

# **Campus Safety and Security Guide**

Produced by  
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## **INTRODUCTION**

Welcome to the University of North Florida. Because university campuses are reflective of the communities they serve, they are not immune to societal problems that may foster an atmosphere conducive to crime. The University has taken specific measures to ensure that you enjoy the safest possible living and learning environment. We encourage you to take an active role in making your new community safe.

Safety programs and mechanical alarm systems cannot be fully effective against crime without the cooperation of the citizens they are designed to protect. Alertness, common-sense precautions, and concern for fellow students, faculty, and employees are keys to preventing crime and helping us ensure that experiences at UNF are positive and enjoyable.

This booklet presents some basic information that will help you do your part to make UNF a safer campus. Preventing or reducing crime in any community is a tough job, but it can be done. Working together, we can make a difference.

I encourage you to be pro-active in the fight against crime. Please do not hesitate to request our services. We are committed to the highest level of service to our community.

Mark K. Foxworth, Director  
Department of Police and Public Safety

The University of North Florida (UNF) is located on approximately 1,350 acres in northeast Florida; approximately 10 miles southeast of downtown Jacksonville. The campus setting exemplifies the promise of its founders to retain a rustic charm, yet create a modern experience in higher education. While UNF enjoys all the advantages of being in a growing metropolitan setting, the University must take proactive steps to confront any drawbacks, including crime.

A number of university departments produce informational materials in more detail than provided in this booklet. You are encouraged to contact these departments or organizations (example: Women's Center, Victim Advocacy Program) for specific information.

This booklet will provide you with information about a variety of security services and programs that are available to you. It is a ready reference that we hope you will become familiar with and use.

## **POLICIES**

The first step to providing a safe environment is through the University's policies, which are designed to establish a basis for quality campus life. Their effectiveness is dependent upon all of us collectively promoting safety.

Policies set a standard of conduct that is most conducive to a safe environment. University policies are administered in general areas: Alcohol and Drug Use and the Student Code of Conduct. You should consult reference materials as needed.

### **Alcohol and Drug Policies**

The legal drinking age in Florida is 21. As a result, approximately 20 percent of all UNF students are not of legal drinking age. The University has established specific policies for drinking on campus and has published these rules in several publications.

*The University of North Florida Student Handbook*, published by the Division of Student Affairs, provides campus guidelines for the sale, possession, and consumption of alcohol. These guidelines require individuals and/or groups to meet specific criteria prior to obtaining approval to hold events on campus during which alcohol will be served.

*The Resident Handbook*, is published by the Department of Residence Life and prohibits the use of alcohol in apartments and residence halls by anyone under the age of 21.

The Campus Alcohol and Drug Information Center (C.A.D.I.C.) offers programming to help deal with social pressures associated with drug and alcohol use.

The use of alcoholic beverages by members of the University community is subject to the alcoholic beverage laws, Chapters 562, 565 and 856, Florida Statutes.

- It is unlawful to sell, give, or serve alcoholic beverages to a person under age 21; to misrepresent or misstate your age or the age of other persons to induce any licensee, his agents, or employees to give, sell, serve, or deliver any alcoholic beverage to a person under 21 years of age.

- Possession of alcoholic beverages by persons under age 21 is prohibited.
- No adult (age 21 or older) shall allow an “open house party” (social gathering) to take place if any alcoholic beverage or drug is possessed or consumed by any minor.

Under University rules, a violation of the preceding may cause disciplinary action and under State laws, referral for prosecution.

The Drug-Free Workplace Policy is available at the Department of Human Resources; the Drug-Free School Policy is available at the Vice President for Student Affairs Office.

UNF is committed to an orderly and safe environment for all students, faculty, and staff. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess, and/or use illegal drugs on its premises or at activities sponsored by the University.

In addition to imposition of disciplinary sanctions under University rules, students and employees may face arrest and prosecution under Federal and State laws that make such acts felony or misdemeanor crimes.

### **Firearms, Weapons or Explosives**

Florida Statutes 790.06(12) and 790.115 forbid the carrying of firearms on a university campus. Firearms *are not* permitted on the UNF campus, except for those carried by uniformed law enforcement officers.

The unauthorized use or possession of fireworks, dangerous chemicals, explosive materials, devices capable of hurling a projectile, or other lethal weapons on the UNF campus is prohibited by Chapter 790.115(2), F.S.S.

### **Conduct Standards**

The published rules of conduct enable the University to meet its mission of contributing to the well being of society. Failure of staff, faculty, students, or student organizations to comply with duly established laws or University regulations may subject the violator(s) to appropriate action by University or other civil authorities.

Florida law prohibits intentionally acting to impair, interfere with, or obstruct the orderly conduct, processes, and functions of any State University, Chapter 1006.60(5), 1012.92(3) and 1006.145, Florida Statutes.

In addition to general rules of conduct, the Department of Residence Life has established rules and regulations for students living in the residence halls and apartments.

### **Sexual Misconduct**

Unwelcome sexual advances, requests for sexual favors, and other verbal (including written and electronic communications) or physical conduct of a sexual nature can constitute sexual harassment.

UNF's Sexual Harassment Policy is published in the *University Graduate and Undergraduate Catalogs* as well as the *Student Handbook*. Specific information can be obtained from the Department of Human Resources, Division of Student Affairs, and the Office of Equal Opportunity Programs.

UNF does not attempt to shelter students or employees from federal, state, or local laws pertaining to sexual misconduct. Individuals who feel they have been harassed should contact the University's Office of Equal Opportunity Programs.

## **SERVICES**

### **University Police**

The Department of Police and Public Safety is responsible for law enforcement, security, disaster planning, and emergency response at the University of North Florida and is located in the Police Building (41), on UNF Drive, across the street from the Information Booth.

The law enforcement officers of the Department of Police and Public Safety receive their enforcement authority via the provisions of Florida Statute 1012.97. All University police officers are certified by the State of Florida after completion of Florida Criminal Justice Standards and Training for law enforcement officers.

Police officers at UNF have full law enforcement authority including arrest powers on all property owned or controlled by the University of North Florida.

The University Police have an excellent working relationship with all local law enforcement agencies that assures the delivery of professional police services. The Florida Department of Law Enforcement (FDLE) and other state and federal agencies are available to assist upon request. Communications and coordination with all area law enforcement are maintained on a 24-hour basis via computer networks such as the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC).

### **To Report a Crime on Campus**

In the event of an on-campus emergency, call the University Police Department (UPD) by dialing "911" from any telephone on campus. (If using a pay telephone no coin needed.) If you are close to a "Blue Phone," simply push the button and someone will respond to you.

### **Routine Police Services**

The Department of Police and Public Safety is staffed by officers who work in rotating shifts, 24 hours a day, 7 days a week. They are responsible for enforcing Florida laws, University rules, and protecting the campus community. Services provided include routine patrol by vehicle, bicycle units, and foot patrol; investigation of all misdemeanor and felony crimes; traffic enforcement, traffic crash investigation, special events management, and crime prevention programs.

## **Lost and Found**

The Department of Police and Public Safety serves as the central clearing place for lost and found items. Any item found on campus should be taken to the Police Department Building (41). Items are kept for 30 days. After that time, items that remain unclaimed will be auctioned, with proceeds benefitting student scholarships. Contact “Lost and Found” at the Police Department Building, Monday through Friday, between 8:00 a.m. and 4:00 p.m.

## **Public Information**

Information about police activities is provided to the campus community through the campus newspaper, *The Spinnaker*, and the Campus Update. Specially designed posters, using a police badge as a background, are distributed as needed to warn the community of threatening situations or to solicit their assistance. “E-Mail” is also used to communicate with faculty and staff.

## **Personal Safety**

Police officers provide personal safety information at each new student or new employee orientation and in student housing. Security surveys or other presentations are offered upon request to any group on campus. Presentations include any available pamphlets and prevention tips.

## **Sexual Assault Awareness**

The Department of Police and Public Safety, as well as other campus offices, presents sexual assault awareness programs to any on-campus group requesting them. Scheduled presentations are arranged for residence halls and apartments. The program offers tips on avoiding and preventing “acquaintance/date” rape.

## **Drug/Alcohol Education Programs**

The Department of Police and Public Safety, in cooperation with other campus offices, provides a wide range of activities and educational programs on the effects of drug and alcohol abuse and the consequences of “Driving Under the Influence.” Included is the dissemination of information on the use of alcohol and other drugs to better enable students, staff, and faculty to engage in informed and responsible decision making regarding the role of these substances in their lives.

## **Victim Advocates**

The Victim Advocate Program provides a support person for anyone who may become a victim of crime. Advocates provide immediate and confidential support for victims and ensure the right

of the victim to be informed and treated with sensitivity and fairness. Advocates also make referrals or assist victims with locating other needed services. Victim Advocates are available 24 hours a day to respond to a crisis at 620-1010 or by contacting the Police Department at 620-2800.

### **Communication Services**

The office of Communication Services is responsible for all telephones on campus.

Elevators are equipped with emergency phones that have a direct line (no dialing is necessary) to the University Police. Contact is made by simply lifting the receiver. The caller location is identified at the Police Department.

The campus is also equipped with emergency “Blue Phones.” This system rings directly into the Police Department. Contact is made by simply pressing the button. The caller location is identified at the Police Department.

Additionally, over thirty (30) pay telephones are conveniently located throughout the campus.

### **Police Communications**

Police Communications Operators answer your call for service or emergency assistance. They provide the communications support to the Police Department and the community.

Police Communications Operators coordinate the efforts of police officers that need to be monitored and responded to throughout each day. They also have the responsibility of monitoring alarm systems, answering phone calls, and keeping daily records of police activity.

When calling for service or an emergency, please be prepared to:

- Clearly identify yourself.
- State where you are calling from.
- State briefly the nature of your call.

### **Parking Services**

Parking Services is responsible for the enforcement of parking regulations on campus. **All** faculty, staff, students, and visitors are required to display a current parking permit during both daylight and evening hours (this includes individuals who utilize a “Handicap Parking” placard). Parking decals can be purchased from the Controller’s Office; “day passes” can be purchased at either Information Booth located at the entrances to the UNF campus. Student parking patrollers issue parking citations for illegally parked vehicles and those without parking decals or permits.

### **Campus Watch Program**

“Campus Watch” is a safety and awareness program co-sponsored by the Department of Police and Public Safety and the Department of Residence Life. Similar to the “Neighborhood Watch” program, this endeavor promotes involvement from all members of the community by encouraging a safe and responsible living and learning environment.

## **Operation Identification**

“Operation Identification” is a program based on the idea that marked items are more difficult for a thief to dispose of as they can be traced back to the owner. Property is engraved with the owner’s drivers license number for identification purposes. The Department of Police and Public Safety offer this service at no charge to participants.

## **Transportation**

The Jacksonville Transportation Authority (JTA) bus line serves the UNF campus. Route information can be obtained by contacting the JTA directly.

## **Physical Facilities**

Physical Facilities is responsible for the operational maintenance and grounds of UNF.

## **Lighting**

To provide a safe environment for the university community, we periodically evaluate our lighting system. This system encompasses the roadways, pathways, and parking lots to provide visible paths of travel from buildings and parking areas. With the vast amount of construction and environmental changes, illumination may not always appear the same. Community members are encouraged to report any lighting problems to Physical Facilities or the Police Department.

## **Key Control**

Building/Office Keys: Protection of issued keys is extremely important. Do not lend keys, particularly if you are unsure of a person’s authorization. Each key is clearly marked “Do Not Duplicate” and any attempt to duplicate a key is illegal.

Residence Halls or Apartments: The doors to these rooms utilize the “Intellikey” locking system. If you feel or believe the locking system has been compromised or if your key has been lost, contact Housing Operations.

## **GENERAL SAFETY TIPS**

The University of North Florida is a public institution and, with the exception of residence halls and labs, is open to the public during the day and evening hours when classes are in session. During times when the University is officially closed, University buildings are generally locked. The Department of Police and Public Safety provides regular patrol of buildings and parking lots.

The Department of Residence Life provides information for an effective residence hall security system program. Students are encouraged to adhere to this security program in order to enhance their personal safety and the safety of others. An effective residence hall security program depends upon resident cooperation, staff supervision, and police assistance.

There are no guarantees against becoming a victim. Assailants select their victims based upon desire -- they seek an opportunity. The following suggestions can help you reduce the “opportunity” and make you less vulnerable.

## **Student Resident Living Areas**

- Keep your doors and windows locked. Never leave hall or room doors propped open.
- Do not admit strangers. Do not admit maintenance or repair persons without verifying their identity (I.D. Card). If you are suspicious, contact the police.
- Lower the shades or close the drapes/curtains after dark.
- Be wary of inviting casual acquaintances into your living space. In over half of all reported rapes, the women knew their attacker.
- Leave lights on when you go out at night and have your keys out for quick entry when you return.

Apartment complexes, townhouses, condominium communities, and other multi-family dwellings pose unique security problems because of the temporary nature of many residents of lease/rental properties. Here are a few tips:

- Be sure the locks have been re-keyed when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks (single or double cylinder) should be installed on *all* exterior doors. Don't forget the door from the garage into your residence.
- Install locks or protective devices on windows (including 2nd floor dwellings).

## **In the Office**

- Lock your office *whenever* you leave.
- Keep purses, wallets, or other valuables in a locked desk or cabinet.
- Report any suspicious person(s) loitering in your area.

## **Personal Safety**

Self-protection is the use of common sense actions. It means keeping alert to your environment; not taking chances; being safety conscious at all times; being alert for dangerous situations and suspicious persons; taking precautions in your residence, while walking/jogging, driving, or using public transportation; knowing what to do if you are being followed; and knowing what to do if you become a victim. Learn how to protect yourself.

## **If a Crime Does Occur**

Call law enforcement *immediately!* A five-minute delay means that the chance of catching the criminal drops by two-thirds. Dial "911" from any telephone on campus (pay telephones, no coin required).

## **What to do if you are raped or sexually assaulted:**

*Decide if you want to report the incident to police.* It is your choice whether or not you decide to report the rape to police. Reporting means that you are making the police aware that a crime has occurred. Police can only apprehend offenders when they are aware of a crime. Report is not the same as deciding to prosecute. Deciding to prosecute is a decision made by the State Attorney's Office base on the amount of evidence available (including your cooperation) to build a case. It is important that you make the decision of whether or not you want to notify the police as soon as possible.

*Seek medical attention.* If you report the incident to the police, medical attention will be provided to you at no cost. The police officer will contact and transport you to the Sexual Assault Response Center for a forensic examination. A forensic examination encompasses both medical services and the collection of evidence for a criminal case. If you decide not to report to the police, it is important that you obtain medical treatment on your own. The primary purpose of a medical exam is to check for injuries, pregnancy and sexually transmitted diseases.

*Don't bathe, douche or brush your teeth.*

*Save your clothing.*

If you report to the police, as a victim of a sexual assault/rape, the State Attorney's Office will need your cooperation and assistance to proceed with a criminal case. This may include your participation in the prosecution as a witness. Being a witness entails telling your version of what transpired in court. There are programs to help victims and witnesses with transportation, childcare services, clothing and scheduling of cases. There is also victim compensation available to assist with financial issues resulting from the victimization.

If you are the victim of sexual assault/rape and decide not to notify the police, other victim support services are still available to you. UNF's Victim Advocacy Program provides confidential 24-hour crisis intervention services to all members of the UNF community regardless of whether the incident occurred on or off campus. Advocates are available to provide information, referral and support services by contacting 620-1010. Off campus resources include the City of Jacksonville's Sexual Assault Response Center that provides a 24-hour crisis line at 224-RAPE. The Women's Center of Jacksonville also provides counseling and support services and can be reached at 722-3300. Most services provided by victim service agencies are at no cost to you.

If you are the victim of a sexual assault/rape, all reasonable efforts will be made by the University to accommodate special requests related to campus housing and course enrollment when proximity of residence or enrollment in a course section has the potential of threat or to cause discomfort or embarrassment.

It pays to report and cooperate with prosecutors. Being a witness in court isn't as much trouble as you may think. Many communities have programs to help victims and witnesses with transportation, day care services, and scheduling of cases. There is also a victim compensation program available to assist with financial issues resulting from the victimization.

## **VICTIMS' / WITNESSES' RIGHTS IN THE CRIMINAL / JUVENILE JUSTICE SYSTEM**

The Florida Constitution guarantees the right of a victim, including the next of kin of a homicide victim, to be informed, to be present, and to be heard, when relevant, at all crucial stages of criminal or juvenile proceedings, to the extent that this right does not interfere with the constitutional rights of the accused.

Crimes Compensation: If you receive injuries, you may be eligible for crime victim compensation to help with medical bills, lost wages, etc. For information, contact the Bureau of Victims' Compensation, (904) 488-0848 or the Victim Services Center (through the Duval County State Attorney's Office).

The Office of the Attorney General of Florida provides the Crime Victim Compensation Program for victims who suffered physical injury and filed a police report within three days of the crime unless there is a good reason for reporting it later. Eligible expenses for Crime Victim Compensation include: medical/dental treatment, mental health counseling, lost wages and other out-of-pocket expenses related to the crime. For claim forms and assistance filing the forms contact UNF's Victim Advocacy Program at 620-2528, the City of Jacksonville's Victim Service Center at 630-6300 or the Office of the Attorney General (toll free) (800) 226-6667.

#### Victim's Rights

- To be treated with dignity and compassion.
- To be protected from intimidation and harm.
- To be aware of compensation and/or restitution.
- To be informed about the criminal and juvenile justice process.
- To be present at Court Hearing(s) and accompanied by a Victim Advocate, if desired.
- To be told of services within the community.
- To have emotional and physical support.
- To complete a victim's impact statement.
- To have your property returned as quickly as possible.
- To prompt and timely disposition of the case (to the extent that this right does not interfere with the constitutional rights of the accused).

Additional information regarding Florida Statute 960.001, guidelines for fair treatment of victims and witnesses in the criminal justice systems, can be obtained by contacting the University of North Florida Department of Police and Public Safety or the Duval County State Attorney's Office.

## SUPPORT RESOURCES

The University supplements its commitment to preventing crime and promoting quality campus life with an equally strong commitment to providing the best and most comprehensive assistance to its community. The following is a reference list.

Campus Police	
EMERGENCY	911
Non-Emergency	620-2800
Investigations	620-1021
Off-Campus	
Police/Ambulance/Fire	911
UNF Victim Advocacy Program	620-1010
24 Hour Information & Referral	
“First Call”	632-0600 or 211
Drug Abuse Helpline	1-800-378-4435
Mental Health Center of Jacksonville	695-9145
Mental Health Resource Center	642-9100
Counseling Center (UNF)	620-2602
Poison Information Center (Florida)	800-282-3171
Poison Information (Jacksonville)	549-4480
Rape Crisis Hotline	355-RAPE (355-7273)
Sexual Assault Response Center	549-4600
Student Medical Services (UNF)	620-2900
Suicide Prevention Center	632-0600 or 1-800-346-6185
Victim Service Center	
(City of Jacksonville)	630-6300
UNF Information	620-1000

## **THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

(Formerly, the “Student Right to Know and Campus Security Act,” Public Law 101-542)

This law requires all postsecondary institutions to prepare, publish, and distribute certain information regarding campus crimes and security-related policies to all current students, employees, and to any applicant.

### **Crime Statistic Information**

Crime information is updated annually and may be obtained from the Department of Police and Public Safety. In addition, the University’s crime statistics are printed in the *Graduate Catalog*, *Undergraduate Catalog*, the *Course Schedule Booklet and Registration Schedule* or through the Internet at:

<http://www.unf.edu/dept/upd>

This information is being provided as part of the University of North Florida’s commitment to safety and security on campus and is the compliance document for the Crime Awareness and Campus Security Act of 1990.

### **Sexual Offender/Predator Information**

The Florida Department of Law Enforcement (FDLE) maintains a database of sexual offenders/predators. The address is: FDLE, Sexual Offender/Predator Unit, PO Box 1489, Tallahassee, FL 32302-1489, phone: (toll free) 1-888-FL-PREDATOR (357-7332).

You can access the sexual offender/predator database at:

[http://www3.fdle.state.fl.us/sexual\\_predators/](http://www3.fdle.state.fl.us/sexual_predators/)

### **CRIME PREVENTION INVOLVES EVERYONE!**

Programs and services provided by the University Police Department are free of charge. Information may be obtained by contacting the Department of Police and Public Safety, telephone 620-2800.

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Baccalaureate and Masters Degrees and is a Candidate for Accreditation with the above Commission to award the Doctor of Education Degree.