

University of North Florida

2020 ANNUAL SECURITY AND FIRE SAFETY REPORT



University of North Florida
Campus Safety Report for 2020

October 01, 2021

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

This report is only complete if students, faculty, staff, and visitors inform the University of 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 relating to this document please direct them to:

Chief of Police

University of North Florida

1 UNF Drive, Building 41

Jacksonville, FL 32224

904-620-1020

POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT (ASR)

In line with its commitment to campus safety and security, UPD under the direction of the Chief of Police, is primarily responsible for the preparation of UNF's annual security report¹. The information necessary to prepare this report is compiled on an ongoing basis through collaboration with the UNF community as a whole. The Clery Act Committee, a Presidential 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 Office of Student Accountability and Resolution, formerly Student Conduct Office, records. Records from international and domestic travel are requested from the law enforcement agency serving the area visited. The UNF Police Accreditation Manager collects this information.

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

REPORTING CRIMINAL OFFENSES

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

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

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

- Academic Advisors
- Advisors to Registered Student Organizations
- All Sworn Police Officers
- University Police Department Safety rangers
- Athletics - Athletic Director, Senior Associate/Associate/Assistant Athletic Directors, Directors, Associate Directors, Assistant Directors, Head Coaches,

¹ UNF Campus Safety and Security Reporting Policy 1.0120P , http://www.unf.edu/president/policies_regulations/01-General/1_0120P.aspx

Associate/Assistant Head Coaches, Athletic Trainers, Assistant Trainers, Coordinators, Accounting Associate, Office Manager
 Counseling Center – Director**
 Department of Recreation and Wellness – Directors, Associate Directors, Assistant Directors and Coordinators
 Disability Resource Center - Director, Assistant Director, and Coordinator
 English Language Program - Director, and Coordinator
 Enrollment Services – Administrative Assistant, Assistant Director Academic Services, Assistant University Registrar, Coordinator Budgets, Director/Associate/Assistant Director Academic Support Services, Director Marketing and Publications, Director One Stop Student Services, Director/Associate/Assistant Director Academic, Interim Director/Director/Assistant Director Admissions, Interim/Associate VP Enrollment, Senior Director Enrollment-Financial Aid, University Registrar
 Environmental Health and Safety - Director, Assistant Director, and Coordinator
 Equal Opportunity & Inclusion- Director
 Faculty and Staff traveling with student on University related business (domestic and international travel)
 Housing and Residence Life - Assistant Director Facilities Management, Assistant Director Residence Life, Assistant Director University Housing Operations, Associate Director Residence Life, Associate Director University Housing Operations, , Coordinator Facilities Management, Coordinator Residence Life, Coordinator University Housing, Graduate Assistant, Learning Community Assistant, Office Assistant, Resident Assistant, Senior Director/Director Housing Residence Life, Student Assistant Residence Life Coordinator
 Human Resources – Associate Director of Employee and Labor Relation
 International Center – Director, Assistant Directors and Coordinators
 Lesbian, Gay, Bisexual and Transgender Resource Center – Director and Coordinator
 Military and Veterans Resource Center - Director and Assistant Director
 Office of Fraternity and Sorority Life –Associate Director and Coordinator
 Office of the Dean of Students – Dean, Assistant Deans, and Assistant Director
 On Campus Transition Program – Director and Coordinator
 Office of Student Accountability & Resolution, formerly Student Conduct Office - University Conduct Officer, Assistant Director, Program Coordinator, and Hearing Coordinator
 Student Government – Director, Coordinator and Advisors
 Student Ombudsman
 Student Orientation Program – Director, Coordinators and Orientation Team Leaders
 Taylor Leadership Institute – Director
 Title IX Coordinator and Deputy Coordinators
 Women's Center – Director, Victim Advocate, Coordinator and all non-exempt counselors**

** = 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

VOLUNTARY 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 in the Women's Center, using the campus 24-Hour Crisis Helpline, (904) 620-1010, the UPD Silent Witness Report (http://www.unf.edu/upd/Silent_Witness_Form.aspx), contacting a Campus Security Authority or a Counselor in the University Counseling Center. The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others and the victim. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

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

Victim Advocates

The University's Victim Advocacy Program located in the Women's Center, Founders Hall, Building 2, Room 2100, provides a support person for anyone who may become a victim of crime. Advocates provide immediate and confidential support for victims and ensure the right of the victim to be informed and treated with sensitivity and fairness. Advocates also make referrals or assist victims with locating other needed services. Victim Advocates are available twenty-four (24) hours a day to respond to a crisis at (904) 620-1010 or by contacting the University Police Department at (904) 620-2800.

Counseling Center

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

In March, 2020 the Center's hours-of-operation and delivery of services were temporarily changed in response to the COVID pandemic crisis. For the remainder of 2020 all services were provided by telehealth from home. During the same period, telephone helpline services were expanded to be 24/7.

SECURITY OF & ACCESS TO CAMPUS FACILITIES

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

Osprey Hall (Bldg. Z) requires a University assigned proximity card to enter the building. Resident rooms are located off of an interior hallway and also require a University assigned proximity card to enter. 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 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 Village (Bldgs. A-G) resident rooms are located off of 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 of 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) Residents rooms are located off of 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 closes, it closes in the locked position.

The Flats at UNF resident rooms are located off of an exterior breezeway. Resident apartment doors require an assigned key to enter, as do individual bedroom doors.

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

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

Lockdown System

All University buildings, 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. Classrooms equipped with this system can also be locked down by the instructor through a switch located at the front of the classroom.

Safety Walks

The University Safety Advisory Council conducts an annual night safety walk to inspect all areas of campus for lighting levels, obstructions, over grown landscaping and other elements that could contribute to poor visibility. Projects are identified from the walk for 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.

LAW ENFORCEMENT & JURISDICTION POLICY STATEMENTS

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

UPD maintains an ongoing relationship with the Jacksonville Sheriff's Office through a Voluntary Cooperation and Operational Assistance Law Enforcement Mutual 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 a routine law enforcement nature across jurisdictional lines and provides for rendering of assistance in a law enforcement emergency.

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

ACCURATE AND PROMPT REPORTING

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

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

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

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

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

Confidential reporting

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

However, UNF recognizes that there are instances when a person, for various reasons, does not wish to pursue an incident in the University conduct or criminal justice system. If you wish to remain anonymous when reporting an alleged criminal incident to UPD, you may use the Silent Witness Form located on UPD's website.² When reporting a crime to a CSA a request of anonymity may be made. This does not relieve the CSA of their responsibility to report to UPD, however the CSA can withhold personally identifiable information.³ Additionally, confidential

² UNF Silent Witness Form, https://www.unf.edu/upd/Silent_Witness_Form.aspx

³ UNF Campus Safety and Security Reporting Policy 1.0120P ,
http://www.unf.edu/president/policies_regulations/01-General/1_0120P.aspx

reports may be made by using UNF's 24-Hour Crisis Helpline, (904) 620-1010, which connects with the Victim Advocates in the UNF Women's Center.

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

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

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

MONITORING & RECORDING OF CRIMINAL ACTIVITY - NON-CAMPUS

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

POLICY FOR TIMELY WARNINGS

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 determine that a campus crime has been committed or is being committed that represents an ongoing threat to the safety of students and employees. The decision to issue a Timely Warning is made on a case-by-case basis and the timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to the university community and the possible risk of compromising law enforcement efforts.

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

- Arson
- Burglary
- Aggravated Assault/Battery
- Criminal Homicide
- Motor Vehicle Theft
- Robbery

- Sex offenses
- Hate Crimes

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

The University President or his/her 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 as to the content of the Timely Warning message and the manner in which it is distributed.

When the decision to issue a Timely Warning is made, it is accomplished across multiple mediums. Notification of students, faculty and staff may be done via a recorded message to the phones of students, faculty and staff, text messages to students, faculty and staff, the Safe Osprey's app, indoor and outdoor on campus public address announcements, information posted on the UNF homepage (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.⁴

EMERGENCY NOTIFICATION POLICY

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

- Active Shooters
- Explosions

⁴ UNF Clery Act Timely Warning and Emergency Notification Policy 1.0100P, http://www.unf.edu/president/policies_regulations/01-General/1_0100P.aspx

- Hostage situations
- Weather emergencies

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

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

For additional details concerning emergency procedures and notifications please see the UNF Emergency response Plans and Procedures and the UNF Timely Warning and Emergency Notification Policy.⁵⁶

EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES

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

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

Primary Prevention and Awareness Programs

UNF has a number of resources available to victims of sexual misconduct such as the Counseling Center, Women's Center, Victim Advocacy Program, Office of Equal Opportunity and Inclusion and the Title IX Coordinator. UNF also believes in the power of preventative education and awareness. To that end, UNF utilizes an interactive on-line comprehensive education program and/or directs training to incoming students before they arrive on campus.

This online training program is offered to all students. The *Informed Ospreys Program* includes the following *Safe Colleges* modules: *Sexual Violence Prevention, Bystander Intervention,*

⁵ UNF Emergency Response Plans and Procedures, https://www.unf.edu/emergency/Emergency_Response_Plans.aspx

⁶ UNF Timely Warning Policy 1.0100P, http://01-http://www.unf.edu/president/policies_regulations/01-General/1_0100P.aspx

Alcohol and Other Drugs, Diversity Awareness for Students, Creating a Respectful Campus for LGBTQ+, Sensitivity Awareness, 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., our bystander intervention-focused course helps your 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)

Additionally, the Title IX Coordinator, Victim's Advocate office, Office of the Dean of Students and Human Resources personnel provide in-person and on-line training programs for the university community, including training during New Student Orientation, Graduate Teaching Assistant orientation, New Employee Orientation, New Faculty Orientation, Student Government training, Athletics training, and other departments and groups by request. These methods of training are ongoing efforts by the University.

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

UNF is committed to providing a campus environment free from sexual violence. The crimes of dating violence, domestic violence, sexual assault and stalking are prohibited. Additionally, consent provided by all parties to sexual activity is required at all times during that activity. Those terms are defined by Florida Statutes and UNF Sexual Misconduct Regulation 1.0050R⁷, as follows:

⁷ UNF Sexual Misconduct and Title IX Sexual Harassment Regulation 1.0050R, https://www.unf.edu/president/policies_regulations/01-General/1_0050R.aspx

- **Dating Violence** (F.S. 784.046) means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Domestic Violence** (F.S. 741.28) means violence committed by the victim's current or former spouse, by a person who is or was a cohabitant with the victim as a spouse or intimate partner, by a person with whom the victim shares a child in common, by a family member, or by any other similarly situated person under domestic or family violence law.
- **Sexual Assault** is a broad term encompassing "sexual exploitation," "sexual harassment," "non-consensual sexual contact," "non-consensual sexual intercourse," "dating violence," and "domestic violence" as defined in this regulation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
- **Stalking** (F.S. 784.048) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking.
- **"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.
- **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.

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

Bystander Intervention⁹ – A Community Responsibility

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

- Educate yourself and others by reading and understanding this regulation.
- Make sure you know to whom and where to report incidents, the services available to victims/survivors as detailed in the regulation and discussing these issues with others to raise awareness in the campus community.

Gain awareness of the challenges and experiences of others different than you by interacting and communicating with them and/or reading articles and books regarding cultural and other diversity initiatives.

- When you hear friends or acquaintances making discriminatory or harassing remarks, encourage them to refrain from such behaviors and explain to them why their actions may be harmful to others.
- Don't assume someone else will take action when you observe discriminatory or harassing behavior.
- When you see something that is wrong, don't be afraid to speak up.

⁸ UNF Sexual Misconduct and Title IX Sexual Harassment Regulation 1.0050R, http://www.unf.edu/president/policies_regulations/01-General/1_0050R.aspx

⁹ UNF Non-Discrimination, Equal Opportunity and Diversity Regulation 1.0040R, http://www.unf.edu/president/policies_regulations/01-General/1_0040R.aspx

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 this 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, with full or part-time appointments including OPS employees. This definition excludes student employees 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 those employed within the University’s Women’s Center including the 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.

Employees within the University Police Department, in many cases will be limited by law regarding their ability to report sexual misconduct as defined in this regulation.

Safe and Positive Options for Bystanders

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

Risk Reduction and Student Safety Tips

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

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

Suspicious Activity

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

Locking Doors and Windows

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

Letting Friends Know Where You Are and Who You Are With

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

Ride Sharing Safety

- Wait indoors in a safe area until the mobile app shows you that your ride has arrived
- Verify the make, model and tag of the vehicle before you enter
- Check the driver’s rating & request another ride if the ratings are poor
- Confirm that the driver’s name and information matches the information that you received
- Let the driver ask for you by name, do not offer your name when the ride pulls up
- Do not share your phone number or other personal information with your driver
- Check to see if the child door lock is unlocked
- When riding alone, sit in the back seat
- Buckle your seat belt
- Use a Maps app to monitor your route
- Share your travel information with others
- Trust your instincts - if you feel uncomfortable, get out of the vehicle
- Call 911 if needed

Ongoing Prevention and Awareness Campaigns for Students and Employees

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

Purple Ribbon Campaign

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

Take Back the Night

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

Spring Break Safety Awareness Campaign

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

Start by Believing

In fall 2020, UNF joined the global movement to transform the way we respond to sexual violence. Administrators, students and employees created short videos stating their personal commitment to believing and providing non-judgmental support to survivors of sexual violence. This public awareness campaign is victim-centered and designed to end the cycle of violence.

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 Human Trafficking. 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.

Presentations and Workshops

The Women's Center presents to students, in the classroom, material concerning sexual violence, dating violence, domestic violence, stalking, bystander intervention and risk reduction. Presentations are tailored depending on the amount of time available in a given class and the focus of the audience. Additionally, in compliance with the directive from the NCAA Board of Governors, student-athletes, as well as athletics department coaches and staff, complete sexual violence prevention education each year.

Campus-wide "Know Your IX" Awareness Program

The Office of Equal Opportunity and Inclusion's "Know Your IX" initiative seeks to raise awareness about sexual assault and domestic violence on UNF's campus as well as serve as an informational tool so that students know where to get help.

Training for UNF Investigators of Sexual Misconduct

Investigators at UNF include the Title IX Coordinator, Title IX and Civil Rights Investigator, EOI Coordinator, Dean of Students and other designated team members, University Police Officers and Officials, external investigators as needed, and the Office of the General Counsel designated staff. These individuals receive training from a variety of organizations including but not limited to the National Association of Clery Officers and Professionals, trainings conducted through the Florida State University System, the National Center for Higher Education Risk Management, American School Counseling Association, association of Title IX Administrators (ATIXA) and a host of webinar offerings periodically throughout the year.

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

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

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

If you believe you were drugged, immediately inform medical personnel. Drugs commonly used during assaults leave the body fairly rapidly and medical personnel's knowledge of your suspicion of being drugged will aid in their treatment and any evidence gathering efforts. Additionally, if you believe you have been a victim of sexual assault, domestic violence, dating violence, stalking or any other crime, UNF urges you to contact UPD immediately by dialing 9-11 for emergencies or (904) 620-2800 for non-emergencies.

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

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

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

helpline is available by calling (904) 620-2602 and choosing option 2 following the voicemail prompt.

Protective Orders

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

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

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

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

Persons seeking no contact orders through the University conduct system should contact the Dean of Students, Petway Hall, Building 57, Suite 2701, (904) 620-1491.

Further information may also be found at:

UPD’s FAQ webpage:

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

Women’s Center Victim Advocacy FAQ webpage:

https://www.unf.edu/womens-center/Victim_Advocacy_FAQ.aspx.

Confidentiality

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

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

In instances where a UNF employee holds a position where they are required to report crimes, such as a Clery Campus Security Authority or Title IX Responsible Employee, the employee may be required to report all of the information available to them, including a victim's name and other personal information. However, the University will protect the confidentiality of the victim's information to the fullest extent permitted. Where such reports necessitate a Timely Warning or Emergency Notification, the notification is, to the extent possible, fashioned to shield the victim's identity. If a victim desires complete confidentiality, the University advises seeking out a confidential employee which includes individuals employed within the University's Women's Center, the Victim Advocacy Program, Student Health Services, the PERCH Program, the Counseling Center, other mental health professionals at the University, and the Student Ombuds. Individuals supervised by such Confidential Employees are also Confidential Employees themselves.

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

Right to Receive Written Notification of Services Available to Victims

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

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

- Crisis Intervention
- Emotional Support
- Evaluation of Options
- Safety Planning
- Explanation of Rights
- Accompaniment through the Criminal Justice and UNF conduct systems
- Assistance in filing for crimes compensation
- Documentation of victimization for school or employment accommodation

- Assistance in completing victim impact statement
- Facilitate student adjustment and personal growth
- Assist in developing new strategies to resolve problems and develop affective behavior to cope with adjustment and stress
- Provide preventative and education programs in areas concerning student mental health

In general, the Counseling Center is another service available to survivors of sexual assault. Students and employees are provided assessment, individual counseling, crisis intervention, consultation and referrals. UNF employees, if needed, can avail themselves to the Employee Assistance Program (EAP) offered by the University through Health Advocate by calling (877) 240-6863 or visiting the Health Advocate website <http://www.healthadvocate.com/members>.

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

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

Registered Sex Offender Policy

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

Concerned citizens may check the Florida Website at:

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

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

INVESTIGATIVE AND DISCIPLINARY PROCEDURES: STUDENTS, FACULTY AND STAFF

Title IX cases pertaining to individuals whose primary relationship to the University is as a student are investigated by the UNF Office of Equal Opportunity and Inclusion (EOI). Likewise, if the individual is primarily an employee who is also taking classes, they are considered employees and UNF's Office of Equal Opportunity and Inclusion (EOI) investigates those Title IX cases as well. Upon conclusion of the investigation for faculty and staff, findings will be forwarded to appropriate individuals in the line of authority where the complaint originated, and the Office of

¹⁰ <http://www.unf.edu/intlctr/>

¹¹ <http://www.unf.edu/onestop/>

Employee and Labor Relations (ELR) when discipline is involved. ELR's role is to coordinate the grievance process for disciplinary action. Upon conclusion of investigations involving students, findings will be forwarded to the appropriate individuals, as necessary, and the Office of Student Accountability & Resolution, in which, hearing procedures will be conducted as required. Hearing officers do not investigate these matters. However, hearing officers consider all University findings with respect to decision-making regarding appropriate disciplinary action.

Disciplinary Proceedings-Students

UNF disciplinary cases involving alleged dating violence, domestic violence, sexual assault, or stalking follow specific and distinct procedures to allow for a fair and impartial process, from the initial investigation to the final result, for all parties due to the sensitive nature of these crimes. To file and initiate the complaint process, any member of the UNF community may report alleged violations of student misconduct. Those reports should go to either the EOI Office or UPD. Receipt of a report will initiate an investigation. Based on the investigation, a determination will be made as to whether the student/student group will be charged with a violation of the Student Code of Conduct, or whether alternative action is appropriate.

Disciplinary proceedings follow the UNF Student Conduct Code 5.0010R¹². Receipt of a report will result in an investigation of the incident. The investigator(s) will identify an initial list of all policies that may have been violated, review the history of the parties, context of the incident(s), and any potential patterns and nature of the alleged violation. Where necessary, the investigator(s) will develop a strategic investigation plan, including a witness list, evidence list, and anticipated timeline. Investigations are expected to take 30-45 class days, except in exceptional circumstances. Upon completion of an investigation, a complete report including a finding based on a reasonable cause standard, will be presented to the University Conduct Officer.

If reasonable cause exists that a student violated the Student Code of Conduct, a charge letter will be sent to their University of North Florida email account. Charge letters will include a statement of charges, sufficient detail outlining the allegation(s), sources of information that support the charge(s), and resolution options available. The charge letter will instruct the student to contact the Office of Student Accountability & Resolution, formerly Student Conduct Office, within 5 class days of receipt of the letter to schedule a Conduct Review informational meeting.

Conduct Review: After a student is charged, the student will meet with a Hearing Administrator in a Conduct Review. The Conduct Review meeting provides the student respondent with the opportunity to discuss the allegations and review the reports and materials that led to the referral. The Hearing Administrator will clarify the rights and options available to the student, as well as describe a range of potential sanctions for the violation in question.

Upon completion of the conduct review, there are three types of proceedings that may take place, an agreed resolution, an administrative hearing or a panel hearing.

¹² UNF Student Conduct Code 5.001R,
http://www.unf.edu/president/policies_regulations/05-StudentAffairs/5_0010R.aspxStudentAffairs/5_0010R.aspx

Whether an agreed resolution, administrative hearing or a panel hearing is used depends on the student's choice. However, the hearing administrator has discretion to determine that a specific violation should be heard before a panel, when seriousness of violation and interest of fairness warrant such a decision. Cases involving the same incident may be heard together if the students involved waive their rights to individual hearings. Cases involving Title IX violations will be heard by a Decision-Maker appointed by the University and scheduled as described in the Sexual Misconduct and Title IX Sexual Harassment Regulation.¹³

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

An agreed resolution meeting often occurs immediately upon conclusion of a Conduct Review meeting, when a respondent student wishes to accept full responsibility for the charges brought against them. A hearing, administrative or panel, will be scheduled no sooner than 3 class days after the conduct review meeting, and generally no later than 14 class days after the conduct review, at the discretion of the Hearing Administrator. If the respondent elects to continue the conduct process with an Administrative Hearing, the respondent may waive the 3 class day notice period and continue their Conduct Review meeting as an Immediate Administrative Hearing. If either the complainant or respondent request additional time to prepare for a hearing, the Hearing Administrator will review the situation to determine appropriateness and fairness to all parties. Extensions will be granted to prevent any undue burden on the student(s) involved.

In an administrative hearing the charged student meets individually with a Hearing Administrator who reviews the reported charges against the student and all other relevant information to determine whether a charged student is "responsible" or "not responsible" for the alleged charges against them.

In a panel hearing the charged student meets with members of the student conduct board, and a hearing administrator is present to facilitate. The panel is comprised of 3-6 individuals and will be made up of a mix between students and faculty/staff with a minimum of fifty percent student representation. The panel will review information to determine whether a student is "responsible" or "not responsible".

A Decision Letter stating whether the student was found responsible or not responsible for the charges is issued to the charged student within 14 class days after the hearing takes place, except in extenuating circumstances. If the student was found responsible, the decision letter will also include the required sanctions.

TYPES OF SANCTIONS, STUDENTS

A sanction is the University's educational response to address student behavior when a student has been found responsible for violations of the Student Code of Conduct. Sanctions will be determined by the Provost/Vice President for Academic and Student and Affairs (or designee)

¹³ UNF Sexual Misconduct and Title IX Sexual Harassment Regulation 1.0050R, http://www.unf.edu/president/policies_regulations/01-General/1_0050R.aspx

after their review of the hearing decision that a student is responsible for the reported conduct charges. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed:

Status Sanctions

- **Reprimand:** a written statement placed in a student's disciplinary file.
- **Disciplinary Probation:** A period of time during which any further violation of the Student Conduct Code put the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion from the University.
- **Suspension:** Separation from the University for a certain period of time.
- **Expulsion:** Separation from the University without the possibility of readmission.
- **Withholding** of registration, diplomas, transcripts or other records.
- **Transcript Notations:** A written notation indicating that disciplinary action was taken.

Educational Sanctions

- **Safe Colleges:** Assigned through Osprey Ascend, these are online learning modules to address the various elements of behavior observed through misconduct. The online modules address topics of alcohol and substance use/abuse, bystander intervention, fire safety and consent.
- **e-Assessments:** Online assessment to provide students with accurate and personalized feedback about substance use patterns, risk patterns, aspirations and goals and additional helpful resources at the University.
- **Reflection Exercises:** Reflection papers are assigned to promote critical thinking and decision-making in students who have found themselves responsible for violations of the Student Code of Conduct. The topics include general reflection, fire safety, intent vs. impact and how to advocate for yourself. Specific instructions will be attached to a student's Decision Letter.
- **Restitution:** Payment of actual damages or loss of services to the University or victim.

Guided Analysis Sanctions

- **Outcome Review:** An outcome review meeting is generally assigned for students who maybe did not participate in the resolution process or need additional assistance on reflecting about an incident. A review of on-campus resources and the student conduct process will also be part of the Outcome Review meeting.
- **Action Plan:** Students will meet with a member of the Office of Student Accountability & Resolution to engage in a critical thinking exercise and reflect on the decisions made during the course of the incident, or leading up to the incident, which resulted in the violating behavior(s).
- **Communication Development:** Communication development is a one-on-one session meant to engage the student to think about their communication style and their incident or conflict. The student may also be asked to articulate their behaviors that were found to be in violation of the Code of Conduct and explain why it was a violation.

Intervention-Based Sanctions

- **Counseling Assessment and Compliance:** Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the UNF Office of the Dean of Students for alcohol and/or drug education and assessment, but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment.
- **Referral to Osprey PERCH:** Osprey PERCH provides necessary community mental health continuum components to support students. If a student presents with continued or serious substance use or behavioral interactions, the Office of Student Accountability & Resolution may require a student to undergo an assessment meeting with PERCH and address the specific behaviors from their case. PERCH will document compliance and determine when a student achieved successful completion of the assigned meeting type.

Restriction Sanctions

- Restrictions that may be placed on a student include, but are not limited to, participation in clubs, group activities, athletics, holding leadership positions, contact with specified person and/or change in housing assignment.
- Removal from the classroom.
- Exclusion from University Housing (either temporary or permanent).\
- Parking loss

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

Investigative Procedures - Faculty and Staff

The University has established the following guidelines and procedure to address complaints of discrimination, discriminatory harassment, retaliation, and sexual misconduct in violation of the University's Non-Discrimination, Equal Opportunity and Diversity Regulation and its Sexual Misconduct Regulation. The purpose of this procedure is to ensure compliance with federal, state and local law and to enable the University to address circumstances that may conflict with its commitment to provide an inclusive and welcoming environment for all students, faculty, staff, visitors, vendors, and applicants or other individuals who interact in our University community.

Requirements and Scope of Process.

- **Required Reporting** -- All supervisors, managers and faculty are required to promptly report to EOI (either verbally or through written communications) allegations, reports or

instances of alleged discrimination and/or harassment, including sexual misconduct by or against any person covered by this process.

- **Timeliness of Complaint** -- Any complaint filed under this section must be filed with EOI within sixty (60) calendar days after the alleged incident. EOI may process an alleged violation outside of this time limitation if deemed necessary.
- **Available Remedies** -- The filing of a complaint under this procedure shall not affect a complainant's right to file a charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations, the Equal Employment Opportunity Commission or the U.S. Department of Education Office for Civil Rights. Complainants are urged to contact these external agencies directly to learn the filing deadlines and procedures for each agency.
- **Participation of Students, Faculty and Staff** – All members of the University community are expected to cooperate with an investigation of allegations of discrimination, discriminatory harassment, retaliation or sexual misconduct, and maintain confidentiality of information discussed and shared during an investigation. Should a member of the community fail to cooperate with this standard, such conduct would constitute reasonable grounds for discipline.
- **Confidentiality** -- Confidentiality will be maintained to the extent provided by law. The fact that an individual has sought guidance from EOI or that a complaint has been filed, including the grounds for which the individual seeks assistance from EOI, will only be communicated to those who require such information to fulfill their responsibilities. Additionally, the documents related to an investigation under this process are not public record during the investigation and in the case of alleged sexual misconduct the names of the complainant and any witnesses are exempt from disclosure even after the EOI investigation is completed. Further, personally identifying student information made part of an EOI investigation is generally protected from disclosure pursuant to the Family Education Rights and Privacy Act (FERPA).
- **Standard of Proof** -- The standard of proof will be based upon a preponderance of the evidence. This means EOI's investigation resulted in a finding that there was reasonable cause to believe that more likely than not a Complainant's treatment was in violation of the University's Non-Discrimination, Equal Opportunity and Inclusion Regulation or Sexual Misconduct Regulation.
- **Not a Disciplinary Proceeding** – The EOI's processing, review and investigation of a complaint is a fact-finding process and does not constitute a disciplinary proceeding. Therefore, any discipline that may result from EOI's findings is a distinct and separate process not subject to these procedures. All disciplinary action is subject to applicable University Regulations, including but not limited to the University Regulation 4.0270P (University Complaint and Grievance Resolution for Non-Union Employees), University Regulation 5.0010R (Student Code of Conduct), policies, and applicable collective bargaining agreements.

The Complaint and Investigation Process.

- **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, to 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 to the Complainant 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 while 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 they are necessary and effective based on each individual's evolving needs, and ongoing coordination with the Title IX Coordinator as needs evolve is strongly encouraged.

- **Intake Process** - An individual seeking assistance from EOI will first be asked to complete an intake form that describes the manner in which the individual believe they suffered treatment in violation of the University's Non-Discrimination, Equal Opportunity and Inclusion Regulation or Sexual Misconduct Regulation and on what basis or grounds. The EOI investigator will then meet with the individual to review and discuss their complaint, including such details as the name of the alleged offender(s), and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s).
- **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

- **Formal Resolution** - If a Complainant would like the University to take further action beyond providing Supportive Measures, the Complainant may file a Formal Complaint. 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.

INVESTIGATION OF FORMAL COMPLAINTS

- **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.
- **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.
- **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) 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.

- **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.

- **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 Diversity 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 described in this section.

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 Diversity 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.

- **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, and a statement that the Respondent is presumed not responsible for the alleged conduct and 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.

- **The University's Burden 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.

- **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.

- **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.

- **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.

- **Hearing Process**

Formal Complaints that have not been dismissed or informally resolved will result a live hearing. The Decision-Maker 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.

If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) will not rely on any statement of that party or witness in reaching a determination regarding responsibility. 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.

APPEALS

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

- Procedural irregularity that affected the outcome of the matter;
- 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;
- 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
- 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 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.

Disciplinary Proceedings - Faculty and Staff

The university has a regulation that outlines the process for the application of disciplinary actions for University employees. This regulation is applicable to all Faculty and Staff not covered by collective bargaining agreements.

- Discipline is defined by the University as a method of addressing unacceptable employee behavior and/or performance. The main objective of taking disciplinary action is to provide an opportunity for the employee to recognize inappropriate behavior and/or performance and to reinforce the requirement that employees meet performance and behavioral expectations and/or behave safely and sensibly on the job.

- The University embraces the concepts of progressive and cumulative discipline. Progressive discipline is based on the concept that once an employee has been informed of the expected behavior and/or performance, when an infraction occurs, appropriate discipline will be administered progressively from minor to major penalties (e.g., reprimands to suspension to dismissal). Violations need not be identical in nature to be cumulative, and, depending on the violation and its severity, it is not required that each step in the discipline process be taken. Some violations of expected behavior and/or performance may warrant immediate dismissal.
- University employees are to receive fair treatment in the administering of progressive discipline. This will be accomplished through the establishment of reasonable performance standards necessary for orderly, safe, and efficient operations and optimum working conditions. Further disciplinary actions shall be administered in a judicious manner that ensures fair and equitable treatment for all employees.
- Discipline may only be imposed for "just cause", which includes, but is not limited to, negligence, inefficiency or inability to perform assigned duties, repeated and/or gross substandard performance of assigned duties, insubordination, violation of the provisions of law or University regulations, conduct unbecoming a public employee, misconduct, drug abuse, or conviction of any crime involving moral turpitude. Disciplinary actions shall be administered in a judicious manner that ensures fair and equitable treatment for all employees.
- Disciplinary actions include oral reprimand, written reprimand, reduction in pay, disciplinary demotion, suspension, and dismissal (reduction in pay and disciplinary demotion are not "steps" in progressive discipline, but are generally equivalent to a suspension).
- Disciplinary actions may be subject to provisions of the University Grievance Policy.

Faculty and Staff Covered by the Collective Bargaining Agreement

Discipline may only be imposed for "just cause", which includes, but is not limited to, negligence, inefficiency or inability to perform assigned duties, repeated and/or gross substandard performance of assigned duties, insubordination, *violation of the provisions of law or University regulations*, such as the University's Sexual Misconduct Regulation, conduct unbecoming a public employee, misconduct, drug abuse, or conviction of any crime involving moral turpitude. Disciplinary actions shall be administered in a judicious manner that ensures fair and equitable treatment for all employees.

Disciplinary actions include oral reprimand, written reprimand, reduction in pay, disciplinary demotion, suspension, and dismissal (reduction in pay and disciplinary demotion are not "steps" in progressive discipline, but are generally equivalent to a suspension).

For more information concerning faculty/staff disciplinary procedures please see UNF Disciplinary Action Regulation 4.0260R.¹⁴

¹⁴ UNF Disciplinary Regulation 4.0260R,

Range of Protective Measures Institution May Offer

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

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

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

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

Prompt, Fair and Impartial Process

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Student conduct procedures include a prompt, fair and impartial process from the initial investigation to the final result. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of the Student Code of Conduct without information showing that it is more likely than not that a violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The complainant and the respondent have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent have the

opportunity to have an advisor of his/her choice accompany them when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process. An advisor, however, may not speak on behalf of the student.

Every panel member serving in student conduct hearings are required to initially participate in an 8-hour training course facilitated by the Office of Student Accountability & Resolution, formerly Student Conduct Office, and complete an annual refresher training to maintain an active status. The training involves educating panel members on the conduct process and covers investigation techniques, relevant evidence standards, proper questioning of witnesses, addressing witness credibility, basic procedural rules for conducting panel hearings, and avoiding actual or perceived conflicts of interest. A panel member who does not attend the training annually will not be permitted to serve in a panel hearing.

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

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

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

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

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

Appeal Decisions

The Provost/Vice President for Academic and Student Affairs (or designee) may affirm, modify, reverse the original hearing decision, or order that a new hearing will be held. The appeal decision is communicated within twenty class days of the appeal hearing unless notification is given that additional time is necessary for consideration of the record on appeal. Except in the case of an immediate suspension, the student's status will remain unchanged during the appeal process. The appeal decision constitutes final University action and therefore cannot be appealed further within the University. If a student receives a sanction where he or she is suspended or expelled, the student will be notified in the decision letter that the student may appeal the University's final action to an outside judicial forum.

Disclosure of results of disciplinary proceedings policy statement

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

SECURITY AWARENESS PROGRAMS

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

- Safety talks given to incoming Freshmen during all new student orientations;
- Crisis Response presentation covering the UPD services and active shooter responses, is provided on a quarterly basis given to all new staff members through Human Resources;
- Safety and personal responsibility presentation to minors living in Residence halls;
- Information on active shooter responses and Clery Act information for Campus Security Authorities is provided by HR to new staff as part of the new employee orientation program, which is offered every two weeks.
- Presentations to classes upon request;
- Presentations to new faculty and campus departments on active shooter preparations and response provided upon request;

- Drinking and driving;
- Purple Ribbon Campaign, annually;
- Take Back the Night, annually;
- Spring Break Safety Awareness Campaign, Spring break;
- Start by Believing
- Bystander Intervention Workshops
- And Presentations to student clubs and organizations upon request
- No More Campaign and UNF President's Buddy Up! awareness campaign.

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

CRIME PREVENTION PROGRAMS

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

- Safety talks given to incoming freshmen.
- Crisis Response presentation covering the UPD services and active shooter responses using the Department of Education approved Run, Hide Fight program, given to all new staff members through Human Resources and various University groups upon request.
- 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.
- Presentations to individual University classes, colleges and departments upon request.
- Crime prevention techniques at parent orientation that includes Clery Act information, timely warnings and immediate notifications, personal safety tips for students, notification procedures, health and safety and miscellaneous security techniques.

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

DRUG, ALCOHOL and SUBSTANCE ABUSE POLICY STATEMENTS

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

- 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 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 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. 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

State law prohibits possession and/or distribution of controlled substances as described in Section 893.03, Florida Statutes. Violations of such laws are punishable by up to a year in prison and \$1,000 fine for misdemeanor violations and up to 30 years and \$10,000 fine for felony violations. Parents will be notified if a student has been found responsible under the Student Conduct Code for any drug violation. 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 OF 1989 (DFSCA)

The University has an obligation to educate its community regarding the harmful effects and legal consequences associated with alcohol and other drug use. Special attention has been paid to providing a balance between educational and punitive components. A series of educational and prevention programs are offered to the University community, while at the same time alerting members to the consequences of noncompliance. It is hoped that all members of the University community will strive to promote behaviors that are compatible with the educational mission of the University, including the establishment of healthy and responsible norms. Description of the University's drug and alcohol abuse programs is outlined in UNF Policy 14.0060P, Alcohol and Other Drugs Policy.¹⁵

MISSING STUDENT NOTIFICATION POLICY

Any individual on campus, including a student or an employee who has information that a residential student may be a missing person **for a period greater than 24 hours must** notify the University Police Department at (904) 620-2800 immediately to enable a search to begin for the missing student. **It is not necessary to wait 24 hours to report a missing person if there are circumstances that warrant the immediate reporting and search for a student.**

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

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

No later than 24 hours after determining that a residential student is missing, **the University Police Department will be notified** and the Dean of Students Office will notify the emergency contact for students 18 and over. For students under the age of 18, and not emancipated, the Dean of Students office will notify the parent or guardian that the student is considered to be missing, in addition to notifying any additional contact person designated by the student.

Designated emergency contacts under this policy shall remain confidential and are only available to University administrators on an as needed basis and is only **accessible to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.**

¹⁵ UNF Alcohol and Other Drugs Policy 14.0060P,
http://www.unf.edu/president/policies_regulations/14-Miscellaneous/14_0060P.aspx

For more information concerning UNF's missing student policy please see the resident Resources section on UNF's Housing and Residence Life webpage.¹⁶

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¹⁶ http://www.unf.edu/housing/resources/Missing_Student.aspx

2020 CRIME STATISTICS

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
MANSLAUGHTER by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
RAPE	2018	4	4	0	0
	2019	10*	10*	0	0
	2020	1	1	0	0
FONDLING	2018	1	1	0	0
	2019	3	2	0	0*
	2020	1	0	0	0
INCEST	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ROBBERY	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	1	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	1	0	0
BURGLARY	2018	2	0	0	2
	2019	4	3	0	0*
	2020	10	9	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARSON	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

(*) Updated data
 (2019 rape statistics amended from 12 to 10
 Crime statistics amended October 11, 2021
 A UPD review of statistics found the number of on-campus rapes were over-counted

2020 VAWA Statistics

DOMESTIC VIOLENCE	2018	0	0	0	0
	2019	2*	2*	0	0
	2020	0	0	0	0
DATING VIOLENCE	2018	2	1	0	1
	2019	1	1	0	0
	2020	0	0	0	0
STALKING	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	1	0	0
UNFOUNDED (All Crimes)	2018	1	1	0	0
	2019	0	0	0	0
	2020	0	0	0	0

(* Updated data

2019 domestic violence statistics amended from 1 to 2

Crime statistics amended October 11, 2021

A UPD review of statistics found the number of on-campus domestic violence incidents were under-counted

2020 Hate Crime Statistics

HATE CRIMES:

2018: No hate crimes reported

2019: No hate crimes reported

2020: No hate crimes reported

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2020 Arrests and Conduct Referrals

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
LIQUOR LAW ARRESTS	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	0	0	0
LIQUOR LAW REFERRALS	2018	322	319	0	3
	2019	281	274	0	7
	2020	212	212	0	0
DRUG LAW ARRESTS	2018	80	64	0	16
	2019	9*	6*	0	1*
	2020	7	6*	0	0
DRUG LAW REFERRALS	2018	117	110	0	7
	2019	102	92	0	10
	2020	70	67	0	4
ILLEGAL WEAPONS ARRESTS	2018	0	0	0	0
	2019	0	0	0	0
	2020	2*	2*	0	0
ILLEGAL WEAPONS REFERRALS	2018	2	2	0	0
	2019	2	2	0	0
	2020	3	3	0	0

(*) Updated data

2019 drug law arrests amended from 17 to 9 for on-campus, 11 to 6 for residential facilities, and 6 to 1 for public property

2020 drug law arrests amended from 3 to 6

2020 illegal weapons arrests amended from 1 to 2 for on-campus, and 0 to 2 for residential facilities

Crime statistics amended October 11, 2021

A UPD review of statistics found the number of arrests for drug law and illegal weapons to have been miscalculated in 2019, resulting in an over-counting, and mis-categorized in 2020, resulting in an under-counting

ON-CAMPUS RESOURCES

UPD

(904) 620-2800 (non-emergency)
Martin P. Garris Police Building, Building 41

Victim Advocacy Program
24-Hour Crisis Helpline
(904) 620-1010
Founder's Hall, Building 2, Room 2100

Title IX Coordinator
(904) 620-2513 (Direct Line)
J.J. Daniel Hall, Building 1, Room 1201

Office of Student Accountability & Resolution, formerly Student Conduct
Office (904) 620-3979
Petway Hall, Building 57 West, Suite 2750

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

OFF-CAMPUS RESOURCES

Hubbard House
(904) 354-3114

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

Sexual Assault Forensic Exam Program, Women's Center of Jacksonville
(904) 721-RAPE (7273)

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

Victim Services Center – City of Jacksonville
(904) 630-6300

Provides comprehensive services to victims of crimes and their families. Services are designed to reduce trauma and facilitate recovery. Services include emergency funds, community education, crisis response, information and referral, support through the criminal justice system, support groups and counseling.

Housing and Residence Life Annual Fire Safety Report 2020

Section One: Description of Fire Safety Equipment

Fire Alarms are located in:

- Osprey Village
- Osprey Hall
- Osprey Landing
- Osprey Cove
- Osprey Crossings
- Osprey Fountains
- The Flats at UNF

Fire Sprinklers are located in:

- Osprey Hall
- Osprey Landing
- Osprey Cove
- Osprey Crossings
- Osprey Fountains
- The Flats at UNF

Fire Extinguishers (approximately 450) are located in:

- Osprey Village Apartments
- The Flats at UNF Apartments
- All Resident Assistant Rooms
- Elevator Rooms in Osprey Hall, Landing, Cove, Crossings, and Fountains

Section Two: Number of Fire Drills in 2020

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 2020.

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 Three: Housing and Residence Life Rules & Policies Related to Fire Safety

A2.0 Appliances

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

A2.1 Approved Appliances:

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 minifridges per unit as they come equipped with a full-size refrigerator.

A2.1.2 Small appliances without exposed heating elements are permitted in student rooms with proper usage.

A2.1.3 Toasters, toaster ovens 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 be documented.

A2.2 Non-Approved Appliances:

A2.2.1 Any appliances with an open flame, open heating coils or open heating element is 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. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

A2.3 Other Restrictions:

A2.3.1 Rewiring of student rooms is not permitted.

A2.3.2 Excessive or unsafe use of extension cords or plug adapters are prohibited. 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 multi-plug adapters are allowed. Excessive or unsafe use of extension cords or plug adapters is not permitted.

A2.3.3 Residents and guests may not leave cooking food unattended in rooms, lounges, kitchens or grilling areas.

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.

D2.0 Dangerous Materials and Weapons

The possession and/or use of firearms, weapons, and dangerous materials 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. (References Student Code of Conduct 4.0, Possession of Weapons and Destructive Devices).

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 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. 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 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. HRL 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 detector.

F3.0 Fires

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

L1.0 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.

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 housing facilities. Smoking and vaping are not permitted by any person (resident or guest) in any of the residence hall rooms, apartments and facilities, including the Osprey Fountains porte-cochere, courtyards, elevators, stairwells, balconies (including The Flats at UNF and Osprey Village apartment balconies), lounges, patios, etc. Please refer to the University Smoke-Free Campus Initiative Regulation: https://www.unf.edu/president/policies_regulations/01-General/1_0140R.aspx. Residents under the age of 21: In accordance with the new tobacco laws, residents under the age of 21 may not possess, use, or own any tobacco, nicotine, smoking, or smokeless products.

Section Four: Housing and Residence Life Training Programs and Fire Reporting Structure

Housing and Residence Life Training Programs

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

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

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

All applicable training was provided during 2020.

Reporting of Fires in Residential Areas

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

- Person spotting fire pulls fire alarm to alert residents to evacuate or fire in room causes alarm to go off and building is evacuated
- **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)
 - **The HRL Coordinator On-Call** will notify the **HRL Senior Staff On-Call**
- **HRL Director or his/her designee** will notify Assistant Vice President Student Engagement and International Affairs

Section Five: Housing and Residence Life Evacuation Plan (From Residence Life Emergency Response Plan) 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 Supervisors will assist with evacuation as they leave the building to ensure complete evacuation.
- If possible, the Building Supervisor 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.

Evacuation:

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

Building Supervisors are to:

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

Residents and staff members should:

- Become familiar with the area and exit locations.
- When the fire alarm sounds, prepare to evacuate immediately.
- Do not panic, but walk quickly to the closest emergency exit.
- Do not use elevators.
- Walk in a single file to the right through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance to evacuate should proceed to stairwell entrance area and ensure someone is aware of the need for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- 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.
- No one is to return to the building until the UPD/Building Supervisor 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 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

- Alert UPD that the drill is happening at least 30 minutes in advance
- Assign staff members to certain tasks or areas during the drill
- Determine who will activate the pull stations to set off the alarm
- Wait until UPD is present to pull the alarm; when they are there, have your staff member(s) activate the pull stations; those not pulling the alarm should be up in their rooms
- 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
- As the Residence Life Coordinator, you should walk around the area to check for any concerns (ie: alarm noise level, alarms not going off, students not evacuating)
- 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)
- If necessary, utilize staff members to reset emergency exit doors
- 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:

- Person spotting fire pulls fire alarm to alert residents to evacuate.
- UPD and RLC On-Call are called immediately. (The alarm does not necessarily notify the police or the fire department.)
- **State:** Your name and position (RA or RLC), Building/wing/floor/and location of the fire
- 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!**
- 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.
- 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.
- The Residence Life Coordinator On-Call will notify the Senior Staff On-Call.

- 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.
- **Do not put yourself in danger.** If origin of fire is unknown, do not enter the location.

Unknown Source of Alarm

- Alarm rings.
- RAs will be given responsibility for the following:
 - 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).
- Every RA who is available should assist UPD/Residence Life Staff. UPD will check the control panel for location of alarm pulled. If location of pulled alarm is identified, RAs should stand by while UPD investigates for possible fire situation. If it is determined that there is no fire, alarm may be reset by UPD. If fire is detected, refer to above procedures.
- Once possibility of fire has been ruled out, the main alarm may be re-set by UPD.
- After the alarm is re-set, UPD will notify Residence Life staff and residents that they will be able to return to their rooms.
- 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 departments' records.
- RAs should document residents who do not comply with the evacuation procedures.

Section Six: Plan for Future Improvements

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

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

Section Seven: Fire Statistics

Number of fires in **2018** Calendar Year (Spring, Summer, and Fall semesters): **1**

Residential Facility	Address	Total Number of Fires	Fire Number	Date	Cause	Death or Injury?	Value of Damage
Osprey Village (A-G)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Hall (Z)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Landing (W-Y)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Cove (T-V)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Crossings (Q-S)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Fountains (Bldg. 55)	4654 Osprey Ridge Rd. Jacksonville, FL 32224	0					
The Flats at UNF (Bldg. 65)	4850 1 st Coast Technology Parkway	1	1	07/24/2018	Intentional Fire: Residents burning T- shirt behind Bldg. 6	No	\$0

Number of fires in **2019** Calendar Year (Spring, Summer, and Fall semesters): **3**

Residential Facility	Address	Total Number of Fires	Fire Number	Date	Cause	Death or Injury?	Value of Damage
Osprey Village (A-G)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Hall (Z)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Landing (W-Y)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Cove (T-V)	1 UNF Drive Jacksonville, FL 32224	0					
Osprey Crossings (Q-S)	1 UNF Drive Jacksonville, FL 32224	2	1	6/1/19	Unintentional Fire: Cigarette butt thrown into wood chips near building. Extinguished by RLC.	No	\$0
Osprey Crossings (Q-S)	1 UNF Drive Jacksonville, FL 32224	2	2	6/8/19	Unintentional Fire: Cigarette butt thrown into dry debris near fence behind S Building Mechanical Equipment	No	\$0
Osprey Fountains (Bldg. 55)	4654 Osprey Ridge Rd. Jacksonville, FL 32224	1	1	11/4/19	Unintentional Fire: Food and toaster oven caught fire in Suite 504.	No	\$0
The Flats at UNF (Bldg. 65)	4850 1 st Coast Technology Parkway	0					

Number of fires in **2020** Calendar Year (Spring, Summer, and Fall semesters): **0**

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