

Clery Act Disclosure and Security Policy

Miami Lakes Educational Center is under the auspices of the *School Board of Miami-Dade County Florida* and must adhere to Federal, State and School Board Policies and Procedures governing the security and safety of students, employees and visitors on school grounds. The *Jeanne Clery Disclosure Security Policy and Campus Statistics Act* is a federal statute requiring post-secondary institutions, colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

SDTEC must make this report available to the campus community including current and prospective students, faculty and staff. In addition, the school must annually submit to the *U.S. Department of Education (USDOE)* its campus crime statistics, which is compiled using the FBI's *Uniform Crime Reporting Handbook (UCR)* and *Hate Crime Data Collection Guidelines*. These statistics are made available to the public at: <http://ope.ed.gov/security/>.

The crime statistics for SDTEC are maintained and provided by the *Miami-Dade Schools Police (MDSP) Department* which has jurisdiction for all of the district's public schools. MDSP police works closely with the Miami Dade Police Department and other municipal police departments to respond to school incidents and emergencies as part of City Compacts and MOUS established with the numerous municipalities in Dade County Florida.

The MDSP provides SDTEC the crime statistics required to complete the *Annual Security Report (ASR)* mandated by the *Clery Act* for the last three calendar years. The report is made available to the public, employees, faculty and staff at Schools Web site <http://www.tecmiami.com>. A hardcopy of the report can be obtained from the Office of Building Operations located in Room XXX The school will notify all students, faculty and staff of the availability of the annual report once it is finalized and submitted to the USDOE.

In addition to the police department, SDTEC has uniformed security officers that have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Safety and Security Officers do not possess the arrest power over and above the average citizen. Criminal incidents are reported to MDSP which documents these incidents via the Police Offense Incident Reports. School administrators also document incidents using the *District's Automated Incident Response System (AIRS)* which archives and maintains a log of all major incidents for district schools.

During normal business hours the school is open to students, parents, employees, contractors, guest and invitees. All students and staff must wear a school issued Identification card at all times. All visitors and guest must register at the security desk located at the main entrances of the school.

The *Cleary Compliance* is a component of the School's Safety and Security Procedures mandated by the *School Board of Miami-Dade County*. These procedures can be found in the School's Catalog and accessed at School Web Site <http://www.tecmiami.com>. Additionally all students and employees must adhere to *School Board Bylaws and Policies* governing *Administration (Policy 1000)* *Instructional Staff (Policy 3000)*, *Support Staff (Policy 4000)*, *Students (Policy 5000)* and *Operations (Policy 8000)* which encompasses security and safety. School Board Bylaws and Policies can be accessed at www.dadeschools.net .

The school must also adhere to school *Board Policy 8400-Critical Response/Emergency Procedures*. SDTEC must develop and submit to selected district offices including the School's Police a *School-Based Critical Incident Response Team Profile*. The Profile identifies school employees who are assigned roles and responsibilities should a critical incident or emergency arise.