

# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



October 1, 2025

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The Jeanne Clery Act, 20USC 1092(f), is part of the Higher Education Act 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 specific policies, procedures, and programs about these incidents in our annual security report (ASR).

Print copies can be obtained by contacting the Clery Compliance Manager, 4892 First Coast Tech Pkwy, Jacksonville, FL 32224, or by calling (904) 620-1423; 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 this material, readers will see that the University of North Florida (UNF) is a safe place to learn, live, work, or visit. People 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 all 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 regarding this document, please direct them to the following:

University of North Florida Police Department

Martin P. Garriss Police,

Bldg.1 Univ. of North Florida Drive,

Jacksonville, FL 32224

(904) 620-2800

## INTRODUCTION

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### A MESSAGE FROM **DR. MOEZ LIMAYEM, UNIVERSITY PRESIDENT**



At the University of North Florida, the safety and well-being of our students, staff, faculty, and visitors are our top priority. As part of our ongoing commitment to transparency, accountability and community care, I am pleased to present the 2024 Annual Security Report, prepared in accordance with the Jeanne Clery Campus Safety Act.

This report reflects our dedication to fostering a secure environment where everyone can learn, work and thrive. It includes important information about campus safety policies, crime prevention programs, emergency response procedures and statistics on reported crimes for the past three years.

We recognize that safety is a shared responsibility. Through collaboration with our University Police Department, the Office of Academic & Student Affairs, compliance teams and local law enforcement, we continue to enhance our prevention efforts, support services and educational outreach. UNF is committed to empowering our community with tools and knowledge to stay safe, including bystander intervention training, mental health resources and timely alerts.

I encourage every member of our university community to read this report carefully, stay informed and actively contribute to fostering a culture of safety and respect. Together, we can ensure that UNF remains a place where everyone feels secure, supported and truly valued.

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### A MESSAGE FROM **CHIEF FRANCIS J. "FRANK" MACKESY, DIRECTOR OF POLICE & PUBLIC SAFETY**

At the University of North Florida Police Department, the safety and security of our students, faculty, and staff is our highest priority. It is both an honor and a privilege to serve and represent this vibrant university community. We are committed to maintaining a safe campus environment where everyone can thrive. I encourage you to take a few moments to read the 2024 Jeanne Clery Act Annual Security Report, which provides important information about campus safety policies, crime statistics, and the resources available to support your well-being. **Go Ospreys! SWOOP!!**





## POLICIES AND STATEMENTS

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### 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 preparing UNF's annual security report<sup>1</sup>. The information necessary to prepare this report is compiled continuously through collaboration with the UNF community. The Clery Act Committee, a Presidentially appointed committee comprised of members from across the University community, assists in drafting and circulating the ASR with the necessary and appropriate content.

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 Dean of Students Office records.

International and domestic travel records are requested from the law enforcement agency serving the area visited. The UNF Clery Compliance Manager collects this information.



In addition to publishing this Annual Security and Fire Safety Report, UNF submits its crime and fire statistics to the U.S. Department of Education each year via the Campus Safety and Security Survey, a web-based data collection. These statistics are made publicly available through the Department's Campus Safety and Security Data Analysis Cutting Tool at <https://ope.ed.gov/campussafety>.

### CONTACT INFORMATION

- For Emergencies, call 911
- For non-emergencies, call (904) 620-2800
- UPD Email: [unfpd@unf.edu](mailto:unfpd@unf.edu)
- To report a tip confidentially, go to the Silent Witness Form
- To make a complaint against a UPD employee, call (904) 620-2800 or email [unfpd@unf.edu](mailto:unfpd@unf.edu)

### NON-DISCRIMINATION STATEMENT

The University of North Florida (UNF) is committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract students, faculty, and staff from various cultures, backgrounds, and life experiences. While embracing these concepts, including our obligations under federal, state, and local law, UNF is equally committed to ensuring that educational and employment decisions, including, but not limited to, recruitment, admissions, hiring, compensation, and promotion, are based on the qualifications, skills, and abilities of those desiring to work, study and participate in our community.

To accomplish this intent, The University of North Florida is committed to providing a welcoming environment for all who interact in our community. We welcome students, faculty, and staff from all cultures, abilities, backgrounds, and life experiences. UNF is committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation and

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<sup>1</sup> UNF Campus Safety and Security Reporting Policy 1.0120P, <https://www.unf.edu/regulations-policies/01-general/1-0120P.html>

promotion, are based on the qualifications, skills and abilities of those desiring to work, study, and participate in our community. The University is equally committed to ensuring that educational and employment decisions, including but not limited to recruitment, admission, hiring, compensation, and promotion, are based on the qualifications, skills, and abilities of those desiring to work, study, and participate in our University Community.

The University prohibits discrimination and harassment on the basis of age (40 or older), race, color, religion, physical or mental disability, national origin, citizenship status in employment for those authorized to work in the United States, sex, marital status, genetic information, veteran status, or any other basis protected by federal, state or local law. In addition, the University will not permit retaliation against any individual who complains of discrimination, harassment, or who otherwise engages in protected activity.

The UNF President has delegated to the Office of Title IX and Civil Rights (OTCR) the authority and responsibility to receive, investigate, and, where appropriate, attempt to conciliate complaints or investigate situations or conduct alleged to be in violation of the University's Non-Discrimination, and Equal Opportunity Regulation and Sexual Misconduct and Title IX Sexual Harassment Regulation.

Accordingly, any member of the UNF community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation, or sexual misconduct may seek guidance, counseling and/or file a complaint by contacting the Director of Title IX Coordinator located in Building 1, JJ Daniel Hall, Suite 1201, 1 UNF Drive, Jacksonville Florida, 32224-7699 or calling (904) 620-2507, or via 711 Florida Relay for persons who are deaf or hard of hearing or those with speech impairments and/or limitations.



## **REPORTING AND CONFIDENTIAL RESOURCES**

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### **REPORTING A CRIME, EMERGENCY OR SUSPICIOUS ACTIVITY**

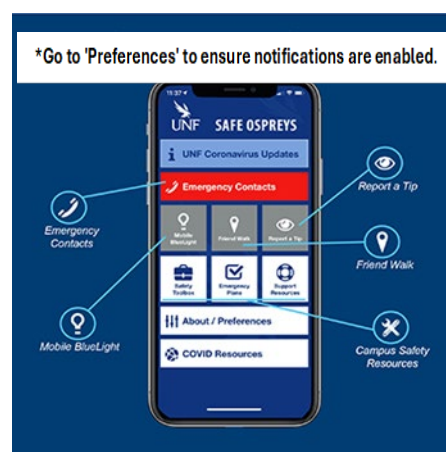
The primary responsibility of the University Police Department's (UPD) Police Operations Division is to provide constant police patrol of the campus proper and surrounding areas and roadways 24 hours a day, 365 days a year, to seek out, suppress, and deter crime, preserve the peace and protect life and property by enforcing the criminal and traffic laws of the State of Florida; municipal ordinances of the Consolidated City of Jacksonville and rules and regulations of the University of North Florida. The members of this division are uniformed, armed, and sworn State law enforcement officers with full law enforcement authority and powers of arrest as provided by Florida State statute. Division members are the most publicly visible representatives of the department and actively respond to general and emergency calls for police service. The University of North Florida is steadfast in its dedication to fostering a safe and respectful environment for all students, faculty, staff, vendors, visitors, and other community members. We strive to create a learning community free from any form of sexual misconduct, where individuals can work, study, and interact with dignity and security.

### **EMERGENCY CONTACT AND SAFE OSPREY APP**

Anyone who believes they have been the victim of a crime or has 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 throughout the campus, which can be used to communicate with UPD. When using a “landline” on the UNF property, you only need to dial 2800 to connect with UPD.

The University uses a mobile safety app to communicate messages and alerts to the campus community: Safe Ospreys. By downloading the app, users will have access to the UNF Alert Feed for emergency notifications and these six safety feature buttons:

- **Mobile Blue Light:** Like the blue emergency phones on campus, this button simultaneously sends your location and calls the University Police Department dispatchers.
- **Friend Walk:** Allows individuals to send their location in real-time to a friend or parent, who can monitor them as they walk to their destination and trigger a call to emergency services if needed.
- **Report a Tip:** Users can report a tip of unusual or criminal activity to UPD using one of three options—a Tip Report, the Silent Witness program, or a call to UPD’s dispatch center.
- **Safety Toolbox:** This button reveals a set of tools with directions: a Flashlight, a Share Map of your location, and a Notification History.
- **Emergency Plans:** Even without internet access, users will be able to view and keep informed of the University’s emergency plans, such as procedures for bomb threats, campus disturbances, hazardous releases, fires, and facility evacuations.
- **Support Resources:** This button offers a link to the University’s Counseling Center.



### REPORT TO OTHER OFFICIALS (CSAs)

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:

- Academic Advisors
- Dean of Students and Assistant Dean of Students
- Sworn Police Officers
- Title IX Administrator and Coordinators
- Housing and Residence Life- All Staff
- Faculty and Staff traveling with Students on University related business (domestic and international travel)
- Student Conduct-University Conduct Officer and Investigators



- Department of Campus Recreation Directors, Associated Directors, Assistant Directors and Coordinators
- All Athletics Staff
- International Center-Director, Associate Director, and Coordinators
- Environmental Health and Safety- Director, Associated Directors, and Coordinator

A person who is licensed or certified as a professional counselor and whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification is exempt from the campus security authority reporting requirements.

The list of designated Campus Security Authorities is reviewed and updated annually by the Clery Compliance Manager in collaboration with university departments. All CSAs receive annual training on their responsibilities under the Clery Act, including how to identify and report Clery-reportable crimes and how to protect victim confidentiality. Training is delivered via online module, and/or in-person sessions and tracked for completion.

### **VOLUNTARY AND CONFIDENTIAL REPORTING**

A victim of a crime who does not want to pursue charges within the University Conduct System or the criminal justice system may make a confidential report. This can be accomplished by contacting the Victim's Advocate, using the campus 24-Hour Crisis Helpline, (904) 620-1010, the UPD Silent Witness Report (<https://www.unf.edu/upd/Silent-Witness.html>), 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 accurately record the number of incidents involving students, determine where there is a crime pattern about 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 institution's annual crime statistics.

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 the UPD all potential crimes that come to their attention. A CSA should advise a victim/witness of the CSA's responsibility to report crimes. If the victim/witness requests confidentiality, a CSA may withhold the victim/witness's personally identifiable information when reporting to UPD.

However, CSAs must report potential criminal incidents to UPD in all cases, regardless of whether they are asked to withhold personally identifiable information. A CSA's responsibilities DO NOT include investigating criminal incidents or determining whether an incident is a crime.

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's ability to perform its campus safety

function. However, UNF recognizes that there are instances when a person, for assorted reasons, does not wish to pursue an incident in the University conduct or criminal justice system. If you want to remain anonymous when reporting an alleged criminal incident to UPD, use the Silent Witness Form on UPD's website<sup>2</sup>.

When reporting a crime to a CSA, a request for anonymity may be made. This does not relieve the CSA of its responsibility to report to UPD; however, the CSA can withhold personally identifiable information<sup>3</sup>. Confidential reports may be made using UNF's 24-Hour Crisis Helpline (904) 620-1010, which connects with the Victim Advocates in the Dean of Students' Office. Additional resources for confidential reporting include Student Health Services and UNF's Counseling Center.

However, in all cases, CSAs must report potential criminal incidents to UPD, regardless of whether they are 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.

## REPORTS OF HAZING

On December 23, 2024, President Biden signed The Stop Campus Hazing Act into law to enhance student safety in higher education. This bipartisan legislation modifies the Jeanne Clery Campus Safety Act to increase transparency and accountability regarding hazing incidents.

The Act requires colleges and universities to publicly report hazing occurrences, implement prevention policies, and maintain Campus Hazing Transparency Reports. These measures aim to keep students, families, and the public informed about hazing issues.

Hazing is a criminal offense in Florida, and UNF is committed to addressing it seriously. UNF will take swift action against hazing and will report incidents to local authorities as needed.

UNF's Anti-Hazing Regulation, Prohibition on Hazing (Policy Number 5.0020R), defines hazing as actions that intentionally or recklessly cause physical or mental harm or discomfort, regardless of the location or consent of those involved. Examples include forcing a student to violate laws, causing harm through physical actions, or coercing substance consumption. This regulation applies to both group and individual actions, on or off campus.

Anyone who knows about a suspected hazing incident should contact the University. Specifically, UNF faculty and staff are required to report any such incidents. Reports can be made to one of the following authorities:

- **Dean of Students Office:** You can submit an incident report ([https://cm.maxient.com/reportingform.php?UnivofNorthFlorida&layout\\_id=2](https://cm.maxient.com/reportingform.php?UnivofNorthFlorida&layout_id=2)) or call (904) 620-1491
- **Office of Fraternity and Sorority Life:** (904) 620-2975
- **University Police Department:** (904) 620-2800
- **UPD Silent Witness:** (<https://www.unf.edu/upd/silent-witness.html>)

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<sup>2</sup> UNF Silent Witness Form, <https://www.unf.edu/upd/silent-witness.html>

<sup>3</sup> UNF Campus Safety and Security Reporting Policy 1.0120P, <https://www.unf.edu/regulations-policies/01-general/1-0120P.html>

For more information on reporting hazing incidents, including details on how to address situations related to hazing, please refer to the University's Anti-Hazing Regulation. This policy also provides information about confidential resources for those who prefer not to report an incident directly to the university. A copy of the policy can be found in **Appendix D** and is also accessible at:

<https://www.unf.edu/regulations-policies/05-studentaffairs/5-0020R.html>

### **REPORTING SEXUAL ASSAULT, DATING AND DOMESTIC VIOLENCE, AND STALKING**

If you believe you have been a victim of sexual assault, domestic violence, dating violence, and stalking, or any other crime, report the incident to law enforcement by contacting UPD immediately by dialing 911 for emergencies or (904) 620-2800 for non-emergencies. Reporting to UPD will help ensure your future safety, begin a law enforcement investigation, and allow UPD to take steps to protect the campus community as a whole.

If you need assistance connecting with law enforcement, the Victim Advocate or other campus services can support you through the reporting process. As a victim, you can always decline law enforcement services as well. Contact information for the University Police and local law enforcement is included below:

- In emergencies, always call 911
- On campus, University Police Department (904) 620-2800
- Off campus, Jacksonville Sheriff's Office (904) 630-0500

### **REPORTING TO OFFICE OF TITLE IX AND CIVIL RIGHTS (OTCR)**

Incidents of sexual assault, domestic violence, dating violence, stalking can be reported to the Office of Title IX and Civil Rights (OTCR). Individuals are encouraged to make the report as soon as possible. Reports do not have to be formal, signed complaints to obtain supportive measures. When a student or employee reports to UNF that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of rights and options.

#### **Office of Title IX and Civil Rights (OTCR):**

J.J. Daniel Hall,  
Building 1, Suite 1201  
Phone: (904) 620-2507  
[www.unf.edu/title-IX](http://www.unf.edu/title-IX)

An individual may also report the incident to the Dean of Students Office or any other Responsible Employee.

#### **Dean of Students Office:**

Founders Hall,  
Building 2, Suite 1400  
Phone: (904) 620-1491  
[deanofstudents@unf.edu](mailto:deanofstudents@unf.edu)

### **ADDITIONAL REPORTING INFORMATION**

If you choose to report your assault, report as soon as possible to preserve physical evidence is essential.

DO NOT shower, bathe, eat, drink, or brush your teeth until you can be examined by medical personnel.

DO NOT wash the clothing you wear when you were assaulted; instead, place those items in a paper bag to preserve them as evidence. Preserving physical evidence may assist with the law enforcement investigation and the criminal justice process.

If you have been injured, seek medical attention. When you call to report the incident, inform the communications operator that you have been hurt, and they will assist you in receiving aid.

### **RETENTION OF RECORDS**

UNF retains all supporting records used to compile the Annual Security and Fire Safety Report for a minimum of three (3) years from the latest publication of the report to which they apply. These records include, but are not limited to, crime reports, crime log entries, arrest records, disciplinary referral records, timely warning and emergency notification records, and all supporting documentation for statistics submitted to the U.S. Department of Education.

### **RETALIATION PROTECTION**

The University will not allow any individual or organization to intimidate, threaten, coerce, or discriminate against anyone to interfere with their rights or privileges under Title IX, the Sexual Misconduct and Title IX Sexual Harassment Regulation, or the Non-Discrimination, Equal Opportunity, and Inclusion Regulation. This includes actions taken against individuals who have made a report or complaint, testified, assisted, or participated—or refused to participate—in any investigation, proceeding, or hearing related to these Regulations.

In some instances, disciplinary proceedings may be required for conduct that arises from the same facts or circumstances as a report or complaint involving Title IX, and sexual misconduct, or discrimination. However, the University remains committed to ensuring that no intimidation, threats, coercion, or discrimination occur during such proceedings to interfere with any rights or privileges protected by Title IX or these regulations.

Individuals who believe they have experienced retaliation should promptly inform the Title IX Coordinator or the Office of Human Resources. If the individual against whom the allegation is made is the Title IX Coordinator or belongs to the Office of Human Resources, please contact the Office of University Compliance and Ethics at [compliance@unf.edu](mailto:compliance@unf.edu).

Complaints alleging retaliation will be handled according to the grievance process outlined in the Non-Discrimination and Equal Opportunity Regulation (1.0040R). Anyone found violating the prohibition against retaliation will face disciplinary action, which may include suspension or expulsion for students, and termination for employees.

## **LAW ENFORCEMENT AND CAMPUS JURISDICTION**

### **UNIVERSITY OF NORTH FLORIDA POLICE DEPARTMENT OVERVIEW**

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Contact Information the University of North Florida Police Department (UPD), a fully accredited police department through the Commission for Florida Law Enforcement Accreditation (CFA), was most recently accredited by the Commission in October 2023 and was awarded “Excelsior” status. This honor recognizes the highest achievement of accreditation a criminal justice agency can receive in Florida and a demonstrated commitment to the Florida Accreditation process unparalleled in the criminal justice profession. Our certification is valid for three years, so our next on-site review will occur in August 2026. The UPD was initially accredited in 1999.

### **JURISDICTION AND AUTHORITY**

In accordance with s. 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, per state laws, any person violating the law. UPD’s power to arrest covers the entirety of the UNF campus and 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 UNF policies and traffic regulations. UPD maintains an ongoing relationship with the Jacksonville Sheriff’s Office through a Voluntary Cooperation and Operational Assistance Law Enforcement Mutual Aid Agreement.

This agreement is allowable under the Mutual Aid Act, Chapter 23, Part I, Florida Statutes. The agreement permits voluntary cooperation and assistance of routine law enforcement across jurisdictional lines and provides assistance in a law enforcement emergency. Apart from members of the UNF community who are required to report to the 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. Garriss Police Building, Building 41.

### **MONITORING AND RECORDING OF CRIMINAL ACTIVITIES- NON-CAMPUS**

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

### **DAILY CRIME LOG**

In accordance with the Clery Act, the University of North Florida Police Department maintains a Daily Crime Log that records all criminal incidents and alleged criminal incidents reported to UPD. The log includes the nature of the crime, case number, date and time the crime was reported, date and time the crime occurred, general location, and disposition of the complaint, if known.

The Daily Crime Log is updated within two business days of the initial report, except when doing so would jeopardize an ongoing investigation or the safety of an individual, cause a suspect to flee or evade



detection, or result in the destruction of evidence. The log is available for public inspection at the Martin P. Garriss Police Building, Building 41, during normal business hours.

Members of the public may request copies of log entries by contacting UPD at (904) 620-2800 or [unfpd@unf.edu](mailto:unfpd@unf.edu).

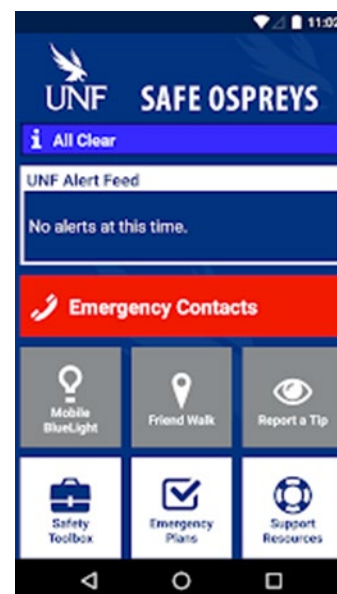
## EMERGENCY RESPONSE AND SAFETY PROTOCOLS

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### TIMELY WARNING POLICY

UPD, in consultation with the University President or designee(s), is responsible for issuing Timely Warnings to the UNF community. Timely Warnings are issued when the appropriate persons (UPD Chief or their designee, a member of the Office of General Counsel, and a member of the Office of Public Information) determine that a campus crime has been committed or is being committed that represents a potential ongoing or serious threat to the safety of students and employees, to prevent similar crimes from occurring. 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 (larceny, theft, assault, intimidation, vandalism, etc. motivated by bias)
- Other crimes as deemed appropriate by the Chief of UPD or designee



The previous list provides examples of situations where a Timely Warning might be used. However, there is no set list of conditions 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 used.

The University President, their designee, and the UPD may also consult with other University officials as deemed necessary to ensure that all information is included in a notification. The University's Public Information Office may be consulted on the content of the Timely Warning message and how it is distributed.

When the decision to issue a Timely Warning is made, including the segment(s) of campus that will receive the warning is distributed 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, the Safe Osprey app, 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 and Emergency Notification Policy, please see UNF Timely Warning Policy 1.0100P.<sup>4</sup>

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The PA systems are tested at least once yearly to ensure the effectiveness of UNF's Emergency Notification system. System testing may be announced or unannounced. UNF will publicize its emergency response and evacuation procedures in Osprey Update in conjunction with at least one test per calendar year. The tests evaluate 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 through a live activation of the system, just as it would be utilized in a real-world event. The Department of Environmental Health and Safety (EH&S) and UPD are responsible for testing the system. UPD and EH&S are responsible for maintaining documentation of the annual Clery reportable system tests, including describing individual exercises or tests, dates and times, and whether the test was announced or unannounced.

## EMERGENCY NOTIFICATION SYSTEM

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. This policy aims to ensure emergency information is communicated in a timely manner. UNF will, without delay and consider the community's safety, determine the content of the emergency notification and initiate the notification system unless issuing the notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. Emergency Notifications are used for situations such as:

- Active Shooters
- Explosions
- Hostage Situations



<sup>4</sup> UNF Clery Act Timely Warning and Emergency Notification Policy 1.0100P, <https://www.unf.edu/regulationspolicies/01-general/1-0100P.html>

## UNF Emergency TEAMS

### Crisis Management Team

The University of North Florida has established a Crisis Management Team (CMT) to carry out its crisis management plan.

### Incident Management Team

The Incident Management Team (IMT) is a group of FEMA Incident Command System-trained UNF employees who manage UNF's response to any critical incident. The team gathers in the Emergency Operations Center and directs all aspects of the UNF response.

### Building Emergency Coordinators

A program that uses assigned Building Emergency Coordinators to help facilitate building communications and user needs in emergencies.

- Weather Emergencies

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, and once confirmed by the UPD, the situation will be evaluated to determine if an Emergency Notification should be issued.

Examples that may be used to verify an emergency could be multiple calls to the UPD dispatch center and eyewitness information provided to the police or officers on-viewing the activity in question. The on-scene supervisor, lieutenant, Deputy Chief, or Chief will determine if the issuance of an Emergency Notification is appropriate. UNF will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Once the determination that an Emergency Notification is appropriate, and upon receipt of relevant information, Emergency Notifications will be issued immediately and, in a manner, to best protect the campus community. The Emergency Notification may be released campus-wide or only to those segments of the campus most appropriate to receive the Emergency Notification. Options for notification of students, faculty, and staff may include email, 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 X (formerly Twitter) accounts. Further information is readily available on the website (<http://www.unf.edu/emergency>), providing additional support and guidance. The manner in which an Emergency Notification will depend on the nature and severity of the incident.

Anyone with information regarding criminal activity that may warrant an Emergency Notification should report the circumstances to the UPD either by telephone at (904) 620-2800,

dialing 911, in person at the UPD's office (building 41), or by contacting the closest Campus Security Authority. UNF's policy is to disseminate emergency information to individuals and organizations outside the campus community, when circumstances warrant, via the local news media, the official UNF Facebook page, and the official UNF X (formally known as Twitter) account. Those outside campus may also access the information by viewing the University's homepage ([www.unf.edu](http://www.unf.edu)).

In cases of extreme emergencies, information may be obtained by calling UNF's main telephone number, (904) 620-1000, to reach the Crisis Management Team emergency phone bank. Examples of when the above communications would be used include, but are not limited to, an active shooter on campus, explosions, other loss of life or mass injury or casualties on campus, etc.




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**EMERGENCY RESPONSE PLAN (ERP): provides important information in the event an emergency or natural disaster occurs within the University or the general area that impacts academic or other operations.**

<https://www.unf.edu/emergency/plans/index.html>

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#### EMERGENCY NOTIFICATION METHODS

In the event of an emergency, UNF will use multiple modes of communication to get the word out quickly. These may include, but are not limited to:

Notification Method	Uses	Types of Warnings	Content Administrator
UNF Alert Text (SMS) Message, Email, App, & Computer Screen	Campus-wide emergency requiring immediate action	Text Message	
UNF myWing Portal	Campus-wide emergency requiring immediate action	Issue emergency statement	
Local Media	Issue emergency statement	Radio, TV, web, & print	Communication & Marketing
Social Media	Issue emergency statement	X (formally known as Twitter), & Facebook	Communication & Marketing
UNF Email	Emergency Email	Email	Communication & Marketing
Emergency Code Blue (External speakers and Fire Alarms)	Campus-wide emergency requiring immediate action	PA system	
UNF Emergency Website (Homepage)	Provide additional information	Web-based	Communication & Marketing

Campus Cable Television	Campus-wide emergency requiring immediate action	EAS message	
Digital Signage	Campus-wide Emergency		

### MISSING STUDENT POLICY

The safety and well-being of all students, faculty, and staff at the University of North Florida are of utmost importance. In the rare event that someone goes missing, the University needs a clear and effective response plan. The Missing Person Policy details the procedures, responsibilities, and resources available to ensure a swift and coordinated response to any reports of missing individuals within our community.

### HOW TO REPORT A MISSING STUDENT

The University Police work closely with the Department of Housing and Residence Life to collect essential information about a residential student who may be missing. They will gather details from the reporting person as well as from the student's acquaintances, including descriptions, the last clothes the student was seen wearing, potential locations, possible companions, vehicle descriptions, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, and more. This information is crucial to initiate a search for the missing student. Relevant University staff will also be notified to assist in the search.



Any individual on campus, including students and employees, who has information suggesting that a residential student may be missing for more than 24 hours MUST immediately notify the University Police Department at (904) 620-2800 to initiate a search. It is not necessary to wait 24 hours to report a missing person if circumstances require immediate action.

If these measures do not locate the student, or if it is clear that the student is missing (for example, in the case of a witnessed abduction), the University Police will contact the National Crime Information Center (NCIC), the Florida Crime Information Center (FCIC), and any other appropriate law enforcement agencies to report the student as missing and request assistance as needed.

### IDENTIFICATION OF EMERGENCY CONTACTS

Students have the option to designate a contact person specifically for cases when they are believed to be missing, separate from their official emergency contacts. This emergency missing person contact can be submitted to the University's Department of Housing and Residence Life, along with any other emergency contacts designated by the student.

### INVESTIGATION PROCEDURES



Within 24 hours of determining that a residential student is missing, the University Police Department will be notified. The Dean of Students Office will also contact the emergency contact(s) for students who are 18 years old and over. The University Police Department will inform other relevant law enforcement agencies as needed regarding the missing student.

For students under 18 who are not emancipated, the Dean of Students Office will notify the student's parent or guardian that the student is considered missing, in addition to contacting any other designated contact person specified by the student.



Designated emergency contacts under this policy will remain confidential. They will only be accessible to authorized university administrators on an as-needed basis and will not be disclosed except to law enforcement personnel for the purpose of a missing person investigation.

*For more information regarding UNF's missing student policy, please visit <https://www.unf.edu/regulations-policies/05-studentaffairs/5-0090P.html>*

## **TITLE IX AND SEXUAL MISCONDUCT POLICIES**

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### **TITLE IX OFFICE AND RELATED POLICIES**

The Office of Title IX and Civil Rights is committed to fostering a university environment free from discrimination, harassment, and sexual misconduct. We prioritize dignity, respect, and equal opportunities for all. To comply with Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) and the regulations outlined in 34 C.F.R. Part 106, the University President has designated the Title IX Coordinator as the primary point of contact.

The Title IX Coordinator is responsible for developing and distributing the University's nondiscrimination policy and ensuring it is accessible to the entire University community. We encourage everyone to stay informed, engage actively, and contribute to creating a culture of respect and support.

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*Additional information concerning options for reporting sexual assault, domestic violence, dating violence, and stalking can be found in the University's Policy on Sexual Misconduct and Title IX Sexual Harassment. The regulation also provides information on confidential resource that are alternative to reporting an incident to the university. A copy of the policy is contained in Appendix E. A copy of the regulation can be found at: <https://www.unf.edu/regulations-policies/01-general/1-0050R.html>*

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## **PROGRAMS 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 and Title IX Sexual Harassment Regulation 1.0050R as follows:

- **Dating Violence** means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** includes conduct that constitutes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Florida or where the violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida or where the violence occurred. The University need not prove domestic violence under the standards of criminal law to find a violation of this Regulation, as this Regulation is not subject to criminal rules of procedure or proof.
- **Sexual Assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A "sex offense" is generally any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Without limiting that definition of sexual assault, the following are examples of sexual assault:
  1. Fondling
  2. Incest
  3. Rape
  4. Sodomy
  5. Statutory Rape

Under this definition of sexual assault, which is mandated by federal Title IX regulations, it is possible that a similar act may be classified as one or more variants of sexual assault, or different variants, depending on the sex or gender of Complainant or Respondent. For example, under these definitions, oral sex without consent on a vagina would be "rape," but oral sex without consent on a penis would be "sodomy." The University will not discriminate on the basis of sex or gender in grievance processes or in disciplinary sanctions in such cases. The University will apply the same proceedings and same range of disciplinary sanctions regardless of sex or gender.

- **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - fear for his or her safety or the safety of others; or
  - suffer substantial emotional distress.
- **Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person, serves no legitimate purpose, and would cause a reasonable person to feel fear.
- **Consent** refers to communicating an affirmative, conscious, knowing, and freely made decision by each participant to engage in agreed upon forms of contact or conduct. It is the responsibility

of each person involved in any form of contact or conduct to ensure that they have the consent of the other or others. Consent requires an outward demonstration, through understandable words or actions, which conveys a clear willingness to engage in the contact or conduct. Consent cannot be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may result in a violation.

For example, a person who does not physically resist or verbally refuse sexual or non-sexual contact may not necessarily be giving consent. There is no requirement that an individual verbally or physically resists unwelcome contact for there to be a violation. If a party to sexual activity falls asleep during the sexual activity, they lack the capacity to provide consent to further sexual activity.

Consent cannot be inferred from any existing or previous relationship or encounter (i.e., platonic, dating, or sexual). Even in the context of a relationship, there must be mutual consent to engage in sexual contact for each occasion and each form of sexual contact. Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion.

Consent cannot be obtained by coercion or force or by taking advantage of a person's inability to give consent because of incapacitation or other circumstances. A person who has given consent to engage in sexual contact may withdraw consent at any time. Once consent is withdrawn, the sexual contact must cease immediately. Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of a position of influence, or mental or physical helplessness or incapacity.

A person who is incapacitated cannot provide consent. Note that generally, in Florida, consent cannot legally be given by a minor under the age of 18, with certain specified statutory exceptions.

### **SEX OFFENDER REGISTRY INFORMATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law designed to track convicted sex offenders who are enrolled or employed at institutions of higher education. This legislation amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. Under the CSCPA, state law enforcement agencies must provide the University of North Florida (UNF) with a list of registered sex offenders who have indicated that they are enrolled, employed, or working in a vocation at UNF.

Concerned citizens can check for registered sex offenders on the Florida website at:

<https://offender.fdle.state.fl.us/offender/sops/universitySearch.jsf?link=standard>

Additionally, the University Police Department (UPD) website features a link to the University Sexual Offender Search, accessible under the Resources section.

In accordance with the Clery Act, information about registered sex offenders in Florida is publicly available. Members of the UNF community can access this information by visiting the

Florida Department of Law Enforcement's Sexual Offender and Predator search at

<https://offender.fdle.state.fl.us> or by contacting the Florida Sexual Offender/Predator Registry at 1-888-357-7332 (TTY: 1-877-414-7234).

### **DISCLOSURE TO VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

UNF is committed to providing for its community, regardless of where an incident occurs, on or off campus, all reasonable accommodations to help victims cope. UNF will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. Following a report, or in lieu of a report or a request from a victim, UNF will provide the victim with written notification about available options and assistance in the following, including how to request these changes and who to contact at the institution:

- Academic situations
- Living situations
- Transportation situations
- Working situations
- Protective measures

One of the primary sources of assistance and services for victims is the Victim Advocacy Program. The Victim Advocacy Program assists anyone in the UNF community impacted by crime. Services include nonjudgemental emotional support, crisis intervention, referrals, and assistance navigating complex systems designed to provide justice. The UNF Victim Advocacy Program assures confidentiality to all who utilize services. Victim Advocacy Services include:

- Academic Support – Student Academic Success Services
- Housing and Residence Life – reassignments, accommodations, etc.
- Transportation – Parking Services, Osprey Connector
- Additional Supportive Measures – course reassignment, withdrawal assistance, etc.
- Work Assignments – Human Resources
- Protective Measures or No Contact Orders – Dean of Students Office/Human Resources
- 24-hour Crisis Intervention Services
- Emotional Support
- Evaluation of Options
- Safety Planning
- Explanation of Rights
- Accompaniment through the Criminal Justice and UNF conduct systems
- Assistance in filing for crime compensation
- Documentation of victimization for school or employment accommodation
- Assistance in completing the victim impact statement
- Support for student adjustment and personal growth
- Assist in developing new strategies to resolve problems and develop effective behavior to cope with adjustment and stress
- Awareness/education programs in areas addressing safety and bystander intervention

### **Additional Victim Advocacy Resources**

The Victim Advocacy Program can also provide referrals and assist victims in locating additional services such as:

- Counseling - the Counseling Center is another service available to survivors of sexual assault. Students and employees are provided with assessments, individual counseling, crisis intervention, consultation, and referrals. UNF employees, if needed, can avail themselves of the Employee Assistance Program (EAP) offered by the University through Health Advocate by calling (877) 240-6863 or visiting the Health Advocate website <http://www.healthadvocate.com/members>.
- Housing Accommodations—Referrals and assistance for housing are provided for both residential and nonresidential students. Resources are coordinated with the Department of Housing and Residential Life to relocate residential students, and referrals are provided to assist nonresidential individuals in securing housing.
- Transportation - Individuals concerned about their safety on campus can request an escort from the UPD by contacting the non-emergency number at (904) 620-2800.

In incidents involving international students, the International Center is available to facilitate any visa/immigration assistance that may be needed.

One-Stop student services are available for incidents that may affect a student's financial aid, admission status, registration, or academic records.

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

## SUBSTANCE USE AND ABUSE POLICIES

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### ALCOHOL AND ILLEGAL DRUG POLICIES

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:

- Unlawful manufacture, alteration, distribution, dispensing, possession, or use of any illicit drug
- 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 a prescription or otherwise authorized by law. Manufacture, alteration, delivery, distribution, dispensing, and/or sale of such substances are prohibited unless authorized by law.
- 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 the possession of alcoholic beverages by persons under the age of 21. No person may sell, give, serve, or permit to be served alcoholic beverages to a person under 21. Violations of such laws are punishable by a term of up to one year in prison and a fine of up to \$1,000. Violations by persons under the age of 21 may lead to limiting of driving privileges. Parents of a student under the age of 21 may be notified if their student has been found responsible under the Student Conduct Code for any alcohol violation.

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

Federal and State laws prohibit controlled substance possession and/or distribution as described in 21 U.S. Code 844 and Section 893.03, Florida Statutes, respectively. Violations of such laws are punishable by up to a year in prison and a \$1,000 fine for misdemeanor violations and up to 30 years and a \$10,000 fine for felony violations. Parents will be notified if a student has been found responsible for any drug violation under the Student Conduct Code. Parents of a student under the age of 21 may be notified if their student has been found responsible under the Student Conduct Code for any drug violation.

### **DRUG FREE SCHOOLS AND COMMUNITY ACT (DFSCA)**

The University is committed to educating its community about the harmful effects and legal consequences of alcohol and drug use. It focuses on balancing educational efforts with disciplinary measures. Various educational and prevention programs are available to the University community, while also highlighting the consequences of noncompliance. The University encourages all members to adopt behaviors that align with its educational mission, fostering healthy and responsible norms.

Details about the University's drug and alcohol prevention programs can be found in UNF Policy 14.0060P, which covers Alcohol and Other Drugs.

Additionally, the University conducts a biennial review of its drug and alcohol abuse prevention program to assess its effectiveness, implement necessary changes, and ensure consistent enforcement of disciplinary sanctions. The most recent DFSCA Biennial Review is available from the A copy of the report, signed by the President, shall be available in the office of the Vice President for Student and International Affairs, who is responsible for implementation of the recommendations from the review.

### **EDUCATION ON ALCOHOL RELATED HEALTH ISSUES**

**Informed Osprey Program:** The Informed Ospreys Program (IOP) provides our new Ospreys with foundational knowledge about important campus topics and offers ongoing educational opportunities to students interested in expanding their holistic development. The IOP allows students to earn their wings before they leave the nest.

The Informed Ospreys Program offers a series of online modules to complete that can assist students in navigating certain challenges that come with being a first-time college student through graduation and beyond. The transition into UNF, engaging with the campus community, and transitioning from college life to the "real world" all come with challenges. This program offers online training and on-campus events to help broaden the horizons of our students and allow them to think outside of the box.

Each semester, UNF offers several events under our Informed Ospreys Program. We partner with departments, groups, and organizations campus-wide to ensure that students have access to all the appropriate resources and are aware of all campus events.

One of the Pre-Flight Checklist programs is Alcohol and other Drugs via Safe Colleges. The Alcohol and Other Drugs is a reality-driven online course designed to educate students on the risks of the abuse of alcohol and other drugs and to teach successful strategies for handling dangerous situations related to these substances.

**Healthy Alternative Events:** Year-round, the Department of Recreation and Wellness hosts events where students can engage and socialize in an alcohol-free environment. Our programs are often event-specific and deter students from high-risk drinking events in the surrounding community.

**Participation in National Campaigns:** The University participates annually in health- and alcohol-related campaigns such as National Collegiate Alcohol Awareness Week (in October), World AIDS Day (in December), Sexual Responsibility Week (in February), Safer Spring Break Week (in March) and National Nutrition Month (in March).

**Healthy Osprey Monthly Themes:** The Healthy Osprey monthly health themes mirror the priority health risk behaviors identified by the Centers for Disease Control and Prevention's Youth Risk Behavior Surveillance System (YRBSS). These behaviors have been shown to contribute to the leading causes of death and disability among youth and adults. Each month consists of specific resource guides, educational events, and programs based on the behavior. The beginning of the fall semester is usually a time when students are establishing behaviors and developing habits. Therefore, the monthly themes kick off the fall semester with September addressing alcohol, tobacco, and other drug use.

***A copy of the Alcohol and Other Drug Policy can be found at:***

***<https://www.unf.edu/regulations-policies/14-miscellaneous/14-0060P.html>***

## **CRIME PREVENTION AND EDUCATION**

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### **CAMPUS AWARENESS PROGRAMS**

UNF believes in the power of preventative education and awareness. To that end, UNF utilizes an interactive online comprehensive education program and/or directs training to incoming students before they arrive on campus. The Informed Ospreys Program includes the following Safe Colleges modules: Sexual Violence Prevention, Bystander Intervention, Alcohol and Other Drugs, and Mental Health Awareness.

This curriculum is the primary preventative education program designed to help college students manage common challenges students often experience and to heighten their awareness on matters of campus safety. The Informed Ospreys Program features, amongst other aspects:

- **Sexual Violence Prevention** - (Safe Colleges. Time needed: 55 -70 minutes) The Not Anymore series unpacks and sheds light on the realities and misconceptions of issues such as sexual assault, relationship violence and rape.
- **Bystander Intervention** - (Safe Colleges. Time needed: 47 minutes) Bystander Intervention - Every Choice is a reality-based course designed to reduce campus sexual assault, dating and domestic violence, and stalking by equipping students with realistic, actionable techniques. Created in partnership with Green Dot, etc., bystander intervention-focused course helps our campus meet Title IX requirements and features numerous student testimonials that foster viewer empathy to help prevent sexual violence on campus.
- **Alcohol and other drugs** - (Safe Colleges. Time needed: 33 minutes) Alcohol and Other Drugs is a reality-driven online course designed to educate students on the risks of the abuse of alcohol and other drugs, and to teach successful strategies for handling dangerous situations related to these substances. The course features four modules: Your GPA, Your Brain, Your Peers and Your Life. Each section provides extensive, research-backed evidence of the detrimental effects alcohol and other drugs can have, and how social skills and interactions can help reduce harm associated with these substances. (Featuring Not Anymore content)

In addition, the University ensures that its Title IX Coordinator, Deputy Title IX Coordinators, investigators, Decision-Makers, and those facilitating informal resolution are properly trained. This includes training on what constitutes Sexual Misconduct (including the definition of Title IX Sexual Harassment as defined by the U.S. Department of Education), the scope of the University's education programs and activities, how this Regulation operates, how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially including by avoiding pre-judgment of the facts at issue, conflicts of interest and bias.

Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators also receive training on issues of relevance so that they may create an investigative report that fairly summarizes relevant evidence. These methods of training are ongoing efforts by the University.

## PREVENTION PROGRAMS

Some common terms found in this section include:

- **Awareness Programs** - community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- **Bystander Intervention** - safe and positive options that may be conducted by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- **Ongoing Prevention and Awareness Campaigns** - programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for

addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the university.

- **Primary Prevention Programs** - programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Risk Reduction**- means options designed to decrease perpetration and bystander inaction, and to increase empowerment for potential victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

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

- Safety talks given to incoming freshmen.
- Safety and personal responsibility presentation to minors living in Residence Life. Topics discussed are underage drinking, responses to bullying, securing personal belongings, and personal safety tips upon request.
- Presentations to individual University classes, colleges, and departments upon request.
- Crime prevention techniques at parent orientation include Clery Act information, timely warnings and immediate notifications, personal safety tips for students, notification procedures, health and safety, and miscellaneous security techniques.

#### Crime Prevention, Security Awareness, Safety Education Program Log 2024

Date	Activity	Hosting Department	Target Audience	Estimate # of Participants
10/16/2024	National Collegiate Alcohol Awareness Week: Drunk Driving googles	Department of Recreation and Wellness	Campus Community/Students	75-100
10/17/2024	National Collegiate Alcohol Awareness Week: Mixer Mayhem and Myths	Department of Recreation and Wellness	Campus Community/Students	75-100
10/18/2024	National Collegiate Alcohol Awareness Week: Creative Coping Skills	Department of Recreation and Wellness	Campus Community/Students	75-100
8/7/2024	Trauma-Informed Care Presentation	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	50
8/9/2024	Behind Closed Doors: Sexual Assault	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	70

8/16/2024	Student Health Services	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	10
8/23/2024	Student Staff In-Service Housing and Residence Life	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	90
8/29/2024	Red Zone Exhibit Launch Party	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	100
9/11/2024	kNOw MORE: Red Zone Pane	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	30
9/17/2024	Dating & Sexual Violence Presentation	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	40
9/18/2024	Dating & Sexual Violence Presentation	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	20
9/19/2024	HRL Safety Fair	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	70
9/30/2024	Panhellenic Council Victim Advocacy Program Presentation	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	200
10/8/2024	Take Back the Night	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	200
10/24/2024	Sexual Violence Prevention Presentation	Office of Title IX and Civil Rights (OTCR)	Athletic Staff	363
11/13/2024	Seventh Sexual Assault Interagency Council Symposium	Dean of Students Victim Advocacy Program (VAP)	Campus Community/Students	90
12/11/2024	Title IX/Sexual Violence Prevention Presentation	Office of Title IX and Civil Rights (OTCR)	Athletic Staff	88

### BYSTANDER INTERVENTION AND 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 reporting behavior violating this regulation, but if a community member can safely intervene to encourage others engaging in actions violating it 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 the Sexual Misconduct and Title IX Sexual Harassment regulation.
- Make sure you know to whom and where to report incidents and the services available to victims/survivors as detailed in the regulation and discuss 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 that express or explain viewpoints or beliefs different from your own 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 why their actions may harm others.
- Don't assume someone else will take action when you observe discriminatory or harassing behavior.
- When you see something 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.

Similar to a CSA is a "Responsible Employee." A "Responsible Employee" is required as part of their job duties to promptly report allegations of sexual misconduct as defined in the Sexual Misconduct and Title IX Sexual Harassment regulation by or against any student, employee, contractor, or visitor to the University's Title IX Coordinator or any Deputy Title IX Coordinator. If the individual consents, a Responsible Employee should also contact the University Police Department. The term Responsible Employee for purposes of this definition includes all University faculty and staff, including full or part-time positions and OPS employees, except Confidential Employees. Student employees are not included in this definition except for those employed in the following positions or areas:

- Graduate Teaching Assistants and Graduate Research Assistants
- Those employed in the Athletics department
- Those employed in UNF Housing and Residence Life

Employees not included in this definition are "Confidential Employees," including those employed within the University's Victim Advocacy Program, Student Health Services, the Student Ombuds, the Counseling Center, and other mental health professionals at the University who learn of allegations of sexual misconduct while working in their counseling capacity.

### **SAFE AND POSITIVE OPTIONS FOR BYSTANDERS**

Through educational presentations, University community members 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. These scenarios provide examples of safe and comfortable interventions a person could use to assist others. Not doing anything is not an option.

### **RISK REDUCTION STRATEGIES**

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 concerns. Risk reduction educational presentations are provided throughout the year to students and employees.

**Further information is also available on the Dean of Student website:**

<https://www.unf.edu/deanofstudents/index.html>

**UNF's Title IX website:**

<https://www.unf.edu/otcr/index.html>

and by contacting the

**Office of Title IX and Civil Rights: (904) 620-2507**

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 at (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 safe.

### **Locking Doors and Windows**

It may seem simple, but it is crucial 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 going outside of campus alone, check in with a friend. That way, someone 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.

### **Ride Sharing Safety**

Wait indoors in a safe location until the mobile app indicates that your ride has arrived. Before entering the vehicle, verify the make, model, and license plate number. Check the driver's rating and request another ride if the ratings are low. Confirm that the driver's name and details match the information provided to you. Allow the driver to call for you by name; do not volunteer your name when the ride arrives. Avoid sharing your phone number or any other personal information with the driver.

Before you get in, check to ensure that the child door lock is unlocked. If you are riding alone, sit in the back seat and buckle your seatbelt. Use a maps app to monitor your route and share your travel details with someone you trust. Trust your instincts; if you feel uncomfortable at any point, exit the vehicle. If necessary, call 911 for assistance.

### **ONGOING PREVENTION AND AWARENESS CAMPAIGNS**

In addition to UNF's primary sexual violence educational program, the University also promotes several 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:

**Red Zone Initiative**

The Red Zone is the time period where there are statistically heightened instances of sexual assault that happen on college campuses during the first part of the fall semester. On our campus, we want all students to understand how to meet people in safe environments, maintain healthy relationships, utilize their on-campus resources, and work together to prevent sexual misconduct. Many campus partners come together to host events and promote safe behaviors and smart choices for students.

**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 honoring 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.

**Start by Believing**

In Fall 2020, UNF joined the global movement to transform the way we respond to sexual violence. This public awareness campaign continued through 2024, is victim-centered and designed to end the cycle of violence. Educational workshops were presented to students and employees. The workshops provided nonjudgmental tools and support measures to assist survivors. Campaign posters with educational messages and resources are also displayed throughout campus with educational messages and resources.

**Victim Advocate Talks and Topics**

The Victim Advocacy Program hosts a monthly education forum that presents topics ranging from Navigating the Criminal Justice System to Consent Workshops. Campus and community subject matter experts provide information on the topic and resources available. Participants are provided the opportunity to ask questions and share information.

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

## CAMPUS SECURITY AND ACCESS

### CAMPUS FACILITIES SECURITY

University facilities are well-maintained, and security is prioritized to protect students, faculty, and staff. Many events held on campus are open to the public, as are various facilities, including the bookstore, libraries, and cafeterias. Access to academic, residential, and administrative buildings on campus is generally limited to students, employees, and visitors for purposes such as studying, working, teaching, and conducting university business. Most academic and administrative buildings automatically lock after regular hours. Some residence halls require a key for entry, while others, like apartments, are open. The security measures and access policies for UNF residence halls are 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. When a resident room door closes, it closes in the locked position.
- **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. When a resident room door closes, it closes in the locked position.
- **Osprey Cove (Bldgs. T, U and V)** resident rooms are located off an exterior courtyard. Resident rooms require a University assigned proximity card to enter. When a resident room door closes, it closes in the locked position.
- **Osprey Village (Bldgs. A-G)** resident rooms are located off an exterior courtyard. Resident rooms require an assigned proximity card to enter. When a resident room door closes, it closes in the locked position.
- **Osprey Crossings (Bldgs. Q-S)** requires a University assigned proximity card to enter the building. Resident rooms are located off an interior atrium. Resident rooms require an assigned proximity card to enter. When a resident room door closes, it closes in the locked position.
- **Osprey Fountains (Bldg. 55)** resident rooms are located off interior hallways. A University assigned proximity card is required to enter the individual towers, community house doors, resident room doors and individual suite doors. When a resident suite and bedroom door close, it closes in the locked position.
- **The Flats at UNF** resident rooms are located off an exterior breezeway. Resident apartment doors require an assigned 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 OVERVIEW**

All University buildings, excluding residential 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. The instructor can also lock down classrooms equipped with this system through a switch located at the front of the classroom.

### **ANNUAL SAFETY WALKS**

The University Safety Advisory Council conducts an annual night safety walk to inspect all areas of campus for lighting levels, obstructions, overgrown landscaping and other elements that could contribute to poor visibility. Projects are identified from the walk for either Physical Facilities, Housing or Information Technology 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.

### **HOUSING AND RESIDENTIAL LIFE ANNUAL FIRE SAFETY REPORT**

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#### **Section 1: DESCRIPTION OF FIRE SAFETY EQUIPMENT**

<b>Fire Alarms are located in:</b>
Osprey Village
Osprey Hall
Osprey Landing
Osprey Cove
Osprey Crossings
Osprey Fountains
The Flats at UNF

<b>Fire Sprinklers are located in:</b>
Osprey Hall
Osprey Landing
Osprey Cove
Osprey Crossings
Osprey Fountains
The Flats at UNF
<b>Fire Extinguishers (approximately 450) are located in:</b>
Osprey Village Apartments
The Flats at UNF Apartments
All Resident Assistant Rooms
Elevator Rooms in Osprey Hall, Landing, Cove, Crossings, and Fountains

## Section 2: NUMBER OF FIRE DRILLS IN 2024

Each occupied Housing area conducts one fire drill per semester. One drill is conducted during the Spring semester, Summer A, Summer B, and Fall Semester of occupied buildings. Overall, for Housing, there were 14 fire drills held during 2024. Summer A & B term fire drills were not completed during 2024.

### Housing and Residence Life guidelines state:

At least once during the first week of each term (including summer sessions), a Fire Drill for each building occupied by residents will be scheduled by the Assistant Director for Residence Life. 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.)

All reports of drills, false alarms, and actual fire situations may be reviewed by the Fire Marshall during periodic inspections.

## Section 3: HOUSING AND RESIDENCE LIFE RULES AND POLICES RELATED TO FIRE SAFETY

The University of North Florida Housing and Residence Life (HRL) community require, all residents and their guests are responsible for abiding by all federal and state laws and University rules, regulations, and policies. This includes the University of North Florida's Student Code of Conduct and the following Housing and Residence Life Rules and Regulations.



A2.0 Appliances Communal living includes a shared responsibility to the safety of self and others, including via the use of approved appliances. The following section outlines approved and unapproved appliances. Additionally, care should always be taken not to overload electrical circuits.

### **A2.1 Appliances: Approved Items and Use**

A2.1.1 Refrigerators 4.5 cubic feet or less and microwaves 1500 watts or less are permitted. Each student is permitted to have a microwave and mini fridge with the exception of Osprey Village.

- Osprey Village Residents: Apartments are limited to 2 microwaves and two mini-fridges per unit as they come equipped with a full-size refrigerator.

A2.1.3 Small appliances without exposed heating elements (e.g., blenders, Keurig, hand mixers) are permitted in student rooms with proper usage.

A2.1.4 Toasters, toaster ovens, pressure cookers, air fryers, coffee pots, and electric 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 and The Flats at UNF where residents can use them in their kitchen. Toasters, toaster ovens and electric grills found plugged in within student rooms may lead to discipline.

### **A2.2 Appliances: Non-Approved Items and Use**

A2.2.1 Any appliances with an open flame, open heating coils, or open heating elements are not permitted. This includes, but not limited to burners, griddles, any infrared appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers, smoke machines, etc.

A2.2.2 Charcoal and gas grills are not permitted to be used or stored in any of the housing areas. This includes balconies and patios located in Osprey Village and The Flats at UNF.

- Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

A2.2.3 3-D Printers are not permitted in residential areas.

A2.2.4 Students are not permitted to bring commercial exercise equipment to residential areas (examples include treadmills, stair climbers, walking pads, etc.). The only commercial exercise equipment that students are permitted to use in the residential areas is the equipment available in the residential gyms.

A2.2.5 Students are not permitted to bring and/or install ceiling fans or track lighting.

A2.2.6 Students are not permitted to bring wireless routers due to potential interference with the campus wireless network.

### **A2.3 Other Restrictions**

A2.3.1 Rewiring of student rooms is not permitted.

A2.3.2 All extension cords/power strips must be UL approved and have a built-in circuit breaker with an on-off switch. No other types of power cords or multiplug adaptors are allowed.

A2.3.3 Extension cords/power strips may not be plugged into other extension cords/power strips (daisy chaining).

A2.3.4 Residents and guests may not leave food and/or cooking appliances actively in use in unattended in rooms, lounges, kitchens, or grilling areas.

A2.3.5 This list is not exhaustive. As new appliances are available on the market, the Department of Housing and Residence Life reserves the right to review the appliance and determine whether or not it is approved to be in the residence halls. The Department of Housing and Residence Life will provide residents a process through which new appliances can be reviewed and approved or denied prior to residents bringing the item(s) to campus.

### **C1.0 Candles/Incense/Smell Goods**

Candles with or without a wick, wax warmers, candle warmers, and/or incense are not permitted to be used and/or stored. These items are also not allowed to serve as decorations in rooms or apartments for fire safety purposes. The only wax warmers permitted in residential areas are those that use a light bulb to heat the wax; these appliances are to be unplugged when residents are not present in the room.

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

The possession and/or use of firearms, weapons, and dangerous materials is 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.

D2.1 It is prohibited for any resident to possess a firearm, electric weapon or device except as permitted below, destructive device, or other weapon including a razor blade, box cutter, dirk, knife (other than a common pocketknife, plastic knife, or blunt-bladed table knife), archery bows and arrows, metallic knuckles, slingshot, billie-club, tear gas gun, chemical weapon or device, or other deadly weapon in University Housing.

It is not a violation for a registered student to possess a stun gun or nonlethal electric weapon or device designed solely for defensive purposes so long as the weapon does not fire a dart or projectile.

Refer to the Student Code of Conduct 4.0, Possession of Weapons and Destructive Devices for more information.

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

Removing or interfering with the use of fire safety equipment, such as fire extinguishers, sprinkler systems and smoke detectors, is a third-degree felony under Florida Statute, section 806.10 and is prohibited.

Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor. Any damage to University property due to resident activating or tampering with a fire alarm may result in restitution fees associated with the damage caused by their actions in addition to other appropriate discipline.

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.

F2.1 During fire alarms, students and guests MUST leave the building immediately and report to designated safety locations. Students are not to re-enter the building until the Housing and Residence Life professional staff, or the University Police Department have cleared students to re-enter.

F2.2 Students and guests failing to vacate, or returning before cleared by HRL or UPD, are subject to disciplinary action and/or a fine. Housing and Residence Life Staff may enter a student room during fire alarms to confirm evacuation.

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.

F2.5 Students cannot cover up or remove their smoke detectors.

F2.6 Students may be responsible for conducting monthly fire extinguisher checks for fire extinguishers located in their residential spaces.

### **F3.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted.

- F3.1 Students are not permitted to possess the following items: • Explosives (including fireworks and firecrackers) • Electric blankets • Electric signs • Flammable items (gasoline, turpentine, wood stains, lighter fluid, blow torch, etc.).

### **L2.0 Lighting**

Lamps and lighting should be UL approved.

Halogen lamps, lava lamps, lamps with plastic shades, medusa style lamps, and strobe lights are considered fire hazards. Storage or use of these or similar devices are not permitted.

L2.1 String lights must not be plugged into each other. They must be directly plugged into an outlet.

L2.2 LED strip lights are permitted but cannot be adhered directly to the wall. They must be adhered using 3M command strips, sticky putty, and/or blue painter's tape.

### **P4.0 Prohibited Items**

Storing prohibited item(s) that may pose a fire and/or safety hazard in a residence hall room, suite, or apartment is not permitted. Students in possession of any prohibited item as outlined in the Resident Handbook may be required to immediately remove the prohibited item in addition to any sanctions.

For the most accurate list of approved and prohibited items, please refer to the Housing and Residence Life website.

### **S3.0 Smoking and Vaping**

The Florida Clean Air Act, effective Oct. 1, 1993, prohibits smoking within any state university system educational facility. This includes residence hall rooms, apartments and other osprey housing facilities. Please refer to the University Smoke-Free Campus Initiative Regulation:  
[https://www.unf.edu/president/policies\\_regulations/01-General/1\\_0140R.aspx](https://www.unf.edu/president/policies_regulations/01-General/1_0140R.aspx).

- S2.1 Smoking and vaping are not permitted by any person (resident or guest) in any of the residence hall rooms, apartments and facilities, including porte-cochere, courtyards, elevators, stairwells, balconies, lounges, patios, etc.
- S2.2 Residents under the age of 21 may not possess, use, or own any tobacco, nicotine, smoking, or smokeless products.

#### **Section 4: 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.

1. 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 2024.

##### **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 a 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 Senior Staff On-Call will notify the Assistant Vice President of HRL

#### **Section 5: HOUSING AND RESIDENCE LIFE EVACUATION PLAN (FROM RESIDENCE LIFE EMERGENCY RESPONSE PLAN) FIRE AND FACILITY EVACUATION**

##### **Evacuation Procedures to be followed:**

1. If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.
2. When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner, heading to the nearest emergency exits. Building Emergency Coordinators will assist with evacuation as they leave the building to ensure complete evacuation.

3. If possible, the Building Emergency Coordinators should notify UPD when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc).
4. The fire alarm system is designed to indicate the location of the alarm and notify UPD. 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 Emergency Coordinators. Evacuation orders may be given for multiple purposes.

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

Residents and staff members should:

1. Become familiar with the 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 Emergency Coordinators grants permission.

**Residence Life Fire and Facility Evacuation**

At the start of each semester/term, 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 Assistant Director for Residence Life. 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 State Fire Marshall during periodic inspections. The Associate Director of Residence Life is responsible for maintaining all such reports in an easily accessible notebook.

### Fire Drill Protocol

1. Alert UPD that the drill is happening at least 30 minutes in advance
2. Assign staff members to certain tasks or areas during the drill
3. Determine who will activate the pull stations to set off the alarm
4. Wait until UPD is present to pull the alarm; when they are there, have your staff member(s) activate the pull the stations; those not pulling the alarm should be up in their rooms
5. After the alarm is pulled, each RA should be responsible for knocking on as many doors as possible as they are evacuating the building and going to their assigned locations
6. As the Residence Life Coordinator, you should walk around the area to check for any concerns (i.e.: alarm noise level, alarms not going off, students not evacuating)
7. Once the drill has been completed, UPD will reset the fire panel and silence the alarm; this should be an indication that residents can reenter the building(s)
8. If necessary, utilize staff members to reset emergency exit doors
9. After the drill, have the staff members who pulled the alarms fill out the Fire Alarm forms on the Admin Portal

### Actual Fire Situation

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

1. Person spotting fire pulls fire alarm to alert residents to evacuate.
2. UPD and RLC On-Call are called immediately. (The alarm does not necessarily notify the police or the fire department.)
3. **State:** Your name and position (RA or RLC), Building/wing/floor/and location of the fire
4. If the fire is small, contained, and easily extinguishable, you may attempt to extinguish the fire with an extinguisher or hose. **HOWEVER, DO NOT PUT YOURSELF IN DANGER!**
5. 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.
6. 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.
7. The Residence Life Coordinator On-Call will notify the Senior Staff On-Call.
8. Office Hours or On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form found on the Housing Admin Portal.
9. **Do not put yourself in danger.** If origin of fire is unknown, do not enter the location.

### Unknown Source of Alarm

Alarm rings



1. RAs will be given responsibility for the following:
2. Notifying UPD and calling RLC On-Call.
  - Notifying responding staff of any residents who may have special needs or need additional assistance.
  - Direct residents to move away from entryways or area of suspected fire.
  - Wait for emergency personnel to give directions.
  - Call RAs (in the area) who have not responded to the alarm (if more assistance is needed).
1. Every RA who is available should assist UPD/Residence Life Staff. UPD will check the control panel for the location of the alarm pulled. If the location of pulled alarm is identified, RAs should stand by while UPD investigates for possible fire situations. If it is determined that there is no fire, alarm may be reset by UPD. If fire is detected, refer to the above procedures.
2. Once the possibility of fire has been ruled out, the main alarm may be re-set by UPD.
3. After the alarm is re-set, UPD will notify Residence Life staff and residents that they will be able to return to their rooms.
4. Office Hours or On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form found on the Housing Admin Portal. The form should be submitted to designated location for the department's records.
5. RAs should document residents who do not comply with the evacuation procedures.

#### **Section 6: PLAN OF 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:

1. Programmatic efforts
2. Resident educational initiatives
3. Policy review and adjustments
4. Policy implementation

#### **Fire and Facility Evacuation**

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, heading to the nearest emergency exits. Building Emergency Coordinators will assist with evacuation as they leave the building to ensure complete evacuation. Emergency Coordinators should notify 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 UPD. UPD will then contact the fire department and the University Incident Commander.

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# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



## APPENDIX A CRIME STATISTICS

## APPENDIX A

## CRIME STATISTICS

The following table provides statistics for the past three calendar years for the crime category occurring in the University of North Florida's Clery geography: On-Campus (including On-Campus Student Housing), Non-campus, and Public Property. Statistics include any reported unfounded crimes, as required by the Clery Act.

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
MANSLAUGHTER by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
RAPE	2022	11	11	0	0
	2023	6	6	0	0
	2024	1	1	0	0
FONDLING	2022	4	3	0	0
	2023	1	1	0	0
	2024	1	1	0	0
INCEST	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
STATUTORY RAPE	2022	1	1	0	0
	2023	0	0	0	0
	2024	0	0	0	0
ROBBERY	2022	0	0	0	0
	2023	2	0	0	0
	2024	2	0	0	0
AGGRAVATED ASSAULT	2022	2	0	0	0
	2023	1	1	0	0
	2024	0	0	0	0
BURGLARY	2022	3	2	0	0
	2023	3	2	1	0
	2024	0	0	0	0
MOTOR VEHICLE THEFT	2022	3	0	0	0
	2023	10	0	0	0
	2024	0	0	0	0
ARSON	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

**VAWA STATISTICS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
DATING VIOLENCE	2022	8	8	0	0
	2023	3	3	0	0
	2024	5	2	0	0
STALKING	2022	3	1	0	0
	2023	1	0	0	0
	2024	2	0	0	0
UNFOUNDED (All Crimes)	2022	2	2	0	0
	2023	1	0	0	0
	2024	0	0	0	0

**HATE CRIME STATISTICS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
HATE CRIMES	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

**ARREST AND CONDUCT REFERRALS**

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
LIQUOR LAW ARRESTS	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
LIQUOR LAW REFERRALS	2022	149	146	0	7
	2023	172	170	0	0
	2024	129	101	0	0
DRUG LAW ARRESTS	2022	3	1	0	0
	2023	4	0	0	0
	2024	0	0	0	0
DRUG LAW REFERRALS	2022	31	28	0	10
	2023	33	31	0	0
	2024	33	27	0	0
ILLEGAL WEAPONS ARRESTS	2022	3	1	0	0
	2023	1	1	0	0
	2024	0	0	0	0
ILLEGAL WEAPONS REFERRALS	2022	5	5	0	0
	2023	4	4	0	0
	2024	7	5	0	0

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# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



## APPENDIX B FIRE STATISTICS

**APPENDIX B****FIRE STATISTICS**

The following table provides statistics for the past three calendar years for the fire statistics occurring in the University of North Florida's Clery geography: On-Campus (including On-Campus Student Housing), Non-campus, and Public Property. Statistics include any reported unfounded crimes, as required by the Clery Act.

Number of fires in 2024 Calendar Year (Spring, Summer, and Fall semesters): 0

RESIDENTIAL FACILITY	Year	Total Number of Fires	Fire Number	Date	Cause	Death or Injury?	Value of Damage
Osprey Village (A-G) 1 UNF Drive Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
Osprey Hall (Z) 1 UNF Drive Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
Osprey Landing (W-Y) 1 UNF Drive Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
Osprey Cove (T-V) 1 UNF Drive Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
Osprey Crossings (Q-S) 1 UNF Drive Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
Osprey Fountains (Bldg. 55) 4654 Osprey Ridge Rd. Jacksonville, FL 32224	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
The Flats at UNF (Bldg. 65) 4850 1 <sup>st</sup> Coast Technology Parkway	2022	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		
	2023	0	0	0	0		
	2024	0	0	0	0		

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# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



## **APPENDIX C**

### **ALCOHOL AND OTHER DRUGS**

## APPENDIX C

### ALCOHOL AND OTHER DRUGS POLICY

---

The University is committed to educating 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.

#### II. DEFINITIONS

For the purposes of this policy, the following definitions (as per Florida Statutes) shall apply:

- A. **Alcohol (or alcoholic beverage):** means distilled spirits and any beverage containing 0.5 percent or more alcohol by volume.
- B. **Illicit Drug:** means a controlled substance or "designer drug" under provisions of Chapter 893, Florida Statutes.
- C. **"Under the influence":** means a person has ingested alcohol and/or illicit drug(s) sufficient to render them incapable of discretion or sound judgement or which results in impairment of normal faculties.

#### III. STATEMENT OF POLICY

##### Standards of Conduct

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

Category	Name	Health Risks
Alcohol	Alcohol	Increased risk of injuries, violence, fetal damage (pregnant women); depression; neurologic deficits; hypertension; liver/heart disease; addiction; fatal overdose
Cannabinoids	<ul style="list-style-type: none"> <li>• Marijuana</li> <li>• Hashish</li> </ul>	Cough, frequent respiratory infections; possible mental health decline; addiction, slowed reaction time, increased heart rate, impaired learning and memory
Tobacco	Nicotine	Increased blood pressure and heart rate, chronic lung disease, stroke, addiction, cancers
Opioids	<ul style="list-style-type: none"> <li>• Heroin</li> <li>• Opium</li> </ul>	Drowsiness, impaired coordination, dizziness, confusion, nausea, sedation, constipation; endocarditis; hepatitis; HIV; addiction; respiratory arrest; fatal overdose
Stimulants	<ul style="list-style-type: none"> <li>• Cocaine</li> <li>• Amphetamine</li> <li>• Methamphetamine</li> </ul>	Increased heart rate, blood pressure, body temperature, weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction; nasal damage from snorting
Club Drugs	MDMA (Ecstasy)	Sleep disturbances, depression, impaired memory, hyperthermia, addiction
Club Drugs	Flunitrazepam (Rohypnol)	Addiction, confusion, memory loss, dizziness, impaired coordination
Club Drugs	GHB	Unconsciousness; seizures; coma
Dissociative Drugs	Ketamine	Analgesia, impaired memory, delirium, respiratory depression and arrest, death
Dissociative Drugs	PCP	Analgesia, psychosis, aggression, violence, slurred speech, loss of coordination, hallucinations
Dissociative Drugs	Salvia Divinorum	Anxiety, tremors, numbness, memory loss, nausea
Dissociative Drugs	Dextromethorphan (DXM)	Euphoria, slurred speech, confusion, dizziness, distorted visual perceptions
Hallucinogens	LSD	Increased body temperature, heart rate, blood pressure, numbness, dizziness, weakness, tremors, impulsive behavior, rapid shifts in emotion
Hallucinogens	Mescaline	Flashbacks, fetal abnormalities.
Hallucinogens	Psilocybin	Flashbacks, risk of psychiatric illness, impaired memory, tolerance, paranoia, panic
Other Compounds	Anabolic Steroids	Blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne



Category	Name	Health Risks
Other Compounds	Inhalants	Loss of inhibition, headache, nausea or vomiting, slurred speech, loss of motor coordination, muscle weakness, damage to cardiovascular and nervous systems

For more information: National Institute on Drug Abuse <https://www.drugabuse.gov/>

### Guidelines for Alcohol Consumption

The sale, serving, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreements with on-campus distributors. Requests to sell or serve alcohol must have proper approvals in accordance with Alcohol Guidelines found at the following link: <https://www.unf.edu/ehs/alcohol-procedures-requirements.html>.

### Services for Alcohol and Drug Use/Abuse

The following describes all on campus Alcohol and Drug resources and services. Every effort will be made to protect the individual's confidentiality, according to applicable laws, and to foster successful pursuit of academic and/or professional goals in accordance with the University's mission.

#### Students:

##### A. Prevention:

As part of the educational process, the University, via the Department of Recreation and Wellness, (904) 620 - 4769, will provide on a regular basis, a wide range of activities for the University community to increase their understanding of the harmful effects and potential addiction caused by inappropriate use of alcohol and other drugs. These activities are centered on primary prevention (i.e. education).

Specific primary prevention activities will include:

- Education efforts by the Department of Recreation and Wellness
- Participation in national, state, and regional alcohol and other drug prevention events
- Regular dissemination of alcohol and other drug educational literature to the University community
- Presentations on alcohol and other drugs information to residential students, academic classes, faculty, staff, and other campus groups
- The maintenance of a computerized drug and alcohol information database

##### B. Intervention

Students found responsible for alcohol or drug violations may be directed by the Student Conduct Office to the Office of the Dean of Students for an individual multi-session

alcohol and/or drug assessment and education. The Office of the Dean of Students reserve the right to require additional intervention services which will be determined on an individual basis and in the best interest of the student. Student assessments, referrals, and all information disclosed in the scope of students receiving such services will be subject to and protected by the standard confidentiality protocol.

### C. Treatment

The Counseling Center, Office of the Dean of Students, Department of Recreation and Wellness and Student Health Services are the primary facilities available to students who have alcohol or other drug abuse or dependency problems. These students are identified through:

- a. self-referrals
- b. faculty and staff referrals
- c. student conduct system referrals
- d. Drug testing (done by Athletics for student athletes)
- e. involvement in the criminal justice system

Once identification is made, an assessment of the student's condition is made through the appropriate campus resource (i.e., Counseling Center, Office of the Dean of Students, or Student Health Services) to determine the level of intervention and treatment necessary to ameliorate the situation. If this assessment reveals that the scope of the problem is beyond the capability of these centers, the student will be referred to the appropriate community agency.

Parental notification may be necessary and will be issued with the consent of the student and/or consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

### Faculty and Staff:

Since the Counseling Center, Department of Recreation and Wellness, Office of the Dean of Students, and Student Health Services are primarily for students, employees are treated in these facilities only on an emergency basis. Employees with a chemical dependency may be identified through:

- a. self-referrals
- b. supervisor(s)
- c. involvement in the criminal justice system

The employee will be required to either take advantage of the Employee Assistance Program (EAP), made available through the Office of Human Resources, or to seek help from community agencies. A comprehensive list of these agencies, including names and telephone numbers, is available through the

Department of Recreation and Wellness. The employee may choose to use one of these agencies rather than the EAP upon written approval of the Vice President of Human Resources or his/her designee.

Rehabilitation is the preferred goal for students and employees who exhibit chemical dependency problems, and every effort will be made to assist with rehabilitation. However, if any subsequent work performance or disruptive behavior adversely affects the overall well-being of the University community, sanctions may be applied as explained under the Disciplinary Standards section below.

### **Legal Sanctions**

No employee or student is to report to work, class, or any University function while under the influence of alcohol or other drugs. Violation of this policy will subject the individual not only to University sanctions but also to potential criminal prosecution by the appropriate authorities.

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.

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.

### **Disciplinary Sanctions for Violation of Policy**

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.

#### **1. Sanctions**

The penalties imposed for violating this policy range from written warnings with probationary status to expulsion from enrollment and/or termination of employment. The choice of sanction will depend on the individual circumstances of the case, including any extenuating circumstances. Specific penalties for faculty, administration, staff, and students can be found within the areas responsible for each constituency:

1. **For faculty:** The Office of Academic & Student Affairs
2. **For administrators and staff:** The Office of Human Resources
3. **For students:** The Dean of Student Office

#### **2. Suspension Pending Final Disposition**

The University reserves the right to suspend a faculty member, administrator, staff or student between the time of the initial charges and the impending hearing. This suspension action will be subject to the applicable personnel rules/policies and will be invoked only if

in the opinion of campus administrators, the continued presence of this individual poses a clear and immediate danger to himself/herself and/or other members of the University community. Under such circumstances a formal hearing must be held within a requisite number of school/working days, determined by the areas responsible for each constituency, to lift the suspension or impose more severe sanctions.

3. **Investigations** - the University may place an employee on administrative leave during an investigation for a period up to the length of the investigation.
4. **Best Interest of the University** - the University may place an employee on administrative leave when the employee's presence in the workplace may result in injury to the employee or others, damage to property, or it has been determined that it is in the best interest of the University to do so.

### Biennial Review

The University Alcohol, Tobacco & Other Drugs Committee is responsible for conducting the biennial review of the UNF Drug and Alcohol Abuse Prevention Program required under the Drug-Free Schools and Communities Act. This review will include:

- a. A determination of the program's effective and recommended changes, if any,
- b. An accounting of the number of drug and alcohol related violations and fatalities,
- c. An accounting of the number and type of sanctions imposed for violations of policy,
- d. A description of the research methods and data analysis tools used to determine the effectiveness of the program, and
- e. A plan of action for addressing findings and recommendations.

A copy of the report, signed by the President, shall be available in the office of the Vice President for Student and International Affairs, who is responsible for implementation of the recommendations from the review.

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# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



## APPENDIX D

### HAZING

## APPENDIX D

### HAZING POLICY

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#### I. OBJECTIVE & PURPOSE

Actions or situations which by design or intent amount to hazing are prohibited and shall be prevented and adjudicated by the University whenever possible. This regulation shall apply to acts conducted on or off campus property whenever such acts are deemed to constitute hazing.

#### II. STATEMENT OF REGULATION

Hazing is defined as any action or activity of any group or individual which recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes including, but not limited to, initiation, admission into, affiliation with, or the perpetuation or furtherance of a tradition of ritual of any student organization or group whether or not officially recognized by the University.

**Hazing includes, but is not limited to:**

- a. Pressuring or coercing students into violating the University regulations, Student Conduct Code, local, state, or federal law.
- b. Activities that conflict or interfere with a student's academic performance.
- c. Forced consumption or intake of food, alcohol, drug or any other substance.
- d. Any brutality of a physical nature such as whipping; beating; branding; forced calisthenics; exposure to the elements; or any other forced physical activity which could adversely affect the physical and/or mental health or safety or dignity of the individual.

Any activity that would subject a reasonable person to experience emotional stress including deprivation of food or sleep. Forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. These activities include but are not limited to kidnapping, scavenger hunts, any forced activity of a sexual nature, and personal servitude.

A person also commits hazing when they intentionally or recklessly commit, solicits a person to commit, or is actively involved in the planning of any act of hazing as defined in this policy upon another person who is a member or former member of or an applicant to any type of student organization or group operating under the sanction of the University whether or not the group is officially recognized by the University.

It is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for it to be considered hazing. Furthermore, it is not a defense to a charge of hazing that the consent of the victim had been obtained, or that the activity leading to charges of hazing was not an official organizational event, or was not approved, or sanctioned by the organization.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.



### III. STATEMENT OF PROCEDURES

- A. Any person having knowledge of any activity or situation which may constitute hazing should contact the Office of the Dean of Students, the University Police Department, the Office of Fraternity and Sorority Life, the Athletic Director, the Office of the Dean of the College in which the club or, course or organization is housed, or the Office of the Provost. Actions to enforce the University's prohibition against hazing shall be conducted pursuant to the Student Conduct Code.
- B. Penalties - The penalties described below may be imposed for violation of this regulation, regardless of whether the violation occurred on or off campus and shall be in addition to any other penalty to which a student or group may be subject for violations of the criminal laws of Florida or any other applicable University regulation or policy.
- C. Individuals subject to University jurisdiction found guilty of hazing violations may receive penalties including the withholding of diplomas or transcripts pending compliance with the regulation or completion of community service, or other educational sanctions, and the imposition of reprimand, probation, suspension, dismissal, or expulsion, depending upon the severity of the violation.
- D. In compliance with the Medical Amnesty Policy and with "Andrews Law" , a person who was present at an event where, as a result of hazing, a person appears to be in need of immediate medical assistance, who is the first person to call 911 or the University Police Department for and obtains such medical assistance, provides their name and the address at which medical assistance is needed, renders medical aid, remains on the scene with the person until such medical assistance arrives, and cooperates with the responders will not be charged with a violation of this policy.
- E. University recognized student organizations including fraternities and sororities that engage in hazing may be penalized by revocation of permission for the organization to be registered, to meet on campus and to use campus facilities, operate on university property or to otherwise operate under the sanction of the university.
- F. Copies of this regulation, and any policies concerning violations, penalties, and process for enforcement will be provided to students enrolled in the University and shall be referenced/incorporated in the bylaws of every organization operating under the sanction of the University.

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# ANNUAL SECURITY AND FIRE SAFETY REPORT 2024



## **APPENDIX E**

### **SEXUAL MISCONDUCT AND TITLE IX SEXUAL HARASSMENT**

**APPENDIX E****SEXUAL MISCONDUCT AND TITLE IX SEXUAL HARASSMENT**

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**I. OBJECTIVE & PURPOSE**

The University of North Florida ("University" or "UNF") is committed to providing a work and learning environment free from unlawful harassment, discrimination, and retaliation. In addition to prohibiting discrimination, harassment, and retaliation as explained in the University's Non-Discrimination, Equal Opportunity, and Inclusion Regulation (1.0040R), UNF also specifically prohibits sexual misconduct and sexual harassment in compliance with Title IX of the Education Amendments of 1972 ("Title IX").

This Regulation provides guidance regarding conduct that constitutes sexual misconduct and sexual harassment. It also explains reporting responsibilities regarding such conduct, the University's processes for investigating and resolving alleged violations, and rights and services available to those affected by such conduct and related investigations.

For purposes of this Regulation, "Sexual Misconduct" is an expansive term encompassing sexual harassment and sexual violence (including sexual assault, dating violence, domestic violence and stalking). Sexual Misconduct may constitute crimes (e.g., sexual battery, rape and related sex crimes), or may be noncriminal conduct (e.g., sexual harassment). 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. This Regulation is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

It is the objective of the University that this Regulation be broadly applied to ensure the protection of all those who interact with the University. Therefore, "University Community" is defined to refer to any person who is a student; faculty and/or staff member; University official; any other person employed or contracted with the University; and any other individual interacting with the University.

Title IX requires that the University have a statement of policy and procedure for handling complaints of Sexual Misconduct. This Regulation constitutes that statement. UNF has jurisdiction over complaints of Sexual Misconduct.

Title IX also prohibits other forms of sex- and gender-based discrimination. For example, Title IX prohibits, and the University will not tolerate, taking an adverse action against a member of the University community because of their sex or gender. Such discrimination is addressed in a separate University regulation, the Non-Discrimination, Equal Opportunity and Inclusion Regulation, 1.0040R. The University's process for prompt and equitable resolution of complaints alleging sex- and gender-based discrimination may be found in that Regulation.

**II. STATEMENT OF REGULATION, AFFIRMATION AND DISSEMINATION**

Sexual Misconduct is contrary to UNF's standards and may violate the law. This Regulation applies to all members of the University Community. It applies to actions regardless of where they occur, including those that take place in the University's facilities, at a class, training program or event sponsored by the University at another location, any building owned or controlled by a student organization that is officially recognized by the University (such as a fraternity or sorority house), or elsewhere off campus. Any member of the University Community who violates this Regulation will be subject to disciplinary

action and potentially criminal prosecution. To the extent a customer, vendor or other person with whom UNF is affiliated engages in Sexual Misconduct, UNF will take appropriate corrective action.

The University strives to provide programs, activities, services and educational opportunities to all who interact with the University Community regarding Sexual Misconduct. Specific Sexual Misconduct and Title IX training, education, and awareness programming is provided to new faculty members and employees during orientation, during admissions for students, and annually thereafter for all. This training includes information regarding conduct and behaviors that constitute Sexual Misconduct, how to report allegations of Sexual Misconduct, and what services are available at the University and in the community to assist individuals who believe they have been subjected to Sexual Misconduct.

In addition, the University ensures that its Title IX Coordinator, Deputy Title IX Coordinators, investigators, Decision-Makers, and those facilitating informal resolution are properly trained. This includes training on what constitutes Sexual Misconduct (including the definition of Title IX Sexual Harassment as defined by the U.S. Department of Education), the scope of the University's education programs and activities, how this Regulation operates, how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially including by avoiding pre-judgment of the facts at issue, conflicts of interest and bias. Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators also receive training on issues of relevance so that they may create an investigative report that fairly summarizes relevant evidence.

The University has designated the Office of Title IX and Civil Rights (OTCR) as its Title IX Coordinator. The Title IX Coordinator is authorized to coordinate the University's efforts to comply with Title IX and this Regulation. Additionally, the Title IX Coordinator has delegated certain duties to Deputy Title IX Coordinators, which have been designated for each division within the University. A listing of these Deputy Title IX Coordinators can be accessed on UNF's website at: <https://www.unf.edu/title-IX/who-to-call.html>.

This Regulation shall be disseminated to the University Community through the UNF website, new employee orientations, new student orientations, and other appropriate channels of communication. UNF will respond promptly to reported violations and will take prompt, effective action to prevent, to correct, and, if necessary, to discipline individuals and organizations who violate this Regulation.

In addition, the University encourages safety among all the members of the University Community. For suggestions on how to reduce risk of sexual violence, please visit the University's website at <https://www.unf.edu/title-IX/resources.html>.

### **III. DEFINITIONS**

#### **A. Definitions of Sexual Harassment**

The federal Title IX regulations define sexual harassment in a limited way that does not cover all forms of sexual harassment that the University seeks to prohibit. This requires the University to maintain two separate definitions of sexual harassment: the broader definition of "Sexual Harassment" and more narrow definition of "Title IX Sexual Harassment."

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, written, or electronic communications or physical conduct of a sexual nature that is objectively offensive and sufficiently severe, persistent, or pervasive so as to deny or limit an individual's ability to participate in or benefit from the University's educational programs or activities, or substantially interfere with or alter the conditions of an employee's employment. Sexual harassment can also occur as quid pro quo harassment, such as when:

- Submission to such conduct or request is made either explicitly or implicitly a term or condition of a status in a course, program, or activity, or of academic achievement; or
- Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
- Submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals.

Sexual harassment can occur to any member of the University Community, on or off campus. It includes conduct that is prohibited under Title VII of the Civil Rights Act of 1964 and similar laws.

"Title IX Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30), and as defined in this Regulation.

In some situations, the same conduct may be both Sexual Harassment and Title IX Sexual Harassment.

## **B. Examples of Sexual Harassment**

The following are examples of unwelcome conduct that, when sex-based, may rise to the level of Sexual Harassment and/or Title IX Sexual Harassment.

- Inappropriate touching or brushing against the body of another including, but not limited to patting, fondling, massaging, caressing, pinching, attempted or actual kissing.
- Requesting sex or sexual acts in exchange for an occupational or educational benefit.
- Repetitive propositions, invitations or pressure for sexual activity by a party when the other party finds the propositions and invitations to be unwelcome.
- Suggestive or inappropriate sex-based communications, notes, letters, e-mail, text messages, contact through social media (i.e. Facebook, Instagram, Twitter, etc.), or other written materials.
- Displaying, transmitting, or sending sexually based suggestive or inappropriate photographs, videos, computer images, slides, calendars, cartoons, or drawings through any medium.
- Sexual innuendo, comments, or remarks about a person's clothing, body, or activities which places an individual in fear of imminent physical or psychological harm or injury.



- Actual or implied sexual threats or intimidation which places an individual in fear of imminent physical or psychological harm or injury.
- Intentionally mis-gendering an individual in a manner that is severe or pervasive.

### C. Other Definitions

In addition to the definition of "Sexual Misconduct," "University Community," "Sexual Harassment," and "Title IX Sexual Harassment" above, this Regulation also utilizes the following definitions:

1. "Complainant" is an individual who is alleged to be the victim of conduct that could constitute Sexual Misconduct, including Title IX Sexual Harassment.
2. "Campus Security Authority" or CSA, means an individual occupying a position designated by the University for the purpose of complying with the Clery Act. When a CSA is also a Responsible Employee, they must still fulfill their duties as described in this Regulation for a Responsible Employee and promptly report allegations of Sexual Misconduct by or against any student, employee, contractor or visitor to the University's Title IX Coordinator. For more information about the duties of a CSA and a complete listing of positions designated as a CSA, please see the Campus Safety and Security Reporting policy, 1.0120P, which is available at the following link: <http://www.unf.edu/regulations-policies/01-general/1-0120P.html>.
3. A "Confidential Employee" is an individual who learns of allegations of Sexual Misconduct while working in their counseling capacity, including individuals employed within the University's Women's Center, the Victim Advocacy Program, Student Health Services, the Counseling Center, other mental health professionals at the University, and the Ombuds. Individuals supervised by such Confidential Employees are also Confidential Employees themselves.
4. The term "Coercion" refers to an attempt to causing, or attempting to cause, another person to act or to think in a certain way by use of force, threats, or intimidation. Coercion is measured by the reasonable person standard.

Examples of coercion include but are not limited to:

- causing the deliberate incapacitation of another person;
  - threatening to harm oneself if the other person does not engage in a sexual act; and
  - threatening to disclose a person's sexual orientation, gender identity, sexual preferences, or other sensitive, personal information if the person does not engage in a sexual act.
5. The term "Consent" refers to the communication of an affirmative, conscious, knowing, and freely made decision by each participant to engage in agreed upon forms of contact or conduct. It is the responsibility of each person involved in any form of contact or conduct to ensure that they have the consent of the other or others. Consent requires an outward demonstration, through understandable words or actions, which conveys a clear willingness to engage in the contact or conduct. Consent cannot to be inferred from silence, passivity, or a lack of resistance, and relying on non-verbal communication alone may result in a violation.

For example, a person who does not physically resist or verbally refuse sexual or non-sexual contact may not necessarily be giving consent. There is no requirement that an individual verbally or physically resist unwelcome contact for there to be a violation. If a party to sexual



activity falls asleep during the sexual activity, they lack the capacity to provide consent to further sexual activity.

Consent cannot be inferred from any existing or previous relationship or encounter (i.e. platonic, dating, or sexual). Even in the context of a relationship, there must be mutual consent to engage in sexual contact for each occasion and each form of sexual contact. Consent to one form of sexual contact does not constitute consent to any other form of sexual contact, nor does consent to sexual contact with one person constitute consent to sexual contact with any other person. Additionally, consent to sexual contact on one occasion is not consent to engage in sexual contact on another occasion. Consent cannot be obtained by coercion or force or by taking advantage of a person's inability to give consent because of incapacitation or other circumstances.

A person who has given consent to engage in sexual contact may withdraw consent at any time. Once consent is withdrawn, the sexual contact must cease immediately.

Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through one's mental or physical helplessness or incapacity. A person who is incapacitated cannot provide consent. Note that generally in Florida, consent cannot legally be given by a minor under the age of 18, with certain specified statutory exceptions.

6. "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, serves no legitimate purpose, and would cause a reasonable person to feel fear.
7. "Dating Violence" means violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) and the frequency of interaction between the persons involved in the relationship.
8. "Day" means a business day but does not include days in which the University is closed due to holidays, weather, or other events. When a student is a party, any deadline for the student party to act will be paused during intersession periods between semesters.
9. "Decision-Maker" is the individual, or group of individuals, designated by the University to conduct a live hearing to make a determination of responsibility about whether the alleged Sexual Misconduct occurred. The Decision-Maker will not be the same person as the Title IX Coordinator or investigator.
10. "Domestic Violence" includes conduct that constitutes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person

with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Florida or where the violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida or where the violence occurred. The University need not prove domestic violence under the standards of criminal law to find a violation of this Regulation, as this Regulation is not subject to criminal rules of procedure or proof.

11. "False Report" means making a materially false statement in bad faith in the course of proceedings under this Regulation. For example, a False Report includes providing materially false information during an investigation in bad faith, or misleading University officials in proceedings involving alleged violations of Sexual Misconduct through materially false information in bad faith. UNF takes the accuracy of information very seriously and a false report of Sexual Misconduct may have severe consequences. A good-faith complaint is not considered a False Report, even if the case is dismissed or the Respondent is not found responsible.
12. "Fondling" is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
13. "Force" is the use or threat of physical violence and/or emotional or psychological manipulation to gain sexual access. Force includes threats, implied threats or intimidation, and coercion that overcomes free will or resistance to gain consent.
14. "Formal Complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating or attempting to participate in the University's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail using the contact information in this Regulation, or by using the online form found at [https://cm.maxient.com/reportingform.php?UnivofNorthFlorida&layout\\_id=70](https://cm.maxient.com/reportingform.php?UnivofNorthFlorida&layout_id=70).

As used in this definition, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through the University's online form) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

15. "Grievance Process" for purposes of this Regulation refers to all or a part of the process of reporting of Sexual Misconduct, filing of a Formal Complaint, investigating, holding a hearing, reaching a determination of responsibility, deciding any appeals, and imposing discipline or providing remedies (if any).
16. "Incapacity" means the physical and/or mental inability to make an informed or rational judgment. Incapacity to consent may result from mental disability, intellectual disability, duress, unconsciousness/sleep, age, flashbacks, or use of alcohol, drugs, medication, and/or other substances. Where alcohol or other drug has been consumed, one does not have to be

intoxicated to lack the capacity to provide consent to engage in sexual activity. Rather, incapacity is determined by how the alcohol or drug consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Being intoxicated or under the influence of alcohol or drugs is not a defense to a complaint of Sexual Misconduct under this Regulation as all parties involved in a sexual act must provide and obtain ongoing consent to engage in sexual activity. Indications of consent are irrelevant if the initiator of sexual activity knows, or reasonably should have known, of the incapacity of the other person.

17. "Incest" is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
18. "Indecent Exposure" means to expose or exhibit one's sexual organs in public or within the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public except in a place provided for that purpose. It also includes the unwelcome transmission of sexual images of one's own sexual organs or nakedness such as via sexting.
19. "Non-consensual sexual contact" means sexual contact that occurs without consent. It also includes using force to cause a person to touch their own intimate parts or the intimate parts of others without consent with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
20. "Non-consensual sexual intercourse" means vaginal, anal, or oral sexual penetration that occurs without consent.
21. "Obstruction of a Sexual Misconduct Proceeding" means improper actions to discourage or impair participation in a Sexual Misconduct grievance process, including but not limited to intimidating witnesses or other participants in the investigation process.
22. "Rape" is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
23. "Respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Misconduct, including Title IX Sexual Harassment.
24. "Responsible Employee" means an individual who is required to promptly report allegations of Sexual Misconduct by or against any member of the University Community to the University's Title IX Coordinator. All University faculty and staff, including full or part-time positions and OPS employees, are Responsible Employees under this Regulation, except Confidential Employees.

If an individual alleges that they have been subjected to Sexual Misconduct of a criminal nature, if the alleged victim consents, a Responsible Employee should also contact the University Police Department (UPD).

Student employees are only Responsible Employees if they are employed in the following positions or areas:

- Graduate Teaching Assistants and Graduate Research Assistants;
- The Athletics department; or
- UNF Housing and Residence Life.

This definition of "Responsible Employee" does not absolve anyone with knowledge or reason to suspect child abuse, abandonment, or neglect, of the responsibility to report relevant information to the Department of Children and Families in accordance with Florida Statute section 39.201, and Board of Governors Regulation 3.002.

25. "Sexual contact" means the deliberate intentional touching, either directly or through the clothing, of a person's intimate parts including their genitalia, anus, groin, breast, inner thigh, or buttocks.
26. "Sexual exploitation" means taking sexual advantage of another person without their consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.
27. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A "sex offense" is generally any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Without limiting that definition of sexual assault, the following are examples of sexual assault:
  - Fondling
  - Incest
  - Rape
  - Sodomy
  - Statutory Rape

Under this definition of sexual assault, which is mandated by federal Title IX regulations, it is possible that a similar act may be classified as one or more variants of sexual assault, or different variants, depending on the sex or gender of Complainant or Respondent. For example, under these definitions, oral sex without consent on a vagina would be "rape," but oral sex without consent on a penis would be "sodomy." The University will not discriminate on the basis of sex or gender in grievance processes or in disciplinary sanctions in such cases. The University will apply the same proceedings and same range of disciplinary sanctions regardless of sex or gender.

28. "Sexual intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or by any other object.
29. "Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
30. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - fear for his or her safety or the safety of others; or

- suffer substantial emotional distress.
31. "Statutory Rape" is non-forcible sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in statutory rape; the act is not an attack.
32. "Supportive Measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to Complainant or the Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter Sexual Misconduct. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
33. "Voyeurism" means to trespass, spy, eavesdrop, or otherwise invade the privacy of another for the purpose of personal sexual arousal.

#### **IV. PROHIBITION AGAINST SEXUAL MISCONDUCT**

##### **A. Application to All**

All members of the University Community are required to comply with this Regulation, both on- and off-campus. This extends to vendors, contractors (including the employees of third parties), guests, or others on the University's campus and at any University sponsored or related function or activity.

##### **B. Violations**

It shall be a violation of this Regulation to engage in any of the following conduct:

1. Cyberstalking
2. Dating violence
3. Domestic violence
4. Making a False Report
5. Indecent Exposure
6. Non-consensual sexual contact
7. Non-consensual sexual intercourse
8. Obstruction of a Sexual Misconduct Proceeding
9. Sexual exploitation
10. Sexual assault
11. Sexual coercion
12. Sexual Harassment and Title IX Sexual Harassment
13. Stalking
14. Unlawful possession of or administration of date rape drugs such as Rohypnol, GHB, Burundanga, Ketamine, or alcohol, in order to engage in other conduct that violates this Regulation

## 15. Voyeurism

**C. Additional Examples of Criminal Acts, when based on Sex, which May Constitute Sexual Misconduct**

1. Hazing on the basis of sex in violation of University Regulation 5.0020R, Prohibition Against Hazing.
2. Bullying and Cyberbullying on the basis of sex, meaning repeated and/or severe aggressive behaviors likely to intimidate or harm another person, physically or emotionally.

**D. Protection for Freedom of Expression**

The University environment is unique in that there must be the freedom to express ideas and to foster communication on subjects that enhance the University's educational mission. Accordingly, while the University is committed to providing a learning environment that is free from Sexual Misconduct, the purpose of this Regulation is not intended to abridge academic freedom or to interfere with freedom of expression as guaranteed by the U.S and Florida Constitutions. As a result, Sexual Misconduct does not include:

The expression of ideas in an academic context to provoke thought or discussion on topics germane to the course and advancement of the University's educational mission.

Engagement in debate or discourse over issues that society may find to be unpopular, offensive, or disagreeable.

Discussing, using or displaying views, words, symbols or thoughts in an academic setting which are germane to the course and which some persons may find to be offensive.

Other legally protected activities and statements.

Individuals must be mindful that although rights of freedom of expression and academic freedom are broad, they are not unlimited. The University will take action on conduct that goes beyond legal protections and violates this Sexual Misconduct Regulation.

**V. REPORTING AND ADDRESSING SEXUAL MISCONDUCT**

The University's first priority is the safety of the University Community. Any individual who believes they are being subjected to Sexual Misconduct should first get to a safe place. An individual who fears for their physical safety and/or feels threatened while on UNF's campus should call the University Police Department from a safe location or by using any campus telephone by dialing 911 or using any "Code Blue" station. Off campus, an individual in fear or threatened should contact law enforcement by dialing 911.

Individuals who wish to address Sexual Misconduct should never hesitate to do so, and should contact the Title IX Coordinator, a Deputy Title IX Coordinator, Responsible Employee, the University Police Department, or other University resources as quickly as possible.

It must be emphasized that an individual is not required to take affirmative steps to stop Sexual Misconduct in order to file a Title IX claim or utilize available University resources such as the Women's Center, Victim Advocacy Program, Counseling Center, Student Health and other services. For example, if a student has been sexually assaulted, they are not required to first file a police or Title IX report before accessing the Victim Advocacy Program.



While the University encourages prompt reporting by an individual who feels that they have been subject to Sexual Misconduct, it is the individual's option to, or not to, report and seek assistance from law enforcement and individuals designated in this Regulation.

### **A. Reporting Sexual Misconduct**

If you believe that you have experienced, witnessed, or learned of Sexual Misconduct, notify the Title IX Coordinator as soon as possible after the incident. You do not have to tolerate unacceptable behavior, regardless of who is creating the situation. There is no specific time frame for individuals who have experienced Sexual Misconduct to make a report pursuant to this Regulation. Individuals are, however, encouraged to make a report soon after the incident in order to maximize UNF's ability to investigate and resolve the matter. Note that under the Student Code of Conduct, generally a student will not be charged with a violation of the Student Code of Conduct more than one year after the date the conduct occurred or was discovered, whichever is later.

Responsible Employees and those designated as a Campus Security Authorities must report allegations of Sexual Misconduct to the Title IX Coordinator. Additionally, anyone who interacts in our University Community and believes that they have experienced, learned of, or witnessed a violation of this Regulation is *strongly encouraged* to report the matter to the Title IX Coordinator.

Any person may report Sexual Misconduct (whether or not the person reporting is the alleged victim of Sexual Misconduct) in person, by mail, by telephone, by email using the contact information for the Title IX Coordinator as listed in this policy, or the web portal found in the definition of Formal Complaint. Such a report may be made at any time (including during non-business hours) by using the telephone number, email address, mail to the office address listed for the Title IX Coordinator, or through the web portal.

Individuals may make an anonymous report concerning an instance of Sexual Misconduct by completing a form found at the following website: <https://www.unf.edu/internal-auditing/unf-ethics-hotline.html> or using UPD's "Silent Witness" procedure.

Reports about Sexual Misconduct do not have to be formal, signed complaints in order to obtain Supportive Measures. However, please understand that an anonymous report may limit the University's ability to investigate, respond, and take action. Anonymous reporting is not permitted for Responsible Employees who are relaying another individual's potential incident of Sexual Misconduct that has come to their attention.

If you are not sure whether an incident of Sexual Misconduct has occurred, you may contact the Title IX Coordinator for assistance in determining the nature of the incident and whether it should be reported pursuant to this Regulation.

### **B. Advisors and Additional Resources**

At any point during the processes described in this Regulation, the parties may use an advisor of their choice, who may be, but is not required to be, an attorney. The University will not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding, except that the advisor may not serve in any other role in the process, including as a witness, an investigator, Title IX Coordinator, Decision-Maker, hearing officer, or appeal authority because of the inherent conflict of interest such an arrangement would create. Any advisor serves at the requestor's

own expense and initiative, except that if a party does not have an advisor at a live hearing, the University will provide one without fee or charge to the party for purposes of conducting cross-examination and questioning of a party or witness.

All advisors must follow appropriate rules of decorum. Until the hearing at which the Decision-Maker will determine responsibility, the advisor may present at all meetings to advise the individual or the reporting person but cannot speak for the individual, present the case, serve as a witness, or otherwise participate directly in any meeting. At the live hearing with the Decision-Maker to determine responsibility, the advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses, but may not testify.

In addition, all University employees and students who believe they have been subjected to Sexual Misconduct in violation of this Regulation are eligible to receive confidential services through UNF's Women's Center, Victim Advocacy Program, Counseling Center or Student Health Services. An individual seeking to use these resources is not required to have first made a report of Sexual Misconduct.

By accessing these resources, students, faculty and staff will receive an advocate who will assist the victim in assessing their options, such as reporting the Sexual Misconduct to UPD or the Title IX Coordinator, as well as serving as the individual's liaison for on and off campus services.

A contractor or guest who alleges they have been subjected to Sexual Misconduct in violation of this Regulation, will generally be referred to off-campus resources. In addition, the University may provide the contractor or guest any services that are deemed reasonable to promptly address the allegations of Sexual Misconduct.

Respondents have the same right to utilize campus services available to those who indicate they are victims of Sexual Misconduct. In the event the Respondent is a contractor or guest, they will be referred to appropriate off-campus resources if they desire assistance.

### **C. Supportive Measures in Response to Reports of Sexual Misconduct**

The University will promptly respond to every report of Sexual Misconduct through its Title IX Coordinator or designee. It is not necessary to file a Formal Complaint to receive Supportive Measures.

In each case of reported Sexual Misconduct, the Title IX Coordinator will promptly and confidentially contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain the process for filing a Formal Complaint. Where appropriate, the Title IX Coordinator will also offer Supportive Measures to Respondents. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Supportive measures are individualized based on the information gathered. They are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party. They are designed to ensure equal educational access, protect safety and deter sexual harassment. For students, the University attempts to avoid depriving any student of her or his education. For employees, the University attempts to provide a positive working environment. The measures needed by the parties may change over time to ensure that the Supportive Measures remain necessary and effective based on each individual's evolving needs, and ongoing coordination with the Title IX Coordinator as needs evolve is strongly encouraged.

**D. Filing a Formal Complaint**

If a Complainant would like the University to take further action beyond providing Supportive Measures, the Complainant may file a Formal Complaint. The Formal Complaint must contain all of the necessary elements found in the definition of Formal Complaint in the Other Definitions section of this Regulation.

In some circumstances, the Title IX Coordinator may also file a Formal Complaint.

The University may consolidate Formal Complaints as to allegations of Sexual Misconduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Misconduct arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

**VI. EMERGENCY REMOVALS AND ADMINISTRATIVE LEAVE**

This Regulation generally requires a hearing prior to taking any action that unreasonably burdens a Respondent. However, the University may remove a Respondent from some or all of the University's programs and activities on an emergency basis if it determines there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Misconduct. Prior to making an emergency removal, the University will conduct an individualized safety and risk analysis.

If a Respondent is removed pursuant to this section, the University will provide the Respondent with written notice and an opportunity to challenge the decision immediately following the removal. To challenge the removal, within three (3) days of receiving notice of the emergency removal, the Respondent must inform the Title IX Coordinator, in writing, of the basis of their challenge to the removal. The Title IX Coordinator will provide a copy of the challenge to the Complainant.

The University will then appoint a Decision-Maker to hold a hearing without delay, as soon as possible given the circumstances, but no later than five (5) days after the Title IX Coordinator's receipt of the challenge. The Decision-Maker will provide written notice to the parties of the date and time of the hearing, provide both parties the opportunity to be heard at the hearing, and issue its written decision no later than two (2) days after the hearing.

If a Respondent is removed pursuant to this emergency removal procedure, they retain all rights to an investigation and hearing as set forth in this Regulation prior to any ultimate finding of responsibility and sanctions.

Nothing in this section precludes the University from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process.

**VII. MANDATORY AND PERMISSIVE DISMISSALS**

If the Complainant decides to file a Formal Complaint, the University will analyze whether it is to be dismissed. This analysis occurs prior to the investigation, and also at any point in the investigation or grievance process when the grounds for dismissal appear. In all cases, if the Formal Complaint is dismissed, the Title IX Coordinator will promptly and simultaneously provide the parties written notice of the dismissal, the reasons for the dismissal, and an opportunity to appeal.

**A. Title IX Sexual Harassment**

If the Complainant decides to file a Formal Complaint, for cases involving Title IX Sexual Harassment, the federal regulations state that the University must dismiss a Title IX Sexual Harassment Formal Complaint to the extent the conduct alleged in the Formal Complaint:

1. Would not constitute Title IX Sexual Harassment even if proved;
2. Did not occur in the University's education program or activity; or
3. Did not occur against a person in the United States.

Even though a Formal Complaint must be dismissed for Title IX purposes in these circumstances, the University may continue to review the allegations as set forth in this Regulation as another form of Sexual Misconduct or other violation of the University's regulations, rules, and policies.

In addition to those grounds for mandatory dismissal, the University may dismiss a Formal Complaint alleging Title IX Sexual Harassment, or any allegations therein, in the following circumstances:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
2. The Respondent is no longer enrolled or employed by the University; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In determining whether to dismiss in these circumstances, the Title IX Coordinator will evaluate whether a dismissal would be clearly unreasonable in light of the known circumstances.

**B. All Other Forms of Sexual Misconduct**

For Sexual Misconduct outside of Title IX's jurisdiction, the University may dismiss a Formal Complaint in the following circumstances:

1. The conduct would not constitute Sexual Misconduct even if proved;
2. Upon completion of the investigation, the Title IX Coordinator concludes that there is not reasonable cause to believe that a violation of this Regulation occurred. Reasonable cause is a lower standard than preponderance of the evidence;
3. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
4. The Respondent is no longer enrolled or employed by the University; or
5. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If dismissed, the University may continue to review the allegations as a violation of other University regulations, rules, and policies. For example, the Title IX Coordinator may determine that the alleged conduct does not constitute Sexual Misconduct, but may include allegations that, if proven, would violate the Student Code of Conduct. The Title IX Coordinator has the authority to refer matters to other divisions of the University when appropriate.

**VIII. INVESTIGATION OF FORMAL COMPLAINTS****A. Criminal Investigations**

To initiate a criminal investigation, reports of Sexual Misconduct should be made to "911," the University Police Department, or local law enforcement. The criminal process is separate from UNF's investigation and disciplinary process. The University has an obligation to promptly respond to allegations of Sexual Misconduct and investigate all Formal Complaints while the criminal process is pending. Therefore, the University in its sole discretion may proceed with an investigation under this Regulation before, during, or after any law enforcement investigation or criminal proceedings.

**B. Triggering a University Investigation**

The University's investigation is triggered by the filing of a Formal Complaint, whether by the Complainant or Title IX Coordinator. In order to facilitate the investigation, a Formal Complaint should include as many details of the incident as possible. For example, providing names of the individuals involved and names of any witnesses can help expedite the investigation.

**C. Timeline for an Investigation and Responsibility Determination**

It is the University's intention to complete a Title IX investigation and reach a determination of responsibility within ninety (90) business days, although the school's good-faith efforts to conduct a fair, impartial investigation in a timely manner may require a different timeline depending on the circumstances.

Any deadline set forth in this Regulation or imposed during the grievance process may be temporarily modified or given a limited extension of time for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the modification. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The University may act on its own in modifying deadlines, or the parties may request an extension in writing by contacting the Title IX Coordinator.

**D. Appointment of an Investigator**

The University's Title IX Coordinator's primary responsibility is to coordinate the University's compliance with Title IX, including the procedure for investigating Formal Complaints of Sexual Misconduct. The Title IX Coordinator may investigate Formal Complaints, or may designate one or more properly trained individuals to investigate, including University or third-party investigators.

The University prohibits the Title IX Coordinator, investigators, Decision-Makers, and any person facilitating an informal resolution process from having a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. In the event of a conflict or bias, the University will appoint an alternate individual so that the process is free of conflicts of interest and bias.

**E. Concurrent Proceedings**

If the Respondent is a student and portions of a complaint include allegations that violate the Student Code of Conduct but are not alleged violations of the Sexual Misconduct Regulation or the Non-Discrimination, Equal Opportunity, and Inclusion Regulation, then those allegations may be investigated and/or addressed separately by Student Conduct before, during, or after the investigation coordinated by the Title IX Coordinator.

Similarly, if the Respondent is an employee and portions of a report or complaint include allegations that violate the University's personnel policies, but are not alleged violations of the Sexual Misconduct Regulation or the Non-Discrimination, Equal Opportunity, and Inclusion Regulation, then those allegations may be investigated and/or addressed separately by Human Resources before, during, or after the investigation coordinated by the Title IX Coordinator.

#### **F. Written Notices During an Investigation**

The University will provide written notice of an investigation to the Complainant and Respondent. This notice will include sufficient details on the identities of the parties involved, the specific alleged violation, the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident, to the extent known. It will also contain notice of the procedures set forth in this Regulation, a statement that the Respondent is presumed not responsible for the alleged conduct, and a statement that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence collected during the investigation at an appropriate time. The written notice will also inform the parties that this Regulation prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the original written notice, the University will provide notice of the additional allegations to the parties.

In all cases, the written notice will be provided to the Parties at least fifteen (15) days prior to the live hearing, except in cases of emergency or unless waived by the Respondent.

#### **G. The University's Burdens During Investigation**

The burden of gathering evidence and burden of proof is on the University. For example, in a case where consent is a key issue, this means that the University will not shift the burden of proof to a Respondent to prove consent and will not shift that burden to a Complainant to prove absence of consent.

#### **H. The Collection of Evidence**

The parties will have an equal opportunity to present facts and evidence, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The University will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

#### **I. Exclusion of Certain Forms of Evidence**

The University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a grievance process.



In addition, during the investigation or any other stage of the processes described in this Regulation, the University will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

If a party chooses to provide evidence that would otherwise be excluded under this subsection, it will be considered directly related evidence subject to the parties' inspection.

#### **J. Review of Collected Evidence & Investigatory Report**

The Title IX Coordinator will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the University must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will be given at least 10 days to submit a written response. The investigator will consider any written responses prior to completion of the investigative report.

The University will also make all directly related evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

The Title IX Coordinator will send the parties and their advisors an investigative report that fairly summarizes relevant evidence, with at least 10 days for the parties to respond, prior to a hearing or determination of responsibility.

#### **IX. INFORMAL RESOLUTION**

If a Formal Complaint has been filed, the University has the discretion at any time prior to reaching a determination regarding responsibility to choose to offer and facilitate informal resolution options so long as the parties give voluntary, informed written consent to attempt informal resolution. Informal resolution is not available when a Complainant is a student alleging that a University employee has engaged in Sexual Misconduct.

In offering an informal resolution process, the University will provide the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which, upon reaching an agreed resolution, it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint. The University will also explain any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The Informal Resolution process must be completed within fifteen (15) days of the parties agreeing to pursue such a process. If not completed by that deadline, in the absence of any approved extensions, the Formal Complaint will continue to be investigated and processed for a live hearing as described in this Regulation.

## **X. HEARINGS**

### **A. The Hearing Process**

Formal Complaints that have not been dismissed or informally resolved will result a live hearing. The Decision-Maker or a hearing officer will explain each participant's rights and options and assure that fairness and procedural due process are observed throughout the hearing. For example, witnesses may only be present during the time they are being questioned. Note that the hearing process is not the same as a criminal or civil proceeding. Procedures governing Florida's criminal or civil courts, including formal rules of evidence, are not applicable.

At the live hearing, the Decision-Maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor rather than by a party personally. At the request of either party, the University will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties and Decision-Maker to see and hear the party or witness answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. To ensure this, before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the University will provide one, without fee or charge.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Decision-Maker(s) will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. The University will create an audio or audiovisual recording, or transcript, of any live hearing.

Live hearings will be closed to the public.

### **B. The Written Determination Regarding Responsibility**

The Decision-Maker will apply the "preponderance of the evidence" standard to determine whether it is more likely than not that the alleged conduct occurred. The Respondent is presumed not responsible unless the preponderance of the evidence shows otherwise. Proceedings are conducted to consider the totality of all evidence available, from all relevant sources.

The written determination must include the following:

1. Identification of the allegations potentially constituting Sexual Misconduct;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the University's rules and regulations to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant (without disclosing the nature of those remedies except to the extent a remedy also imposes requirements on the Respondent); and
6. The University's procedures and permissible bases for the Complainant and Respondent to appeal.

The University will provide the written determination to the parties simultaneously within 14 days from the conclusion of the hearing. The Decision-Maker will also provide a copy of the written determination to the Title IX Coordinator.

#### **XI. DISCIPLINARY SANCTIONS**

In reaching a determination regarding sanctions, consideration will be given to any aggravating and mitigating circumstances. The sanctions described below are a description of the range of sanctions available, and not an exhaustive list of all sanctions that may be imposed.

Students who are found to have violated this Regulation will be subject to disciplinary action as set forth in the Student Code of Conduct Regulation 5.0010R. Any sanctions will be proportionate to the severity of the violation and the student's cumulative conduct history. The range of sanctions include the following: reprimand, restorative service, reflective learning, educational programming, monitoring events, counseling assessment and compliance, restitution, disciplinary probation, restrictions, exclusion from university housing, suspension, loss of university recognition, expulsion, withholding of records, and/or transcript notations.

Faculty and staff who are found to have violated this Regulation will be subject to disciplinary action pursuant to applicable collective bargaining agreements or UNF's Personnel Program. The range of sanctions include the following: letters of reprimand, training, performance improvement plans, reassignment, demotion, suspension with or without pay, and termination. Third parties (including contractors and guests) who are found to have violated this Regulation may be barred from the campus and/or conducting business with UNF. Disciplinary actions against students, employees and third parties will be determined on a case-by-case basis.

#### **XII. REMEDIES**

In some cases, the Decision-Maker may find that remedies are needed for a Complainant when a Respondent is found responsible for violating this Regulation. Remedies are designed to restore or preserve the Complainant's equal access to the University's education program or activities. As an example of the range of remedies available, remedies may include similar individualized services as defined in Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and

need not avoid burdening the Respondent. Remedies do not include damages or other financial awards, or other relief that would impose an undue hardship on the University.

The Title IX Coordinator is responsible for the effective implementation of any remedies. When a Decision-Maker's determination indicates that remedies will be offered to the Complainant, the Complainant should contact the Title IX Coordinator to arrange for appropriate remedies.

### **XIII. APPEALS**

Both parties will be provided with the opportunity to appeal a determination or dismissal based on the following grounds only:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
4. The sanctions are extraordinarily disproportionate to the violation committed.

An appeal must be submitted in writing to the Title IX Coordinator within five (5) days following receipt of the Decision-Maker's written determination and identify the grounds and arguments for challenging the outcome. If the appeal is based on newly discovered evidence, the evidence must be submitted with the written appeal.

Upon receipt of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and provide them with five (5) days to submit a written statement in support of or challenging the outcome.

The University will appoint a Decision-Maker(s) for the appeal, who will not be the same person as the Decision-Maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator. The Decision-Maker(s) on appeal will have been properly trained prior to handling the appeal.

After both parties have had an opportunity to present their arguments challenging or supporting the outcome, the Decision-Maker(s) will issue a written decision describing the result of the appeal and the rationale for the result. This appellate decision will be provided simultaneously to both parties. The Decision-Maker will also provide a copy of the appellate determination to the Title IX Coordinator.

Final appellate decisions resulting in a suspension or expulsion of a student must include notice to the student of the student's right to appeal to an external judicial forum.

### **XIV. PRIVACY AND CONFIDENTIALITY**

The University will keep confidential the identity of any individual who has made a report or complaint of Sexual Misconduct, including any individual who has made a report or filed a Formal Complaint, any Complainant, any individual who has been reported to be the perpetrator of Sexual Misconduct, any Respondent, and any witness, except as may be permitted by the FERPA, or as required by law, or to carry out the purposes of this Regulation, including the conduct of any investigation, hearing, or appeal.

The University will also maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the Supportive Measures.

What this means is that the University is committed to protecting the privacy of all individuals involved in a report of Sexual Misconduct. However, as described in this section, it cannot guarantee complete confidentiality and anonymity in all circumstances.

If an individual desires confidentiality, meaning that no information will be shared, then that individual must either contact a Confidential Employee or their off-campus equivalent, who will maintain the confidentiality to the extent permitted by law.

**Please remember that if an individual informs a Responsible Employee of Sexual Misconduct, that Responsible Employee must report the allegation to the Title IX Coordinator pursuant to this Regulation and cannot promise confidentiality.**

The University will keep reports and investigations under this Regulation private to the extent possible under the law, meaning it will only disclose information to individuals with a legitimate need to know in order to review, investigate, and resolve reports of Sexual Misconduct, or as permitted or required by law.

The University may release information about Sexual Misconduct in certain circumstances without permission in order to warn and protect the University Community. For example, under the Clery Act, the University must issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to other members of the campus community. UNF will make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. UNF reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

An individual reporting of Sexual Misconduct has the right to not proceed with filing a Formal Complaint; however, the Title IX Coordinator may have an obligation to file their own Formal Complaint, investigate, and take remedial action even if the individual no longer participates. This would be true, for example, if the reported Sexual Misconduct indicated that there was a reasonably anticipated risk that the reported individual would commit additional acts of Sexual Misconduct or other violence; whether the Sexual Misconduct was reportedly engaged in by multiple individuals; whether a weapon was involved; and whether there is an indication of a pattern of misconduct. A lack of participation may, however, limit the University's ability to investigate and resolve concerns.

As explained in this Regulation, if a Formal Complaint is filed, the University has an obligation to identify the parties and the substance of the Complaint to comply with due process and the federal Title IX regulations.

## **XV. AMOROUS AND SEXUAL RELATIONSHIPS**

It is not uncommon for University Community members who study, work or interact together to develop caring relationships. However, when persons in positions of unequal power engage in amorous or sexual relationships (e.g., between a supervisor and an employee, faculty member and student, or staff member and student), the person of greater power places themselves at risk of being accused of sexual

harassment, either during the relationship or after the relationship ends. Accordingly, the University has adopted a policy prohibiting amorous or sexual relationships where one individual in the relationship is in a position to exercise authority such that it could impact the educational or work performance of the other individual. Please refer to the Amorous or Sexual Relationships Policy (1.0070P).

## **XVI. RETALIATION**

The University will not, nor will it permit any other person or organization to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Regulation, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Regulation.

In some situations, disciplinary proceedings will be necessary for conduct arising out of the same facts or circumstances as a report or complaint of Sexual Misconduct. However, the University will not intimidate, threaten, coerce, or discriminate for the purpose of interfering with any right or privilege secured by Title IX or this Regulation in pursuing such proceedings. For example, the University will not institute a student code of conduct charge against a Respondent for refusing to testify or threaten that it will bring a conduct charge against a witness to coerce them to participate in a hearing.

Individuals who believe they have been retaliated against should promptly notify the Title IX Coordinator or Human Resources Department. If the individual against whom the allegation is made is the Title IX Coordinator or within the Human Resources Department, contact the Chief Compliance Office ([compliance@unf.edu](mailto:compliance@unf.edu)).

Complaints alleging retaliation will be addressed according to the grievance process for sex discrimination described in the Non-Discrimination, Equal Opportunity, and Inclusion Regulation (1.0040R).

Those found to have violated this prohibition against retaliation will be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

## **XVII. ON- AND OFF-CAMPUS CONTACTS TO GET HELP**

### **A. Emergency Situations**

If in fear for physical safety, facing threats, or assault is involved contact:

University Police Department

Martin P. Garriss Police Building (Building 41)

911 or (904) 620-2800

<https://www.unf.edu/upd/>

UNF's Victim Advocacy Program

Founders Hall (Building 2)

Room 2100

(904) 620-1010

<https://www.unf.edu/deanofstudents/victim-advocacy/>

Jacksonville Sheriff's Office



501 E. Bay Street  
Jacksonville, FL  
911 or (904) 630-0500  
<https://www.jaxsheriff.org/>

#### **B. University's Title IX Coordinator**

Title IX Coordinator  
Equal Opportunity and Inclusion Office  
J.J. Daniels Hall (Building 1), Suite 1201  
1 UNF Drive, Jacksonville, FL.  
(904) 620-2507  
<https://www.unf.edu/eoi/>  
[eoi@unf.edu](mailto:eoi@unf.edu)

#### **C. Additional On-Campus Contacts**

In addition to contacting EOI, any of the following offices at the University may be contacted for information or assistance regarding matters involving Sexual Misconduct:

Office of Academic Affairs  
J.J. Daniel Hall (Building 1)  
Room 2500  
(904) 620-2700  
<https://www.unf.edu/asa/>

UNF Counseling Center  
Founders Hall (Building 2)  
Room 2300  
(904) 620-2602  
<https://www.unf.edu/brooks/counseling-center/>

Office of Human Resources  
J.J. Daniel Hall (Building 1)  
Room 1101  
(904) 620-2903  
<https://www.unf.edu/hr/>

Office of Student Conduct  
Tom and Betty Petway Hall  
Building 57W, Suite 2750  
(904) 620-3979  
<https://www.unf.edu/conduct/>

Office of the Student Ombudsman and Dean of Students  
Tom & Betty Petway Hall  
Building 57W  
Suite 2700

(904) 620-1491

<https://www.unf.edu/ombuds/>

<https://www.unf.edu/deanofstudents/>

#### **D. Off-Campus Resources**

In addition to the University's on-campus resources, any of the following off-campus/community resources may be contacted for information or assistance regarding Sexual Misconduct:

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.

<https://www.hubbardhouse.org/>

Sexual Assault Forensic Exam (SAFE) Program

The Women's Center of Jacksonville's Rape Recovery Team

(904) 721-7273

Provides crisis counseling for both the rape victim and victim's family. Forensic medical examinations are available to victims within 120 hours (5 days) of the assault regardless of whether the assault was reported to law enforcement. All services are free and confidential.

<https://womenscenterofjax.org/rape-recovery-and-prevention/>

Victim Services Center - City of Jacksonville

(904) 255-3388

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.

<https://www.coj.net/departments/parks-and-recreation/social-services/victim-services>