

# University of North Florida

## 2015 ANNUAL SECURITY AND FIRE SAFETY REPORT



**UNF**<sup>TM</sup>

**University of North Florida**  
**Campus Safety Report for 2015**

October 01, 2016

The Jeanne Clery Act, 20USC 1092(f) is part of the Higher Education Act of 1965. It requires colleges and universities to provide information about campus crime statistics and security policies for the previous calendar year. Additionally, in March of 2013, the President of the United States signed the Violence Against Women Reauthorization Act of 2013, which, among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures and programs pertaining to these incidents in our annual security report (ASR). This report is for the calendar year 2015. Print copies can be obtained by contacting University Police Department (UPD), Martin P. Garris Police Building, Building 41, or by calling (904) 620-2800; prospective employees may also request a copy of the report from the Human Resources Department in Daniels Hall, Building 1, or by calling (904) 620-2903. In reading this material, readers will see, that the University of North Florida (UNF) is a safe place to learn, live, work, or visit. Persons with hearing or speech disabilities may receive or call any UNF telephone number via 711 (Florida Relay for TDD/TTY).

This report is only complete if students, faculty, staff, and visitors inform the University of incidents that have occurred. University policies on the use and access to the campus, reporting of crimes, use of illegal drugs or underage drinking, other alcohol related crimes, emergency notifications and timely warnings to the University community may be found in this report, on the University regulations web page, UPD website, the parent handbook, or the student handbook. University policies related to safety and security are frequently reviewed. Effective dates are listed on University regulations.

If you have any comments, concerns, or questions relating to this document please direct them to:

Chief of Police

University of North Florida

1 UNF Drive, Building 41

Jacksonville, FL 32224

904-620-1020

## **POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT (ASR)**

In line with its commitment to campus safety and security, UPD under the direction of the Chief of Police, is primarily responsible for the preparation of UNF's annual security report<sup>1</sup>. The information necessary to prepare this report is compiled on an ongoing basis through collaboration with the UNF community as a whole. To that end, UNF President John Delaney established a Clery Act Committee comprised of members from across the University community.

Statistics are obtained from the UNF Police Records Management System, the Jacksonville Sheriff's Office Records Management System, Campus Security Authorities (CSAs) and the UNF Student Conduct Office records. Records from international and domestic travel are requested from the law enforcement agency serving the area visited. The UNF Police Accreditation Manager collects this information.

Print copies of the ASR can be obtained by contacting UPD, Martin P. Garris Police Building, Building 41, or by calling (904) 620-2800; prospective employees may also request a copy of the report from the Human Resources Department in Daniels Hall, Building 1, or by calling (904) 620-2903. An electronic version of the annual security report can be found on UPD's website, <https://www.unf.edu/upd/>.

## **REPORTING CRIMINAL OFFENSES**

Anyone who believes they have been the victim of crime or have information concerning a criminal incident is encouraged to contact UPD at (904) 620-2800 for non-emergencies or by dialing 911 in the case of an emergency. In the case of emergencies, if you are able, always get to a place of safety first.

Additionally, UNF utilizes 262 emergency two-way call boxes or "Code Blue" telephones placed throughout the campus, including in residence halls, parking lots and campus buildings that connect directly with the UPD. There are also 36 elevator telephones and 44 courtesy phones located throughout the campus, which can be used to connect with UPD. When using a "landline" on UNF property, you only need to dial 2800 to connect with UPD.

Finally, the University has designated a number of individuals as Campus Security Authorities (CSA). CSAs are required to report all criminal incidents about which they become aware to UPD. The University has designated the following as CSAs:

- Advisors to Registered Student Organizations
- All Sworn Police Officers
- Athletic Coaches
- Athletic Director
- Athletic Trainers
- Dean of Students and Assistant Dean of Students,
- Department of Campus Recreation – Director, Associate Directors, Assistant Directors and Coordinators
- Disability Resource Center – Director, Assistant Director, and Coordinator
- English Language Program - Director and Coordinator
- Environmental Health and Safety - Director, Assistant Director, and Coordinator

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<sup>1</sup> UNF Campus Safety and Security Reporting Policy 1.0120P , [http://www.unf.edu/president/policies\\_regulations/01-General/1\\_0120P.aspx](http://www.unf.edu/president/policies_regulations/01-General/1_0120P.aspx)

- Faculty Study Abroad Leaders
- Health Promotions - Director, Assistant Director, and Coordinators
- Housing and Residence Life – All Staff
- International Center – Director, Associate Director, and Coordinators
- Lesbian, Gay, Bisexual and Transgender Center – Assistant Director and Coordinator
- Military and Veterans Resource Center - Director and Assistant Director
- Office of Fraternity and Sorority Life – Director, Associate Director and Coordinators
- On Campus Transition Program – Coordinator
- Student Conduct - University Conduct Officer and Investigator
- Student Government – Director, Coordinator and Advisor
- Student Ombudsman
- Student Orientation Program – Director, Coordinators and Orientation Team Leaders
- Taylor Leadership Institute – Director
- Title IX Administrator and Coordinators
- Women’s Center – Director, Victim Advocates, Coordinator and all non-exempt counselors

## **VOLUNTARY CONFIDENTIAL REPORTING**

A victim of a crime, who does not want to pursue charges within the University System or the criminal justice system, may make a confidential report. This can be accomplished by contacting the Victim’s Advocate in the Women’s Center, using the campus 24-Hour Crisis Helpline (904) 620-1010, the UPD Silent Witness Report ([http://www.unf.edu/upd/Silent\\_Witness\\_Form.aspx](http://www.unf.edu/upd/Silent_Witness_Form.aspx)), contacting a Campus Security Authority or a Counselor in the University Counseling Center. The purpose of a confidential report is to comply with a victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of others and the victim. With such information, the University 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 crimes statistics for the institution.

Many crimes (especially sexual assaults) go unreported to police but may be reported to others. Because of a CSA’s involvement with student and campus activities, a student may be more comfortable sharing information regarding a crime with one of the positions listed above than with a member of law enforcement - thus the designation of the position as a Campus Security Authority. A campus security authority's key responsibility is to report to UPD all potential crimes that come to their attention. A CSA should advise a victim/witness of the CSA’s responsibility to report crimes and if the victim/witness requests confidentiality, a CSA may withhold the victim/witness’s personally identifiable information when reporting to UPD. In all cases, however, a CSA must report potential criminal incidents to UPD, regardless of whether the CSA is asked to withhold personally identifiable information. A CSA’s responsibilities **DO NOT** include investigating criminal incidents or determining whether an incident is actually a crime.

## Victim Advocates

The University's Victim Advocacy Program located in the Women's Center, Founders Hall, Building 2, Room 2100, 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 twenty-four (24) hours a day to respond to a crisis at (904) 620-1010 or by contacting the University Police Department at (904) 620-2800.

## Counseling Center

The University's Counseling Center located in Founders Hall, Building 2, Room 2300, can be reached at (904) 620-2602 between 8am and 5pm Monday through Friday. On nights, weekends, and holidays call (904) 620-2602; select option 2 to speak with a licensed telephone helpline counselor.

## SECURITY OF & ACCESS TO CAMPUS FACILITIES

University facilities are well maintained and in the interest of the students, faculty, and staff, security is a priority. Many events held in university facilities are open to the public as are other facilities, such as the bookstore, libraries, and cafeterias. Access to academic, residence and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other University business. Most of the academic and business buildings lock down automatically after normal hours. Some residence halls require a key to enter, while others are open much like apartments.

The security of and access to UNF Residence Halls is as follows:

- **Osprey Hall (Bldg. Z)** requires a University assigned proximity card to enter the building. Resident rooms are located off of an interior hallway and also require a University assigned proximity card to enter.
- **Ospreys Landing (Bldgs. W, X, and Y) resident rooms are** located off of an exterior courtyard. Resident rooms require a University assigned proximity card to enter.
- **Osprey Cove (Bldgs. T, U and V)** resident rooms are located off of an exterior courtyard. Resident rooms require a University assigned proximity card to enter.
- **Osprey Village (Bldgs. A-G)** resident rooms are located off of an exterior courtyard. Resident rooms require a key to enter.
- **Osprey Crossings (Bldgs. Q-S)** requires a key to enter the building. Resident rooms are located off of an interior atrium. Resident rooms require a key to enter.
- **Osprey Fountains (Bldg. 55)** Residents rooms are located off of interior hallways. A key is required to enter the building, individual towers, resident room doors and individual suite doors.
- **The Flats at UNF** resident rooms are located off of an exterior breezeway. Resident apartment doors require a key to enter, as do individual bedroom doors.

## Physical Access Control

The University of North Florida lock shop is responsible for the issuance and removal of access to main campus buildings. All campus keys are issued from the lock shop after an individual key holder has been approved through the department's key approval process. Once a key is issued, a permanent record of the transaction is retained in the lock shop for the duration of the individual key holder's employment or affiliation with the University. When a key holder separates from the University, the key holder is required to turn their individual

keys into the lock shop to be inventoried. As a policy, hard keys are only issued to permanent University staff and faculty. Adjunct faculty, students and campus visitors are only issued electronic keys that are set to expire no more than one year from the date the key was issued or at the end of a project/event if sooner than one year. Key access is granted to campus contractors via a University employee sponsor or through a controlled electronic key box. Active electronic keys can also be removed from the system via the lock shop if circumstances require it. Human Resources provides the lock shop with a list of employees who have separated from the University as they occur. The University is also now deploying a new proximity access card that will be incorporated with the standard identification card. This will be a phased deployment starting with housing and will be included in the construction of new facilities or major renovations over the coming years.

## **Lockdown System**

All University buildings and some classrooms feature remote locking systems. UPD has the ability to selectively lock down buildings or the entire campus in the event of an emergency. Classrooms equipped with this system can also be locked down by the instructor through a switch located at the front of the classroom.

## **Safety Walks**

The University Safety Advisory Council conducts an annual night safety walk to inspect all areas of campus for lighting levels, obstructions, over grown landscaping and other elements that could contribute to poor visibility. Projects are identified from the walk for Physical Facilities to act on. Additionally, Physical Facilities produces a weekly lighting report that identifies any light fixtures that are out on campus. Light fixture repairs are handled internally through standard work orders or contracted out if required.

## **LAW ENFORCEMENT & JURISDICTION POLICY STATEMENTS**

In accordance with 1012.97, Florida Statutes, and UNF Regulation 4.0060R University Police Qualifications, UPD are sworn law enforcement officers of the state with the power to arrest, in accordance with state laws, any person in violation of the law. UPD's power to arrest covers the entirety of the UNF campus as well as property within 1,000 feet of UNF property or beyond in certain instances such as hot pursuit originating within UPD jurisdiction. UNF employs 32 sworn police officers, including patrol officers and detectives. UPD is charged with protecting UNF's population, buildings, grounds and equipment, preserving the peace, providing general police services to the University Community, and enforcing the laws of the State of Florida, the Ordinances of the City of Jacksonville, and policies and traffic regulations of UNF.

UPD maintains an ongoing relationship with the Jacksonville Sheriff's Office through a Voluntary Cooperation and Operational Assistance Law Enforcement Mutual Aide Agreement. This agreement is allowable under the Mutual Aid Act, Chapter 23, Part I, Florida Statutes. The agreement permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines and provides for rendering of assistance in a law enforcement emergency.

Apart from members of the UNF community who are required to report to UPD, anyone who has information concerning a criminal incident is encouraged to contact the UPD via telephone at (904) 620-2800 or in person at the Martin P. Garris Police Building, Building 41.

## **ACCURATE AND PROMPT REPORTING**

The gathering of crime statistics for this report is done through the UNF Police Records Management System, the Jacksonville Sheriff's Office Record Management System, Campus Security Authorities and UNF Student Conduct Office records. The accuracy of these records relies on prompt reporting by all members of the UNF community of criminal incidents.

Anyone who believes they have been the victim of crime or have information concerning a criminal incident is encouraged to contact UPD at (904) 620-2800 for non-emergencies or by dialing 911 in the case of an emergency. In the case of emergencies, if you are able, always get to a place of safety first.

Additionally, UNF utilizes 262 emergency two-way call boxes or “Code Blue” telephones placed throughout the campus, including in residence halls, parking lots and campus buildings that will connect directly with UPD. There are also 36 elevator telephones and 44 courtesy phones located throughout the campus all of which can be used to connect with UPD. If using a “landline” on UNF property, you only need to dial 2800 to connect with UPD.

Finally, a victim of a crime who is unable or elects not to make a formal report themselves may report to any one of the designated CSAs listed above. Also, the Victim Advocates, professional counselors in the Counseling Center, health care professionals in Student Health Services, and pastoral counselors are another source for confidential reporting and/or support for those who do not wish to personally make a report. Contact information for these offices/units is listed at the end of this report.

For crimes occurring near campus but outside the UPD jurisdiction call the Jacksonville Sheriff’s Office by dialing 9-1-1 in the event of an emergency, or by the direct non-emergency number, (904) 630-0500.

### **Confidential reporting**

UPD strongly encourages anyone who believes they have been the victim of a crime or who has information concerning a criminal incident to report directly to UPD or a designated CSA immediately. Prompt and accurate reports of incidents are integral to UPD performing their campus safety function.

However, UNF recognizes that there are instances when a person, for various reasons, does not wish to pursue an incident in the University conduct or criminal justice system. If you wish to remain anonymous when reporting an alleged criminal incident to UPD, you may use the Silent Witness Form located on UPD’s website.<sup>2</sup> When reporting a crime to a CSA a request of anonymity may be made. This does not relieve the CSA of their responsibility to report to UPD, however the CSA can withhold personally identifiable information.<sup>3</sup> Additionally, confidential reports may be made by using UNF’s 24-Hour Crisis Helpline, (904) 620-1010, which connects with the Victim Advocates in the UNF Women’s Center.

Additional resources for confidential reporting include Student Health Services and UNF’s Counseling Center.

The purpose of a confidential report is to balance a victim’s desire not to pursue a matter in either the University conduct system or criminal justice system, while still allowing UPD and others responsible for campus safety to take steps to ensure the future safety of the campus community, such as determining patterns of crime with regard to a particular location, method or assailant, and alerting the campus community to potential danger.

Many crimes (especially sexual assaults) go unreported to police but may be reported to others. Because of a CSA’s involvement with student and campus activities, a student may be more comfortable sharing information regarding a crime with one of the individuals employed in the positions listed above than with a member of law enforcement - thus the designation of the position as a Campus Security Authority. A campus security authority’s key responsibility is to report to UPD all potential crimes that come to their attention. A CSA should advise a victim/witness of the CSA’s responsibility to report crimes and if the victim/witness requests confidentiality, a CSA may withhold the victim/witness’s personally identifiable information when reporting to UPD. In all cases, however, a CSA must report potential criminal incidents to UPD, regardless of whether the CSA is asked to withhold personally identifiable information. A CSA’s responsibilities **DO NOT** include investigating criminal incidents or determining whether an incident is actually a crime.

### **MONITORING & RECORDING OF CRIMINAL ACTIVITY - NONCAMPUS**

The University of North Florida has no off campus student organizations.

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<sup>2</sup> UNF Silent Witness Form, [https://www.unf.edu/upd/Silent\\_Witness\\_Form.aspx](https://www.unf.edu/upd/Silent_Witness_Form.aspx)

<sup>3</sup> UNF Campus Safety and Security Reporting Policy 1.0120P , [http://www.unf.edu/president/policies\\_regulations/01-General/1\\_0120P.aspx](http://www.unf.edu/president/policies_regulations/01-General/1_0120P.aspx)

## POLICY FOR TIMELY WARNINGS

UPD, in consultation with UNF President John Delaney or his designee(s), is responsible for issuing timely warnings to the UNF community. Timely warnings are issued when the appropriate persons determine that a campus crime has been committed or is being committed that represents an ongoing threat to the safety of students and employees. The decision to issue a timely warning is made on a case-by-case basis and the timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to the university community and the possible risk of compromising law enforcement efforts.

Some examples of crimes for which a timely warning would be issued are:

- Arson
- Burglary
- Aggravated Assault/Battery
- Criminal Homicide
- Motor Vehicle Theft
- Robbery
- Sex offenses
- Hate Crimes

The above list provides examples of situations where a timely warning might be used. However, there is no set list of situations for which UNF will decide to utilize a timely warning and the case-by-case determination procedure ensures that if the situation warrants, no matter the crime, a timely warning will be utilized.

While UPD and the University's Public Information Office are responsible for issuing a timely warning, the decision to issue a timely warning is made in consultation with the University's General Counsel's Office, the University's Public Information Officer, the Dean of Students, and if necessary, the President of the University's Chief of Staff.

When the decision to issue a timely warning is made, it is accomplished across multiple mediums. Notification of students, faculty and staff may be done via a recorded message to the phones of students, faculty and staff, text messages to students, faculty and staff, indoor and outdoor on-campus public address announcements, information posted on the UNF homepage ([www.unf.edu](http://www.unf.edu)), myWings and portals, information recorded on UNF's main phone number (904) 620-1000, information on TV screens on campus, information distributed to the news media and information on UNF's official social media sites, including Facebook and Twitter accounts. When a timely warning is issued, the warning may include, but is not limited to the following information:

- Crime type
- Date
- Time
- Location of crime
- Available suspect information
- Possible actions members of the UNF community can take to avoid the incident

For more information on UNF's Timely Warning Policy please see UNF Timely Warning Policy 1.0100P.<sup>4</sup>

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<sup>4</sup>UNF Timely Warning Policy 1.0100P, [\(insert new link when policy is adopted\)](#)

## **EMERGENCY NOTIFICATION POLICY**

In addition to UNF's timely warning system for Clery crimes, UNF also utilizes an emergency notification system to be used when there is a perceived immediate threat to the health or safety of students and employees. The purpose of the emergency warning, like timely warnings, is to ensure the warning is issued without delay and to further ensure the safety of the campus community when a possible or actual threat exists. Emergency warnings are used for situations such as:

- Active Shooters
- Explosions
- Hostage situations
- Weather emergencies

For incidents involving an immediate threat, the determination to initiate an emergency notification is made by the UPD. The nature of the emergency determines the content of the notification, which will be made by on-duty UPD personnel or a Public Information Officer. After the initial emergency notification the UNF Crisis Management Team (CMT) may be activated for any follow-up actions and or notifications.

Like the timely warning system, the emergency warning system uses multiple communication methods including a campus wide public announcement speaker system, e-mail, voicemail, UNF emergency notification webpage (<http://www.unf.edu/emergency>), text messages, social media, UNF's homepage, and news releases to campus and local media.

For additional details concerning Emergency Notifications see please the UNF Comprehensive Emergency Management Plan and the UNF Timely Warning and Emergency Notification Policy.<sup>56</sup>

## **EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES**

To ensure the effectiveness of UNF's timely warning and emergency notification systems they are tested a minimum of once per year. System testing may be announced or unannounced. The tests drill the emergency communications, response and evacuation procedures. This includes testing the indoor/outdoor public address systems and mass notification systems such as e-mail or text messages. The Department of Environmental Health and Safety (EH&S) and the Office of Public Relations are responsible for the system testing. UPD and EH&S are responsible for maintaining documentation of the system tests including describing individual tests, date and time, and whether the test was announced or unannounced.

## **PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING**

### Primary Prevention and Awareness Programs

Although UNF has a number of resources available to victims of sexual misconduct such as the Counseling Center, Women's Center, Victim Advocacy Program, Office of Equal Opportunity and Diversity, and Title IX administrator. UNF also believes in the power of preventative education and awareness.

To that end, UNF utilizes an interactive sexual violence and Title IX education program and/or direct training to incoming students before they arrive on campus.

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<sup>5</sup> UNF Comprehensive Emergency Management Plan, <https://www.unf.edu/uploadedFiles/anf/ehs/UERP.pdf>

<sup>6</sup> UNF Timely Warning Policy 1.0100P, (insert new link when policy is adopted)

The online training module is offered to all students. *Think About It: Turning Points*, is a primary prevention program that addresses sexual misconduct and substance abuse in a single online training course. *Think About It: Turning Points* program features, amongst other aspects:

- What constitutes sexual violence and sexual harassment, as well as mandated definitions of key legal terms—including consent, rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and victim protection orders—as defined by the applicable jurisdiction.
- A section for sexual misconduct policies (including the statement that the Institution prohibits offenses such as rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking) along with an electronic acknowledgement of those policies.
- Extensive training on bystander intervention, including the importance of intervention and the most effective strategies for bystanders.
- Information on reducing the risk of becoming a victim of sexual violence and sexual harassment, including the warning signs of abusive behavior and rape-tolerant attitudes.

Additionally, the Title IX Administrator, in conjunction with the Office of the General Counsel, provides in-person training to employees during new faculty orientation, graduate teaching orientation and student groups. Both methods of training are ongoing efforts by the University.

## **UNF EFFORTS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

UNF is committed to providing a campus environment free from sexual violence. The crimes of dating violence, domestic violence, sexual assault and stalking are prohibited. Additionally, consent provided by all parties to sexual activity is required at all times during that activity. Those terms are defined by Florida Statutes and UNF Sexual Misconduct Regulation 1.0050R<sup>7</sup>, as follows:

- **Dating Violence** (F.S. 784.046) means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Domestic Violence** (F.S. 741.28) means violence committed by the victim's current or former spouse, by a person who is or was a cohabitant with the victim as a spouse or intimate partner, by a person with whom the victim shares a child in common, by a family member, or by any other similarly situated person under domestic or family violence law.
- **Sexual Assault** is a broad term encompassing "sexual exploitation," "sexual harassment," "non-consensual sexual contact," "non-consensual sexual intercourse," "dating violence," and "domestic violence" as defined in this regulation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
- **Stalking** (F.S. 784.048) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking.
- **Consent** means a knowing, voluntary informed affirmative act or statement by each person involved to engage sexual activity. It is the responsibility of each person involved in any sexual activity to ensure that they have the affirmative consent of the other or others to engage in sexual activity. Lack of protest, lack of resistance or silence does not mean consent. Consent cannot be

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<sup>7</sup> UNF Sexual Misconduct Regulation 1.0050R, [http://www.unf.edu/president/policies\\_regulations/01-General/1\\_0050R.aspx](http://www.unf.edu/president/policies_regulations/01-General/1_0050R.aspx) (currently under revision to incorporate Violence Against Women Act ("VAWA") changes)

obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity. Consent must be ongoing throughout a sexual activity and can be revoked at any time as long as the withdrawal is affirmatively communicated by the person withdrawing consent through words or actions. If a party to sexual activity falls asleep during the sexual activity they lack the capacity to provide consent to further sexual activity. Consent to one act by itself does not constitute consent to another act. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

For more information concerning prohibited sexual misconduct please see UNF Sexual Misconduct Regulation 1.0050R.<sup>8</sup>

### **Bystander Intervention<sup>9</sup> – A Community Responsibility**

Achieving the University's commitment to providing an inclusive and welcoming environment for all who interact in our community is a ***shared responsibility*** that requires all community members to act when they observe discriminatory or harassing behavior. This means not only reporting behavior in violation of this regulation but if a community member can *safely intervene* to encourage others engaging in actions in violation of this regulation to cease their inappropriate conduct they are encouraged to do so. Examples of how to safely intervene, include, but are not limited to the following:

- Educate yourself and others by reading and understanding this regulation.
- Make sure you know to whom and where to report incidents, the services available to victims/survivors as detailed in the regulation and discussing these issues with others to raise awareness in the campus community.
- Gain awareness of the challenges and experiences of others different than you by interacting and communicating with them and/or reading articles and books regarding cultural and other diversity initiatives.
- When you hear friends or acquaintances making discriminatory or harassing remarks, encourage them to refrain from such behaviors and explain to them why their actions may be harmful to others.
- Don't assume someone else will take action when you observe discriminatory or harassing behavior.
- When you see something that is wrong, don't be afraid to speak up.

It cannot be emphasized enough that community members should only personally intervene when they feel it is safe to do so; therefore, if a community member has concerns about safely intervening, do not condone objectionable actions but instead intervene by reporting the inappropriate behavior to an administrator or other University official.

### **Safe and Positive Options for Bystanders**

Through educational presentations, members of the University community are encouraged to become active bystanders to enhance safety for all. Information is provided on both direct and indirect interventions through "What would you do" scenarios. This provides examples of safe and comfortable interventions a person could use to assist others. Not doing anything is not an option.

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<sup>8</sup> UNF Sexual Misconduct Regulation 1.0050R, [http://www.unf.edu/president/policies\\_regulations/01-General/1\\_0050R.aspx](http://www.unf.edu/president/policies_regulations/01-General/1_0050R.aspx) (currently under revision to incorporate Violence Against Women Act ("VAWA") changes)

<sup>9</sup> UNF Non-Discrimination, Equal Opportunity and Diversity Regulation 1.0040R, [http://www.unf.edu/president/policies\\_regulations/01-General/1\\_0040R.aspx](http://www.unf.edu/president/policies_regulations/01-General/1_0040R.aspx)

## **Risk Reduction and Student Safety Tips**

For many of our students, living and/or studying on a university campus will be a new experience. During this time you will make new friends, face new challenges, and be a part of a new and ever-changing community. As with any community, safety is an important priority. UNF is a friendly, caring and trusting community, but we are not immune to problems associated with crime. It is our pledge that we, as your police department, will do everything we can to keep you safe. But for us to do our job, we need the help of the entire UNF community. As a member of the University community students and employees can help control crime by reporting suspicious activity, taking extra precautions and being aware of the crimes that could affect you. Do not hesitate to contact UPD at (904) 620-2800 for additional information or to report any of your concerns. Risk reduction educational presentations are provided throughout the year to students and employees. Further information is also available on the Women's Center website, <https://www.unf.edu/womens-center/>.

The following are some tips to help individuals and our community to stay safe:

### **Suspicious Activity**

Anyone who sees suspicious activity on campus is encouraged to contact UPD, (904) 620-2800. Suspicious activity may include unfamiliar persons loitering around campus, a person "cruising" the parking lot or someone trying to sell things door-to-door. Please do not hesitate to call UPD; they are here to make the campus a safe place.

### **Locking Doors and Windows**

It may seem simple, but it is very important to lock your doors and easily accessible windows, even when you are gone for just a few minutes. Most crimes are crimes of opportunity. It only takes a few seconds for someone to enter your room or your car and take your valuables or harm you. UPD recommends that you always lock your door and windows.

### **Letting Friends Know Where You Are and Who You Are With**

While "checking in" might not seem like the cool thing to do, it could save your life. If you are going out with someone you don't know very well or if you are going outside of campus alone, check in with a friend. That way there will be someone who can alert UPD that you may be in trouble and will generally know where you are. Remember, as members of the UNF community UPD is here to serve you, but it takes a concerted effort by the community to help keep UNF a safe place to live, study, learn and work.

### **Ongoing prevention and awareness campaigns for students and employees**

In addition to UNF's primary sexual violence educational program, the University also promotes a number of ongoing events and resources throughout the year aimed at educating its community on topics ranging from bystander intervention to sexual violence awareness. Specifically, those prevention and awareness programs include:

- **Purple Ribbon Campaign**

In observance of October as Domestic Violence Awareness Month, purple ribbons and bows are displayed throughout campus. The ribbons symbolize support and assistance for women and men impacted by intimate partner violence (domestic and dating violence, sexual violence and stalking). They also remind us that intimate partner violence is not a private matter, but a public concern that impacts the entire community.

- **Take Back the Night**

Take Back the Night brings the campus community together to stand in unity against interpersonal violence. This event includes a cross-campus march, a candle-lighting ceremony that honors victims and survivors of violence, a survivor speak-out, a resource fair and a pledge to end violence, where participants share testimonies of their commitment to eradicate violence.

## Spring Break Safety Awareness Campaign

Primary prevention educational materials were posted to restroom mirrors throughout campus to increase awareness of intimate partner violence. Eight different messages were displayed in both female and male restrooms. The signs also provided information on campus victim advocacy services.

- **A Walk in A Woman's Shoes and the Clothesline Project**

In observance of April as Sexual Assault Awareness Month, the campus and broader Jacksonville community come together for an awareness event that encourages all to take a stand and speak out against sexual violence. At this enlightening educational event, men don high heel shoes to literally stand against sexual violence and the clothesline project is displayed – allowing members of the campus community to reflect on the messages on the shirts and create additional shirts that tell their stories of violence and triumphs. In addition, a resource fair is held to connect members of campus with both campus departments and community organizations that provide assistance and support service to those impacted by sexual violence.

- **Presentations and Workshops**

The Women's Center presents to students, in the classroom, material concerning sexual violence, dating violence, domestic violence, stalking, bystander intervention and risk reduction. Presentations are tailored depending on the amount of time available in a given class and the focus of the audience.

- **Campus-wide No More Awareness Program**

The "No More Campaign" seeks to raise awareness of sexual assault and domestic violence on UNF's campus as well as serve as an informational tool so that students know where to get help. "No More Week" will offer fun and engaging activities to students in hope that we will spark their interest in raising awareness for the topic and becoming active members of their community."

## PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING HAS OCCURRED

If you believe you have been the victim of sexual assault, domestic violence, dating violence or stalking, the first thing you should do is seek out a safe location. Whether that is a friend's residence or an on-campus resource such as the Women's Center or UPD, safety should be your first concern.

Seek medical care as soon as possible, as this will not only protect your own wellbeing but can also help gather and preserve any evidence of your assault. Free forensic medical examinations are available up to 120 hours after the assault from the Sexual Assault Forensic Exam (SAFE) Program at the Women's Center of Jacksonville Rape Recovery Team, (904) 721-RAPE (7273).

If you believe you were drugged, immediately inform medical personnel. Drugs commonly used during assaults leave the body fairly rapidly and medical personnel's knowledge of your suspicion of being drugged will aid in their treatment and any evidence gathering efforts. Additionally, if you believe you have been a victim of sexual assault, domestic violence, dating violence, stalking or any other crime, UNF urges you to contact UPD immediately by dialing 9-1-1 for emergencies or (904) 620-2800 for non-emergencies.

You are not required to contact UPD, however, doing so will help ensure your future safety and allow UPD to take steps to protect the campus community as a whole.

If you choose to report your assault, preservation of physical evidence is important. **DO NOT** shower, bathe, eat, drink or brush your teeth until you can be examined by a medical personnel. **DO NOT** wash the clothing you were wearing when you were assaulted; instead place those items in a paper bag to preserve them as evidence. The preservation of physical evidence may assist in proving that the alleged offense occurred and will be useful if you seek any sort of protective order.

Other resources available include contacting UNF's 24-hour Crisis Helpline (904) 620-1010, which will connect you directly with a Victim Advocate. You can also seek out a Victim Advocate in person by visiting the Victim Advocacy Program located in UNF Women's Center, Founder's Hall, Building 2, Room 2100. A Victim Advocate can provide emotional support, assistance and inform you of your rights and options in both the criminal justice system and the UNF system. The UNF Counseling Center is also an available resource. The Counseling Center can provide mental health services to the UNF community in either group session or individual sessions. The Counseling Center is located in Building 2, Room 2300, (904) 620-2602. An after-hours telephone helpline is available by calling (904) 620-2602 and choosing option 2 following the voicemail prompt.

## **Protective Orders**

Victims of domestic violence, repeat violence, sexual violence and stalking may also have the option to file "no contact" orders, restraining orders or similar lawful orders with the criminal court system, civil court system or through UNF. The Women's Center's Victim Advocates will help a victim who is seeking any form of protective order. Additionally, victims may contact the Women's Center of Jacksonville or the local domestic violence centers.

When going to the Courthouse to file any form of protective order, you should bring the following items:

- Identification
- Information concerning location of the alleged abuser.
- Other information, such as pictures, of the alleged abuser.
- Any papers relating to your complaint/case.

The courthouse is located at 501 W. Adams Street. A request for a protective order should be brought before the Clerk of the Court's Office, located in courthouse room 2409, (904) 255-2000.

Persons seeking no contact orders through the University conduct system should contact the Dean of Students, Founders Hall, Building 2, Suite 1011, (904) 620-1491.

Further information may also be found at:

UPD's FAQ webpage:

[https://www.unf.edu/upd/Frequently\\_Asked\\_Questions.aspx](https://www.unf.edu/upd/Frequently_Asked_Questions.aspx)

Women's Center Victim Advocacy FAQ webpage:

[https://www.unf.edu/womens-center/Victim\\_Advocacy\\_FAQ.aspx](https://www.unf.edu/womens-center/Victim_Advocacy_FAQ.aspx).

## **Confidentiality**

Many victims of dating violence, domestic violence, stalking or other crimes of sexual assault are reluctant to report those crimes to the authorities because of the personal nature of the incident, because they are embarrassed, because they are scared that reporting will place them in greater danger with their assailant or for a number of other reasons. Because of the personal nature of reporting those types of incidents, UNF will respect victim's requests for confidentiality and will protect the victim's personally identifiable information to the extent possible. Victims will be assisted by campus authorities in notifying law enforcement authorities, if the victim so chooses.

Florida's public records laws are very broad, however, Florida Statute Chapter 119 explicitly forbids the release of the identity of victims of certain crimes, including sexual assault. Additionally, when a complaint of sexual assault is brought to the attention of a UPD officer, a General Offense/Incident Report will be written unless the victim states they do not want a police report generated. In that case, the victim's request will be honored. The victim will be advised that they may decide to report the incident to police anytime within one year of the offense if they wish to pursue criminal charges.

In instances where a UNF employee holds a position where they are required to report crimes, such as a Clery Campus Security Authority or Title IX Responsible Employee, a victim's request of anonymity will still be honored. When those required reporters learn of an incident they must report, however, they will not reveal personally identifiable information if such a request is made by the victim. Where such reports necessitate a Timely Warning or Emergency Notification, the notification is, to the extent possible, fashioned to shield the victim's identity.

Concerning the UNF conduct process, all student hearings are closed to the public. At the request of a victim in cases involving sexual misconduct, physical violence or stalking charges, the alleged victim may request their conduct case in a separate room from the charged student.

### **Right to Receive Written Notification of Services Available to Victims**

UNF is committed to providing for its community, regardless of where an incident takes place, on or off campus, all reasonable accommodations to help victims cope. Following a report, or in lieu of a report or a request from a victim, UNF will provide to the victim a Victim/Witness Service Guide which contains an explanation of their rights and options.

One of the main sources of assistance and services for victims is the Victim Advocacy Program. The Victim Advocates provide a support person for anyone who may have been a victim of sexual assault or other instances of crime. A Victim Advocate provides immediate and confidential support for victims and ensures the right of the victim to be informed and treated with sensitivity and fairness. A Victim Advocate can also make referrals/assist victims in locating additional needed services such as:

- Crisis Intervention
- Emotional Support
- Evaluation of Options
- Safety Planning
- Explanation of Rights
- Accompaniment through the Criminal Justice and UNF conduct systems
- Assistance in filing for crimes compensation
- Documentation of victimization for school or employment accommodation
- Assistance in completing victim impact statement
- Facilitate student adjustment and personal growth
- Assist in developing new strategies to resolve problems and develop affective behavior to cope with adjustment and stress
- Provide preventative and education programs in areas concerning student mental health

In general, the Counseling Center is another service available to survivors of sexual assault. Students and employees are provided assessment, individual counseling, crisis intervention, consultation and referrals. UNF employees, if needed, can avail themselves to the Employee Assistance Program (EAP) by calling (877) 240-6863.

In incidents involving international students, the International Center is available to facilitate with any visa/immigration assistance that may arise.<sup>10</sup> For incidents that may affect a student's financial aid, admission status, registration or academic records, One-Stop student services is available.<sup>11</sup>

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<sup>10</sup> <http://www.unf.edu/intlctr/>

<sup>11</sup> <http://www.unf.edu/onestop/>

If you wish to learn more about your rights, or if you believe that UNF is violating federal law, you may contact the U.S. Department of Education, Office of Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov). If you wish to fill out a complaint form online, you may do so at [www.ed.gov/ocr/complaintintro.html](http://www.ed.gov/ocr/complaintintro.html).

## Registered Sex Offender Policy

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide UNF with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at UNF.

Concerned citizens may check the Florida Website at: <https://offender.fdle.state.fl.us/offender/univSearchNav.do?link=standard>.

The UPD website has recent offenders living in the area listed under Sexual Offender/Predator Alerts in the left (blue) margin of their homepage.

## DISCIPLINARY PROCEDURES

In UNF disciplinary cases involving alleged dating violence, domestic violence, sexual assault, or stalking the institution has specific and at times distinct procedures it must follow to not only allow for a fair and impartial process from the initial investigation to the final result, but also to accommodate alleged victims because of the sensitive nature of these crimes.

### Types of disciplinary procedures for students:

Disciplinary proceedings follow the UNF Student Conduct Code 5.0010R<sup>12</sup>. Upon receipt of the allegation, a determination will be made if reasonable cause exists and a charge letter will be issued to the student within 30 class days, except in extenuating circumstances. There are two types of proceedings that may take place, an administrative hearing or a panel hearing.

**In an administrative hearing** the charged student meets individually with a Hearing Administrator who reviews the reported charges against the student and all other relevant information to determine whether a charged student is “responsible” or “not responsible” for the alleged charges against him/her. The hearing will be scheduled no sooner than 3 class days after the conduct review and generally no later than 14 class days after the conduct review at the discretion of the Hearing Administrator.

**In a panel hearing** the charged students meets with the student conduct board. The hearing will be scheduled no sooner than 3 class days after the conduct review and generally no later than 14 class days after the conduct review at the discretion of the Hearing Administrator.

The board is comprised of 3-6 individuals and will be made up of a mix between students and faculty/staff with a minimum of fifty percent student representation. The panel will review information to determine whether a student is “responsible” or “not responsible”.

To file and initiate the complaint process, any member of the UNF community may report alleged violations of student misconduct. Those reports should go to either the Student Conduct Office or UPD. Receipt of a report will initiate an investigation. Based on the investigation, a determination will be made as to whether the student/student group will be charged with a violation of the Student Code of Conduct, or whether alternative action is appropriate.

Whether an administrative hearing or a panel hearing is used depends on the student’s choice. However, the hearing administrator has discretion to determine that a specific violation should be heard before a panel, when

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<sup>12</sup> UNF Student Conduct Code 5.001R, [http://www.unf.edu/president/policies\\_regulations/05-StudentAffairs/5\\_0010R.aspx](http://www.unf.edu/president/policies_regulations/05-StudentAffairs/5_0010R.aspx)

seriousness of violation and interest of fairness warrant such a decision. Cases involving the same incident may be heard together if the students involved waive their rights to individual hearings.

Unlike cases in criminal court, the standard of evidence used in UNF's disciplinary process is the "preponderance of the evidence" standard. At the hearing, evidence heard may include testimony from the alleged victim, charged student, any witnesses and any other witnesses or evidence that offers relevant information. A witness may only be present during the time they are giving testimony.

## Types of Sanctions, Students

A sanction is the University's educational response to address student behavior when a student has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the Vice President for Student and International Affairs (or designee) after his/her review of the Hearing Body's decision that a student is responsible for the reported conduct charges. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed:

- **Reprimand:** a written statement placed in a student's disciplinary file
- **Community Service Hours:** Assignment to perform tasks or services under the supervision of a University department or community service agency.
- **Reflective Learning:** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, or other educational activities.
- **Counseling Assessment and Compliance:** Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the UNF Office of the Dean of Students for alcohol and/or drug education and assessment, but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment.
- **Restitution:** Payment of actual damages or loss of services to the University or victim.
- **Disciplinary Probation:** A period of time during which any further violation of the Student Conduct Code put the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion from the University.
- **Restrictions:** Restrictions that may be placed on a student include, but are not limited to, participation in clubs, group activities, athletics, holding leadership positions, contact with specified person and/or change in housing assignment.
- Removal from the classroom
- Exclusion from University Housing (either temporary or permanent)
- **Suspension:** Separation from the University for a certain period of time.
- **Expulsion:** Separation from the University without the possibility of readmission.
- **Withholding** of registration, diplomas, transcripts or other records
- **Transcript Notations:** A written notation indicating that disciplinary action was taken.

Any individual who is found to have intentionally filed a false report of sexual assault will be subject to disciplinary action, up to and including termination of employment, or dismissal from the university.

## **Disciplinary Proceedings, Faculty and Staff**

For faculty and staff, those accused of engaging in sexual misconduct will have the allegations against them investigated and if it is determined the faculty or staff member engaged in conduct in violation of University regulations, they will be referred to their supervisor who will determine appropriate disciplinary action. Disciplinary action will be rendered in accordance with applicable collective bargaining agreements and UNF's Personnel Program.

The University has an obligation to promptly respond to allegations of sexual misconduct and will proceed, unless exceptional circumstances dictate otherwise, with its own investigative and disciplinary procedures against faculty and staff while criminal charges are pending.

Discipline may only be imposed for "just cause". Disciplinary actions include oral reprimand, written reprimand, reduction in pay, disciplinary demotion, suspension, and dismissal (reduction in pay and disciplinary demotion are not "steps" in progressive discipline, but are generally equivalent to a suspension).

For more information concerning faculty/staff disciplinary procedures please see UNF Disciplinary Action Regulation 4.0260R.<sup>13</sup>

## **Range of Protective Measures Institution May Offer**

Following an allegation of dating violence, domestic violence, sexual assault or stalking, UNF may offer an alleged victim a number of protective measures. For those who report sexual violence, they have the right to request immediate help, such as changing classes, residence halls, or transportation or issuing no contact orders through the Dean of Students. The University's aim is to minimize the burden on the complainant to accomplish these things.

In certain circumstances involving a student's actions that may affect the safety, health, or general welfare of the student or University community, (including, but not limited to violations of drug possession and/or intent to distribute, sexual misconduct, endangerment, harassment, and weapons possession) the Vice President for Student and International Affairs may impose an immediate University suspension prior to the student's hearing with a hearing body. An immediate suspension means a student cannot be on University Property, cannot attend classes, and cannot use University facilities.

An individual who reports an allegation of dating violence, domestic violence, sexual assault or stalking, to UPD or other applicable UNF representative, will receive information regarding UNF services to assist them including the UNF Victim Advocacy Program through the University's Women's Center. The complainant will receive an advocate who will assist the complainant in assessing their options as well as serving as the individual's liaison for on and off campus services. The complainant also has a right to an impartial investigation of complaints, to have an advisor present during all stages of the investigation, to present evidence and witnesses, and to appeal any outcomes.

Additional complainant's rights in an action under the Code of Student Conduct include protection from admissibility of victim's past sexual history unless such history is deemed relevant to the conduct or disciplinary proceedings (i.e. – former or existing relationship), notification of the outcome of the hearing simultaneously with the accused and a right to appeal any conduct finding. Also, the University will take immediate efforts to accommodate special requests by the individual reporting dating violence, domestic violence, sexual assault or stalking, such as campus housing and course enrollment changes.

## **Prompt, Fair and Impartial Process**

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Student conduct procedures include a prompt, fair and impartial process from the initial investigation to the final result. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of the Student Code of Conduct without information

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<sup>13</sup> UNF Disciplinary Regulation 4.0260R, [http://www.unf.edu/president/policies\\_regulations/04-HumanResources/4\\_0260R.aspx](http://www.unf.edu/president/policies_regulations/04-HumanResources/4_0260R.aspx)

showing that it is more likely than not that a violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The complainant and the respondent have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent have the opportunity to have an advisor of his/her choice accompany them when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. An advisor, however, may not speak on behalf of the student or take any other active role in the conduct process.

Every panel member serving in sexual misconduct hearings receives an 8-hour training course facilitated by the Dean of Students Office. The training involves educating panel members on the conduct process and the dynamics of sexual assault, domestic violence, dating violence, and stalking. The training covers investigating, putting pieces together, what questions to ask, addressing witness credibility, defining consent, defining incapacitation, how to ask questions, amongst other areas.

It is the respective party's responsibility to make appropriate arrangements for their advisor to attend the review or hearing, which shall not be delayed due to scheduling conflicts of the chosen advisor. Students, complainants, and witnesses are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of their party unless expressly authorized to do so by the hearing body. The respondent, complainant and witnesses shall provide the advisor's name in writing to the Student Conduct Office two (2) class days prior to the hearing. If an advisor is an attorney, the respective party must notify the Hearing Administrator assigned to the case of the attorney's name and address. An advisor may be removed from the hearing if it is determined that their presence is disruptive. The advisor may not serve as a witness.

All hearing decisions will be communicated in writing to the charged student within fourteen (14) class days from the conclusion of the hearing process. In cases of dating violence, domestic violence, sexual assault, and stalking notice to the parties will be made simultaneously. The decision letter will include the rationale, the hearing decision, and sanction(s) imposed (if applicable). This time limit may be extended if necessary where additional consideration of evidence and deliberation is required. The student will be informed of the estimated duration of this extended time period.

Complainants alleging dating violence, domestic violence, sexual assault and stalking shall be notified of the outcome of any disciplinary proceeding which they are party to, including appeals, simultaneously with the accused, except in extraordinary circumstances.

A complainant in an alleged offense set forth in this section has the ability to request that the Vice President for Student and International Affairs (or designee) review a Hearing Body's finding of the charged student's responsibility for a violation of the Student Code of Conduct. Should the Vice President for Student and International Affairs (or designee) grant the appeal request, they will assign someone to hear the appeal other than the person who initially heard the case and/or determined the charged student's sanction. A complainant choosing to request an appeal must do so in writing to the Student Conduct Office within five class days of the date on the decision letter. Supporting documentation should accompany all appeal requests. An appeal request must be based on one or more of the following grounds:

- Errors in the hearing proceedings that substantially affected the outcome of the hearing.
- The sanction(s) is (are) extraordinarily disproportionate to the violation committed.
- New information that was not available at the time of the original hearing that substantially affected the outcome of the hearing.

## **Appeal Decisions**

The Vice President for Student and International Affairs (or designee) may affirm, modify, reverse the original hearing decision, or order that a new hearing will be held. The appeal decision is communicated within twenty class days of the appeal hearing unless notification is given that additional time is necessary for consideration of the record on appeal. Except in the case of an immediate suspension, the student's status will remain unchanged during the appeal process. The appeal decision constitutes final University action and therefore cannot be

appealed further within the University. If a student receives a sanction where he or she is suspended or expelled, the student will be notified in the decision letter that the student may appeal the University's final action to an outside judicial forum.

### **Disclosure of results of disciplinary proceedings policy statement**

The University will disclose the results of any disciplinary proceeding by the University against the student who has been accused of any crime of violence or a non-forcible sex offense to the victim or the next of kin if the victim is deceased.

### **Security Awareness Programs**

The University offers a wide variety of security awareness programming designed to educate the University community about campus security procedures and practices and to encourage the campus community to be responsible for their security and the security of others. Below is a list of programs offered and number of times the program was offered in the 2015 calendar year:

- Safety talks given to incoming Freshmen/10 for 2014
- Crisis Response presentation covering the UPD services and active shooter responses, given to all new staff members through Human Resources/ 4 for 2014
- Safety and personal responsibility presentation to minors living in Residence Life/4 in 2014
- Presentations to classes upon request/15 in 2015
- Presentations to new faculty on active shooter/1 for 2014
- Self Defense Classes in conjunction with the Women's Center/4 in 2014
- Drinking and driving/4 in 2014
- Purple Ribbon Campaign, annually
- Take Back the Night, annually
- Spring Break Safety Awareness Campaign, Spring break
- A Walk in A Woman's Shoes and the Clothesline Project, annually
- No More Campaign and UNF President's Buddy Up! awareness campaign

Additionally, UPD and the Women's Center will give presentations upon request to any class, UNF department or UNF entity.

### **Crime Prevention Programs**

The following is a list of crime prevention programs provided to the UNF community throughout the year:

- Safety talks given to incoming Freshmen/10 for 2014
- Crisis Response presentation covering the UPD services and active shooter responses, given to all new staff members through Human Resources/ 4 for 2014
- Safety and personal responsibility presentation to minors living in Residence Life/4 in 2014
- Campus Safety Talks by UPD Officers upon request are the only current crime prevention program.
- Presentations to individual University classes upon request

- Crime prevention techniques at parent orientation

Additionally, UPD will provide crime prevention and awareness programs to any UNF class, department or entity upon request.

## **DRUG, ALCOHOL and SUBSTANCE ABUSE POLICY STATEMENTS**

The University of North Florida expressly prohibits the following by students and employees in or on property owned or controlled by the University of North Florida or off campus when a student or employee is acting as a representative of the University:

- A. Unlawful manufacture, alteration, distribution, dispensing, possession, or use of any illicit drug
- B. Unlawful possession or use of a prescription drug regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and “designer drugs”) unless dispensed and used pursuant to prescription or otherwise authorized by law. Manufacture, alteration, delivery, distribution, dispensing, and/or sale of such substances are prohibited unless authorized by law.
- C. Unlawful purchase, possession, distribution and/or use of alcohol

Violation of this policy may result in disciplinary sanctions. The University sanctions imposed range from written warnings to expulsion from the University (including expulsion from enrollment for students and termination of employment for faculty, administrators, and staff). Disciplinary action against a student or employee does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University.

### **Possession, use and sale of alcoholic beverages**

The sale, service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreement with on-campus distributors, which allows for the sale and service of alcoholic beverages. Requests to sell or serve alcohol must have proper approvals in accordance with Alcohol Guidelines available through the Office of Environmental Health and Safety.

### **Underage drinking**

State law prohibits possession of alcoholic beverages by persons under age 21. No person may sell, give, serve, or permit to be served alcoholic beverages to a person under 21. Violations of any such laws are punishable by a term of up to one year in prison and a fine up to \$1,000. Violations by persons under the age of 21 may lead to limiting of driving privileges.

### **Possession, Use and Sale of Illegal Drugs**

State law prohibits possession and/or distribution of controlled substances as described in Section 893.03, Florida Statutes. Violations of such laws are punishable by up to a year in prison and \$1,000 fine for misdemeanor violations and up to 30 years and \$10,000 fine for felony violations. Parents will be notified if a student has been found responsible under the Student Conduct Code for any drug violation.

### **Drug Free Schools and Community Act of 1989 (DFSCA)**

The University has an obligation to educate its community regarding the harmful effects and legal consequences associated with alcohol and other drug use. Special attention has been paid to providing a balance between educational and punitive components. A series of educational and prevention programs are offered to the University community, while at the same time alerting members to the consequences of noncompliance. It is hoped that all members of the University community will strive to promote behaviors that are compatible with the educational mission of the University, including the establishment of healthy and responsible norms.

A description of the University's drug and alcohol abuse programs is outlined in UNF Policy 14.0060P, Alcohol and Other Drugs Policy.<sup>14</sup>

### **Missing Student Notification Policy**

Any individual on campus, including a student or an employee who has information that a residential student may be a missing person, **must** notify the University Police Department at (904) 620-2800 as soon as possible to enable a search to begin for the missing student.

The University Police will work in conjunction with the Department of Housing and Residence Life to gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) to initiate a search for the missing student. Appropriate University staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (e.g., witnessed abduction), the University Police will contact the National Crime Information Center (NCIC), the Florida Crime Information Center (FCIC) as well as any other appropriate law enforcement agency to report the student as a missing person and request assistance as needed.

No later than 24 hours after determining that a residential student is missing, the Office of the Vice President for Student and International Affairs will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is considered to be missing.

Designated emergency contacts under this policy shall remain confidential and are only available to University administrators on an as needed basis.

For more information concerning UNF's missing student policy please see the resources section on UNF's Housing and Residence Life webpage.<sup>15</sup>

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<sup>14</sup> UNF Alcohol and Other Drugs Policy 14.0060P, [http://www.unf.edu/president/policies\\_regulations/14-Miscellaneous/14\\_0060P.aspx](http://www.unf.edu/president/policies_regulations/14-Miscellaneous/14_0060P.aspx)

<sup>15</sup> [http://www.unf.edu/housing/resources/Missing\\_Student.aspx](http://www.unf.edu/housing/resources/Missing_Student.aspx)

**University of North Florida  
Jeanne Clery Act  
2015 Crime Statistics**

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
RAPE	2013	1	1	0	0
	2014	4	4	0	0
	2015	2	2	0	0
FONDLING	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
INCEST	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
STATUTORY RAPE	2013	0	0	0	0
	2014	0	1	0	0
	2015	0	0	0	0
ROBBERY	2013	1	0	0	0
	2014	1	0	0	0
	2015	0	0	0	0
AGGRAVATED ASSAULT	2013	3	0	0	0
	2014	1	1	0	0
	2015	2	0	0	0
BURGLARY	2013	7	3	0	0
	2014	11	10	0	0
	2015	4	3	0	0
MOTOR VEHICLE THEFT	2013	1	0	0	0
	2014	0	0	0	0
	2015	2	0	0	0
ARSON	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

DOMESTIC VIOLENCE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DATING VIOLENCE	2013	3	1	0	0
	2014	2	1	0	0
	2015	4	4	0	0
STALKING	2013	5	1	0	0
	2014	3	1	0	0
	2015	1	1	0	0

**HATE CRIMES:**

2013: No Hate Crimes reported.

2014: (1) Hate Crime reported in "On Campus" location regarding Gender Identity 2015: No Hate Crimes reported.

**Arrests and Conduct Referrals**

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
LIQUOR LAW ARRESTS	2013	1	1	0	0
	2014	4	1	0	0
	2015	1	0	0	0
LIQUOR LAW REFERRALS	2013	73	57	0	0
	2014	109	109	0	0
	2015	143	132	0	0
DRUG LAW ARRESTS	2013	39	24	0	0
	2014	48	21	0	0
	2015	33	10	0	0
DRUG LAW REFERRALS	2013	84	85	0	0
	2014	101	106	0	0
	2015	98	72	0	0
ILLEGAL WEAPONS ARRESTS	2013	0	0	0	0
	2014	2	2	0	0
	2015	3	3	0	0
ILLEGAL WEAPONS REFERRALS	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0

**ON-CAMPUS RESOURCES**

UPD

(904) 620-2800 (non-emergency)

Martin P. Garris Police Building, Building 41

Victim Advocacy Program

24-Hour Crisis Helpline

(904) 620-1010

Founder's Hall, Building 2, Room 2100

Title IX Administrator

(904) 620-2513 (Direct Line)

J.J. Daniel Hall, Building 1, Room 1201

Office of Student Conduct  
(904) 620-3979  
Skinner-Jones Hall, Building 3, Room 1321

Women's Center  
(904) 620-2528  
Founder's Hall, Building 2, Room 2100

### **OFF-CAMPUS RESOURCES**

Hubbard House  
(904) 354-3114  
Provides 24-hour services to domestic and dating violence victims and survivors. Services include: emergency shelter, counseling, support groups, court advocacy, and information and referral. All services are free and confidential.

Sexual Assault Forensic Exam Program, Women's Center of Jacksonville  
(904) 721-RAPE (7273)  
Provides crisis intervention services for both the rape victim and victim's family. Forensic medical examinations are available to victims within 120 hours of the assault regardless of whether the assault was reported to law enforcement. All services are free and confidential.

Victim Services Center – City of Jacksonville  
(904) 630-6300  
Provides comprehensive services to victims of crimes and their families. Services are designed to reduce trauma and facilitate recovery. Services include emergency funds, community education, crisis response, information and referral, support through the criminal justice system, support groups and counseling.

# Housing and Residence Life Fire Reporting 2015

**Section One: Fire Statistics:**

Number of fires in 2014 Calendar Year (Spring, Summer, and Fall semesters): 0  
 Number of fires in 2015 Calendar Year (Spring, Summer, and Fall semesters): 2

DATE	CAUSE	DAMAGE COST/VALUE	Death or Injury
8/26/2015	Trash Can Fire. Cause Unknown. Suspected lit cigarette butt in trash.	\$0	No
10/7/2015	Trash Can Fire in House 14 Kitchen. Burned food got dumped in trash can.	\$0	No

**Section Two: Description of Fire Safety Equipment**

Fire Alarms are located in:  
 All Housing Areas

Fire Sprinklers are located in:  
 Osprey Hall  
 Osprey Landing  
 Osprey Cove  
 Osprey Crossings  
 Osprey Fountains  
 The Flats at UNF

Fire Extinguishers (approximately 450) are located in:  
 Osprey Village Apartments  
 The Flats at UNF  
 All RA Rooms  
 Elevator Rooms in Osprey Hall, Landing, Cove, and Crossings

**Section Three: Number of Fire Drills in 2015**

Each occupied Housing area conducts one fire drill per semester. One drill is conducted during the Spring semester, Summer A term, Summer B term, and Fall Semester. The Flats started Fire Drills in the Fall of 2015. Overall for housing, there were 16 fire drills held during 2015.

Housing and Residence Life guidelines state:

At least once during the first week of each term, a Fire Drill for each building occupied by residents will be scheduled by the Residence Life Coordinator. Depending on the training needs of the staff, the drill may be either planned or spontaneous. University police should be notified of the drill *before* the alarm is pulled. (If planned in advance, a reminder should accompany the drill at least 30 minutes prior to the planned start time.)

A fire alarm form must be completed for each drill; this form can be found on the Housing Administrative Portal. **Note on the fire alarm report the time it took for residents to evacuate the building.** All reports of drills, false alarms, and actual fire situations are available for review by the Fire Marshall during periodic inspections. The Associate Director of Residence Life is responsible for maintaining all such reports in an easily accessible notebook.

## **Section Four: Housing and Residence Life Rules & Policies Related to Fire Safety**

### **A3.0 Appliances**

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and always follow the proper use guidelines.

#### **Approved Appliances:**

- A3.1** Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted. With the exception of the Village, each student is permitted to have a microwave and mini-fridge in their room. Osprey Village residents in 2-bedroom apartments are limited to two microwaves and two mini-fridges per unit as they come equipped with a full size refrigerator.
- A3.2** Small appliances without exposed heating elements are permitted in student rooms with proper usage.
- A3.3** Toasters, toaster ovens and George Foreman grills are permitted in the residence halls, but should be utilized in designated cooking lounges and not in student rooms. The only exception is in Osprey Village where residents can use them in their kitchen. Toasters, toaster ovens and George Foreman grills found plugged in inside student rooms may be documented.

#### **Appliances that are Not Permitted:**

- A3.4** Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to: burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers and smoke machines.
- A3.5** Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies and patios in Osprey Village. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

#### **Other Restrictions:**

- A3.6** Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.
- A3.7** Residents and guests may not leave cooking food unattended in rooms, lounges, kitchens or grilling areas.

### **C3.0 Candles/Incense**

Due to the potential risk of fires in the building, candles with or without a wick, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments.

## **D2.0 Dangerous Materials and Weapons**

In order to ensure the safety of residents, the possession and/or use of firearms, is not permitted. Weapons and dangerous materials are also not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as, but not limited to: ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches and dangerous chemicals) or other dangerous articles or substances.

## **F2.0 Fire Safety and Fire Safety Equipment**

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited. Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor.

- F2.1** During fire alarms, students and guests **MUST** leave the building immediately. Students are not to re-enter the building until instructed to do so by the Housing and Residence Life staff or the University Police Department. Students and guests refusing to vacate, or returning before they are told to do so by a University official, are subject to disciplinary action and/or a fine from the police.  
***Staff may enter student rooms during fire alarms.***
- F2.2** Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers and door alarms) places the lives and safety of fellow students in danger. Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.
- F2.3** Designated Emergency Exit doors in Osprey Crossings, Osprey Hall and Osprey Fountains are **ONLY** to be used during a fire alarm or other emergency.
- F2.4** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.

## **F3.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted in the housing areas. The only exception is grilling in designated areas. Students found in violation of this policy are subject to disciplinary action including immediate removal from Housing and/or restitution for damage to property.

## **L1.0 Lamps/Lights**

The use or possession of floor lamps with plastic shades, medusa style lamps, strobe lights, halogen bulbs or any other lamp that is identified as a fire hazard is not permitted in the residence halls/apartments.

## **S4.0 Smoking**

**The Florida Clean Air Act, effective Oct. 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments and facilities.** Smoking and all devices used for smoking (i.e., e-cigarettes, hookahs, pipes, etc.) are not permitted in any of the residence hall rooms, apartments and facilities, including the Fountains porte-cochere, courtyards, elevators, stairwells, balconies (including Village apartment balconies), lounges, patios, etc.

*UNF's campus is considered a smoke-free environment effective August 1, 2015.* Residents may smoke off UNF campus property. Ashes can be viewed as evidence of smoking in a student room.

## **Section Five: Housing and Residence Life Evacuation Plan (From Departmental Emergency Response Plan)**

## **Fire and Facility Evacuation Procedures to be followed:**

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Building Supervisors will assist with evacuation and as they leave the building to ensure complete evacuation.
- If possible, the Building Supervisor should notify the UPD when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc.).
- The fire alarm system is designed to indicate the location of the alarm and notify the UPD. The UPD will then contact the fire department and the University Incident Commander.

### **Evacuation:**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students are to assemble in areas designated by the UPD or Building Supervisors. Evacuation orders may be given for multiple purposes.

Building Supervisors are to:

1. Conduct a sweep of assigned areas - be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individual who may require emergency assistance.
5. Maintain an orderly evacuation.
6. Assemble personnel at a designated safe location and account for personnel.
7. Record any missing personnel and their last known location.

### **Evacuation Procedures**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students should assemble in designated areas designated by the UPD/Building Supervisors. Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.
4. Do not use elevators.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance to evacuate should proceed to stairwell entrance area and ensure someone is aware of the need for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the UPD/Building Supervisor grants permission.

## Housing and Residence Life Fire and Facility Evacuation

At the start of each semester/term, Housing and Residence Life educates students about fire alarm procedures by conducting fire drills. The following outlines how fire drills should be conducted in residential areas.

### Fire Drills

At least once during the first week of each term, a Fire Drill for each building occupied by residents will be scheduled by the Coordinator. Depending on the training needs of the staff, the drill may be either planned or spontaneous. All of the above procedures should be followed. However, University police should be notified of the drill *before* the alarm is pulled. A fire alarm form must be on the housing portal and submitted to the Associate Director overseeing Residence Life. **Note on the fire alarm report the time it took for residents to evacuate the building.** All reports of drills, false alarms, and actual fire situations are available for review by the Fire Marshall during periodic inspections. The Assistant Director of Residence Life is responsible for maintaining all such reports in an easily accessible notebook.

In the event of a fire alarm the following policies and procedures should be followed:

### **Actual Fire Situation**

1. Person spotting fire pulls fire alarm to alert residents to evacuate.
2. The University Police and Coordinator On-Call are called immediately. (The alarm does not necessarily notify the police or the fire department.)  
**State:** Your name  
Your position (RA or Coordinator)  
Building/wing/floor/and location of the fire
3. Attempt to extinguish the fire with an extinguisher or hose if the fire is small, contained, and easily extinguishable. **DO NOT PUT YOURSELF IN DANGER!**
4. As RAs leave the building, they should tell residents to evacuate to a safe distance away from the building. If safe, RAs should knock on doors.
5. All staff present and able should report to their designated meeting area to assess the fire situation and assist UPD and/or Fire Rescue with keeping residents away from the building.
6. The Coordinator On-Call will notify the Senior Staff On-Call.
7. On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form.
8. **Do not put yourself in danger.** If origin of fire is unknown, do not enter the location.

### **Unknown Source of Alarm**

1. Alarm rings.
2. RA on-call contacts University Police (UPD). State title and location you are calling from. Indicate that the cause of the alarm is unknown. UPD is responsible for contacting the Fire Department.
3. Contact the Coordinator On-Call.
4. Every RA who is available should assist UPD/Housing and Residence Life Staff. UPD will check the control panel for location of alarm pulled. RAs will be given responsibility for the following:
  - a) Notifying UPD and calling Coordinator On-Call.
  - b) Notifying responding staff of any residents who may have special needs or need additional assistance.
  - c) Direct residents to move away from entryways or area of suspected fire.
  - d) Wait for emergency personnel to give directions.

- e) Call RAs (in the area) who have not responded to the alarm (if more assistance is needed).
5. If location of pulled alarm is identified, RAs should stand by while UPD investigates for possible fire situation. If it is determined that there is no fire, alarm may be reset by UPD. If fire is detected, refer to above procedures.
6. Once possibility of fire has been ruled out, the main alarm may be re-set by UPD.
7. After the alarm is re-set, UPD will notify Housing and Residence Life staff and residents that they will be able to return to their rooms.
8. On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form. The form should be submitted to designated location for the departments' records.
9. RAs should document residents who do not comply with the evacuation procedures.

## **Section Six: Housing and Residence Life Training Programs and Fire Reporting Structure**

### **Housing and Residence Life Training Programs**

Housing and Residence Life provides training to professional staff members and student staff members on an annual basis beginning in the Fall semester of each year, or upon hiring of new personnel during Spring and Summer semesters. Training on various aspects of Fire Safety and Reporting are provided by both Senior Staff of the Housing and Residence Life Department and Environmental Health and Safety.

Residential students receive information regarding Fire Safety and instruction on Fire Drill and Evacuation procedures during the beginning of each semester in each housing area.

Professional and student staff provide all information to residential students (Fire Drill and Evacuation procedures are outlined in Section Five of this report).

All applicable training was provided during 2015.

### **Reporting of Fires in Residential Areas**

Should a fire occur in a residential area, the following reporting plan is followed:

1. Person spotting fire pulls fire alarm to alert residents to evacuate or fire in room causes alarm to go off and building is evacuated
2. **The University Police** and **HRL Coordinator On-Call** are called immediately by the **Resident Assistant** or **HRL Coordinator** at the scene (The alarm does not necessarily notify the police or the fire department)
3. The **HRL Coordinator On-Call** will notify the **HRL Senior Staff On-Call**
4. **HRL Director or his/her designee** will notify **Vice President of Student and International Affairs**

## **Section Seven: Plan for Future Improvements**

At this time there are no plans for changes to the fire alarm system. Housing and Residence Life constantly reviews reports and conduct incidents and utilizes this information for the following:

- Programmatic efforts
- Resident educational initiatives
- Policy review and adjustments
- Policy implementation