus website. In addition, students in the building will be informed verbally and given instructions of how to proceed. All instructors are members of the emergency response team and report to the Campus Director.

Policies for preparing the annual disclosure of crime statistics

Postsecondary institutions are required to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. The Brooksville and Spring Hill campus must report the area of the strip mall which is listed in the lease and the sidewalk directly in front of the building entrance. Our Leases do not include parking therefore the parking lot's are not a part of the on campus geographic report area. These campuses do not have any public geographic areas to report. The New Port Richey Campus must report crimes covered in the clery report that occur as on campus if the crime occurs in the building or any of the parking areas in the front, side, and back of the building. NewPort Richey also must report on the public space in front of the building which includes the sidewalk, street, and opposite sidewalk directly in front of the building. Bene's Career Academy does not own or control any off campus buildings.

Gathering Statistics:

The institution sends annual inquiries to local law enforcement to gather crime statistics in the above geographic areas. In addition, each campus director and the dean of student

services are considered Campus Security Authorities (CSA) and have received training as such. These CSA's are responsible for reporting crime occurring on campus for the purposes of compiling clery crime statistics for the annual report and to issue timely warnings for clery crimes that pose a serious or continuing threat to the campus community. All Crimes should be reported to the police and then the institution should be notified:

- Brooksville -352 364-8502 Campus Director/CSA
- Spring Hill - 352 877-2022 Campus Director/CSA
- New Port Richey - 727 848-8415 Campus Director/CSA

Three years of crime statistics for Bene's Career Academy may be viewed at:

<http://ope.ed.gov/security/>

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck.

Sex offense Policy, Procedures and Programs

Benes seeks to promote awareness amongst staff and students concerning the crimes of dating violence, domestic violence, stalking, and sexual assault, to better equip the community to prevent these crimes, to promote safety, to respond appropriately when these types of crimes are reported, and to provide meaningful assistance and resources to victims. Specifically, Benes provides training to new students in new student orientation, and to new employees within 90 days of hire. Benes also offers training to students and staff in our campuses at least once per year. These various training sessions will cover, but will not be limited to, the following topics:

- What constitutes dating violence, domestic violence, stalking, and sexual assault as defined below (See "Crime Definitions");
- What constitutes "consent" in reference to sexual activity;
- Ways to reduce the risks of these crimes;
- The importance of bystander intervention — and safe and positive options for engaging in bystander intervention;

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- The procedures Benes will follow when one of these crimes is reported; and
 - Positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality. Benes may also conduct this training outside of the regularly-scheduled sessions where it determines that the training maybe beneficial to a campus community based on reported incidents and community attitudes.

What to Do if You Are a Victim

Policy Statement Addressing Preventing and Responding to Sex Offenses

The institution educates the student community about sexual assaults and daterape throughtraining to new students in new student orientation, and to new employees within 90 days of hire. Benes also offers training to students and staff on our campuses at least once per year .

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It Is important for those who believe they have been subjected to the crimes of dating violence, domestic violence, stalking, and/or sexual assault to preserve evidence ofthe criminal behavior as it may be critical in proving the crime and/or obtaining a protective order. Victims of domestic violence, dating violence, and sexual assault may choose to go to the hospital where they can receive a medical examination to treat injuries — or, in the case of sexual assault, address concerns about sexuallytransmitted diseases and pregnancy. In addition, evidence can be collected that can be critical in documenting the injuries and\or proving the identity of the assailant. In Seeking out such an examination, a victim will not be required to file a police report;however, if such a victim ultimately decides to make a report, seek a protective order, and/or pursue criminal charges, such medical evidence may prove valuable. Victims of stalking are likewise urged to preserve evidence of the stalking conduct. Such evidence may include, but is not limited to, text messages, other relevant smart phone data or social media activity, and photographs and audio recordings.Bene’s strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An Assault should be reported directly to local police and to the Campus Directors.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- By contacting the police department the student is assured they will have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. Bene's will assist the student in notifying the authorities, if the student requests our assistance.
- Bene's has no on campus counseling or mental health services.

The following off campus services are provided by local law enforcement:

- Shelter For Abused Women of Pasco County - Domestic Violence Counselor
- East Pasco: Sunrise (352) 521-3120 -West Pasco: Salvation Army (727) 856-5797
- Call the United Way Helpline at 211 or (727) 845-4357 or 1-877-828-8929
- Diversion Coordinator at the State Attorney's Office - (727) 847-8158
- Clerk of the Circuit Court (For domestic violence injunction applications)
- West Pasco (727) 847-8176 - East Pasco (352) 521-4517
- Pasco Sheriff's Office EMERGENCIES: DIAL 911 - 1-800-854-2862
- Victim Advocate Unit — (727) 844-7793

Procedures for campus disciplinary action in cases of an alleged sex offence

Bene's has no on campus housing and cannot assist with a change in living situations after an alleged sex offence. If a student wishes to change their academic situation after an alleged sex offense, the institution will explain all the options to the student and use every possible avenue to make the changes requested.

The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the disciplinary proceeding. Both the victim and accused will be informed of the outcome of the hearing at the same time and by an email notification. A student found guilty of a sex offense-related disciplinary proceeding could be criminally prosecuted in the state courts and may be expelled from the institution.

Advising the Campus Community About Sex Offenders

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as “Megan’s Laws”). If registered sex offenders are enrolled at, or employed at a postsecondary institution, the offenders also must provide this information to the state. The state then provides the information to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located. The Florida sex offender database can be accessed at: www.fdle.state.fl.us.

Security of and access to all campus facilities

Employee and student access at all campuses is through the main entrance of the school. All rear doors are for emergency use only and are locked at 5:00 p.m. There is a complete alarm system at all campuses with all doors alarmed. The alarm pad is equipped with a panic alarm. At the end of the day, night receptionist will inspect the building to make sure it is empty and doors are secured. The night receptionist and one instructor will remain and wait with any students who are waiting for a ride. When all students have left the campus, the front door will be secured and the alarm system set. Maintenance will respond within a 24 hour period when receiving a maintenance request for lighting repair in the halls, front of building, and in New Port Richey the parking areas.

Campus law enforcement

Bene's Career Academy campuses are not of size to require security personnel. Students are advised to report all criminal activities immediately to a local law enforcement agency and the appropriate school official. The school does not have a written memorandum of

understanding between the school and local law enforcement. Bene's has a working relationship with local authorities and cooperates with state and federal agencies when applicable. We encourage accurate and prompt crime reporting to these authorities. The school does not have any employees who are pastoral council or professional council and bound by confidentiality .

Programs designed to inform students about campus security

The institution does not offer regularly scheduled crime awareness or prevention programs. Students are informed during Orientation of the campus security policies and procedures. Staff and students are encouraged to park in well-lit areas of the parking lot and never be alone when entering or exiting the schools during non-daylight hours. Students are encouraged not to bring valuables to the school, and to never leave personal items unattended. Students are asked to be watchful for any suspicious behavior on campus and report it immediately to the appropriate staff member. Bene's Career Academy does not have any officially recognized student organizations with off-campus locations.

Drug and Alcohol Policy

Bene's Career Academy is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). The possession, use or sales of alcoholic beverages and/or illegal drugs are prohibited on campus at all times. The School will enforce all Federal and State drug laws and underage drinking laws. Information Concerning drug and alcohol abuse education program is posted on our website and is distributed annually to students and staff. A list of agencies that provides counseling and help on drug and alcohol abuse education is available at each campus on the student board.

Student Alcohol and Drug Abuse Prevention

As required by the Drug Free Schools and Communities Act of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 CFR Part 86, we have adopted

and implemented a drug and alcohol prevention program for our students that at a minimum includes

- Standards of conduct that clearly prohibit, the unlawful possession, use, or distribution of illicit drugs and alcohol by student and employees on its property or as a part of its activities.
- A description of the applicable legal sanctions under, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A clear statement that the institution will impose disciplinary sanctions on students consistent with local, State and Federal law, and a description of those sanctions, up to and including expulsion and referral for prosecution, for violation of the standards of conduct.

The full program can be found on our website www.benes.edu

Policy regarding emergency response and evacuation procedures

Bene's is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An "immediate" threat as used here encompasses an imminent or impending threat such as an approaching forest fire, as well as a fire currently raging in one of the buildings. Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting

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- Explosion
 - Nearby chemical or hazardous waste spill.

Notification Process

The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus is as follows:

- For students on campus the notification will depend on the emergency but will generally include the fire alarm system for evacuation emergencies, the intercom phone system for in shelter or lockdown or verbal in the case of power outage.
- When time allows, the CSA/Campus Director will verify the emergent situation by consulting the appropriate authority. These authorities include but are not limited to: local police, fire, Department of Health, strip mall owners/managers, television news reports, visual affirmation and witness accounts. The method used will depend on the type of emergency.
- Once evacuated, locked down, or sheltered in, the Campus Director, if they did not have time beforehand, will call the appropriate authority to inform/be informed, and verify the emergent situation. The lead educator of each campus will call the Chief Operations officer who will place a conference call to the president. The conference call will be used to discuss the emergency, how to proceed and decide what information to include in the notification to students on campus and in the email to all students, and staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. If it is determined that the emergency is likely to affect the community the Chief Operations officer will notify the proper authority. This includes but is not limited to utility companies, police, fire, health department, and local government offices. Bene's Campuses are small and any emergency will affect all areas of that campus and notification will be campuswide. While our campus are 15 to 20 miles apart, if it is determined on the conference call that this emergency will affect other campus the president will advise that campus director as soon as the emergency allows.

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1. **Evacuation** The evacuation procedure is most appropriate when, in the judgment of the campus director, persons present in the campus during the Emergency are best protected by exiting the facility. Examples of such situations may include a fire, gas leak, or bomb threat. In an Evacuation, the Campus director will utilize the fire alarm system or the telephone system. The location of the safe area where staff and students should assemble to await further information is predetermined. The instructor will ask all occupants to remain in the safe area until further notice. The campus director will leave the building only after confirming that all building occupants have exited the facility. Upon ensuring that all building occupants are accounted for and in the safe area, the Campus Director will then proceed with the above mentioned notification process.
 2. **Lockdown** The lockdown procedure is most appropriate when, in the judgment of the Emergency Response Team, persons present in the campus during the Emergency are better protected by remaining in the building (rather than evacuating the facility) and securing the campus to prevent entry by one or more individuals outside. Examples of such situations may include an active shooter or a terrorist incident in the surrounding community, or civil unrest and rioting. In a lockdown, the Campus Director will provide verbal notice to all occupants in the building of the need to lockdown, the reason for the lockdown, and the location of the safe area where they should assemble to await further information. This safe area for each campus will be predetermined. The Campus Director will ask all building occupants to remain in the safe area until further notice, and he or she will enter the safe area upon confirming that all building occupants are in the safe area. The campus director will then proceed with the above mentioned notification process
 3. **Shelter-in-Place** Similar to the lockdown scenario, the Shelter-in-Place Procedure is most appropriate when, in the judgment of the Emergency Response Team, persons present in the campus during the Emergency are best protected by remaining in the campus or designated portions of the campus. However, Shelter-in-Place procedures are intended for threats posed by nature (such as a tornado or hurricane) and do not necessarily

require that the facility be secured to prevent entry by outsiders. In this scenario, the Campus Director will provide verbal notice to all occupants in the building of the need to Shelter-in Place, the reason, and the location of the safe area where they should assemble to await further information. If Possible, this safe area should be an area of the campus that is free of or far from windows. The Campus Director will ask all building occupants to remain in the safe area until further notice, and he or she will enter the safe area upon confirming that all building occupants are in the safe area. The campus director will then proceed with the above mentioned notification process

Procedures for Testing Emergency Response and Evacuation Procedures

A scheduled emergency drill and exercise is performed at a minimum annually at all campus and a log is kept by each campus director which includes:

- A description of the exercise (i.e., the test).
- The date the test was held.
- The time the test started and ended.
- Whether the test was announced or unannounced.

A drill is a single activity that tests a single procedure such as a lockdown or evacuation exercise is a coordination of efforts such as a test of first responders such as police or firefighters. Following the drill/exercise the students and staff will be directed to go to the Bene's app and fill out the Emergency Response Survey. The survey will assess emergency plans and capabilities and have measureable goals. The Chief Operations Officer will then review this information to determine if these goals were met. The results will be discussed with the Campus Directors at the weekly conference call. A e-mail will go out to all students and staff with a link to our website where emergency procedures can be found.

Security of and access to all campus facilities

Employee and student access at all campuses is through the main entrance of the school. All rear doors are for emergency use only and are locked at 5:00 p.m. There is a complete alarm system at all campuses with all doors alarmed. The alarm pad is equipped with a

panic alarm. At the end of the day, night receptionist will inspect the building to make sure it is empty and doors are secured. The night receptionist and one instructor will remain and wait with any students who are waiting for a ride. When all students have left the campus, the front door will be secured and the alarm system set. Maintenance will respond within a 24 hour period when receiving a maintenance request for lighting repair in the halls, front of building, and in New Port Richey the parking areas.

Crime Alerts in the Case of a Non-Emergency, but Continuing Threat

The following procedures apply in the case of certain criminal incidents which do not pose an Emergency requiring use of the Emergency procedures outlined above, but which may nonetheless pose an ongoing threat to the campus community. Bene's will provide timely warnings of reported criminal incidents ("Crime Alerts") when it determines: (1) that the reported incidents represent a continuing threat to students and employees of a particular campus; and (2) that sufficient detail is available to include in the Crime Alert so that the Alert may aid in the prevention of similar crimes. The Campus Director in each campus carries the primary responsibility to report a criminal incident that may pose an ongoing threat to students, staff and guests of the campus by contacting the Chief Operations Manager who will send a blast email to students and staff and post on the website. This communication will briefly describe any detail known about incident, including the date and location. The decision of whether a Crime Alert is appropriate will be determined jointly by the Chief Operations Manager and the President of the school in collaboration with the Campus Director.

Campus Security Education

Bene's will conduct campus security training at least annually for:

- Campus Security Authorities,
- Other campus staff, to be conducted by one or more Campus Security Authorities; and
- Students, to be conducted by one or more Campus Security Authorities.

This training will cover, amongst other topics, campus security practices and procedures. In these sessions, students and employees will be encouraged to be responsible for their own security and the security of others, and Bene's will discuss common-sense ways to help prevent crimes. Registered Sex Offender Information Law enforcement agency information provided by the states under the Adam Walsh Child Protection and Safety Act of 2006, with names and other information about registered sex offenders, can be obtained through the national sex offender public website at

<https://www.fbi.gov/scams-safety/registry/registry> .

In addition to the national registry, this website also provides live links to sex offender registry websites maintained by individual states.

Benes Career Academy

OPE ID: 03018500

7027 US Hwy 19
New Port Richey, FL 34652

<https://www.benes.edu>

Total enrollment: 305 Students (2017)

ON-CAMPUS STUDENT HOUSING FACILITIES

This institution does not provide On-campus Student Housing Facilities.

LOCAL POLICE CRIME STATISTICS

Local police crime statistics are included with the campus's statistics.

SECURITY OFFICER

Name: Dave Bracken
Title: Chief Operating Officer
Address:
7027 US HWY 19
NEW PORT RICHEY, FL 34652
Phone: (727) 848-8415 ext. 309
Email: dbracken@benes.edu

FIRE SAFETY OFFICER

Name: Vicki Bene
Title: Vice President
Address:
7027 US HWY 19
NEW PORT RICHEY, FL 34652
Phone: (727) 848-8415 ext. 309
Email: dbracken@benes.edu

LEAD TITLE IX COORDINATOR

Name: Dave Bracken
Title: Chief Operating Officer
Address:
7027 US HWY 19
NEW PORT RICHEY, FL 34652
Phone: (727) 848-8415 ext. 309
Email: dbracken@benes.edu

Note: Data displayed below is aggregated at the institutional level for all Campuses.

Individual Branch Reports may be found at:

<https://ope.ed.gov/campussafety/#/institution/search>

Criminal Offenses - On campus

Criminal Offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

Criminal Offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0
k. <u>Arson</u>	0	0	0

VAWA Offenses - On Campus

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses - Public Property

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Arrests - On campus

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - On Campus

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Disciplinary Actions - Public Property

Law Violation	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Unfounded Crimes - Unfounded Crimes

	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0