University of North Florida

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

University of North Florida

Campus Safety Report for 2022

October 01, 2023

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 report[1]. 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 Dean of Students 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 , https://www.unf.edu/regulations-policies/01-general/1-0120P.html

Associate/Assistant Head Coaches, Athletic Trainers, Assistant Trainers, Coordinators, Accounting Associate, Office Manager

Counseling Center – Director**

Department of Recreation and Wellness – Senior Director, Directors, Associate Directors, Assistant Directors, and Coordinators

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, Associate Director Admissions, Admissions Coordinators, Admissions Coordinator Team Lead, Admissions Processing Specialist, Coordinator Academic Support, Associate Director One-Stop Student Services, One-Stop Coordinator Team Lead, One-Stop Coordinators, Registration Coordinator, Technical Support Coordinator, Assistant Registrar, Associate Registrar, Associate Director ES Planning & Operations, Director Student Government, Associate Director Student Government, Associate Director Registration and Records, Admissions Events Specialist

Environmental Health and Safety - Director, Assistant Director, and Coordinator Equal Opportunity & Inclusion- Director, EOI Investigator

Faculty and Staff traveling with student(s) 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, Associate Director of Facilities Management, Assistant Director of Residential Academic Initiatives, Coordinator Residence Life, Coordinator Residence Life-Living& Learning Communities, Assistant Director Housing Operations, Coordinator Marketing Publications, Associate Director Housing Operations, Assistant Director of Residential Academic Initiatives

Human Resources – Associate Director of Employee and Labor Relation

International Center – Director, Assistant Directors and Coordinators

LGBTQ Center, formerly 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 Dean, University Conduct Officer, Associated Director(s), Assistant Director(s), Coordinator(s), Specialist(s) and Office Manager

On Campus Transition Program – Director and Coordinator

Student Accessibility Services, formerly Disability Resource Center – Director, Assistant Director and Coordinator and Specialist

Student Government – Director, Coordinator and Advisors

Student Ombuds
Student Orientation Program – Director, Coordinators and Orientation Team Leaders, Director Student Orientation & Transition Programs, New Student Orientation Specialist
Taylor Leadership Institute – Director & Assistant Director
Title IX Coordinator and Deputy Title IX 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

NON-DISCRIMINATION STATEMENT

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

To accomplish this intent, UNF shall not commit or permit discrimination or harassment on the basis of age, race, color, religion, creed, ancestry, physical or mental disability, national origin, sex, gender identity, gender expression, sexual orientation, marital status, genetic information, AIDS/HIV status, sickle cell trait, or veteran status in any educational, employment, social or recreational program or activity it offers. Similarly, UNF will not commit or permit retaliation against an individual who complains of discrimination or harassment, or an individual who cooperates in an investigation of an alleged violation of University Regulations.

The UNF President has delegated to the Office of Equal Opportunity and Inclusion (EOI) the authority and responsibility to receive, investigate, and, where appropriate, attempt to conciliate complaints, or investigate situations or conduct alleged to be in violation of the University's Non-Discrimination, Equal Opportunity and Diversity Regulation and Sexual Misconduct and Title IX Sexual Harassment Regulation. Accordingly, any member of the UNF community who believes that they have been subjected to discrimination, discriminatory harassment, retaliation or sexual misconduct may seek guidance, counseling and/or file a complaint by contacting the Director of EOI and Title IX Coordinator located in Building 1, JJ Daniel Hall, Suite 1201, 1 UNF Drive, Jacksonville Florida, 32224-7699 or calling (904) 620-2507, or via 711 Florida Relay for persons who are deaf or hard of hearing or those with speech impairments and/or limitations.

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 (https://www.unf.edu/upd/Silent-Witness.html), contacting a Campus Security Authority or a Counselor in the University Counseling Center. The purpose of a confidential report is to comply with a victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others and the victim. With such information, the University can 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 crime 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 and assist victims with locating other needed services. Victim Advocates are available twenty-four (24) hours a day to respond to a crisis at (904) 620-1010 or by contacting the University Police Department at (904) 620-2800.

Counseling Center

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

SECURITY OF & ACCESS TO CAMPUS FACILITIES

University facilities are well maintained and in the interest of the students, faculty, and staff, security is a priority. Many events held in university facilities are open to the public as are other facilities, such as the bookstore, libraries, and cafeterias. Access to academic, residence

and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other University business. Most of the academic and business buildings lock down automatically after normal hours. Some residence halls require a key to enter, while others are open much like apartments. The security of and access to UNF Residence Halls is as follows:

Osprey Hall (Bldg. Z) requires a University assigned proximity card to enter the building. Resident rooms are located off of an interior hallway and also require a University assigned proximity card to enter. 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.

Physical Access Control

The University of North Florida lock shop is responsible for the issuance and removal of access to main campus buildings. All campus keys are issued from the lock shop after an individual key holder has been approved through the department's key approval process. Once a key is issued, a permanent record of the transaction is retained in the lock shop for the duration of the individual key holder's employment or affiliation with the University. When a key holder separates from the University, the key holder is required to turn their individual keys into the lock shop to be inventoried. As a policy, hard keys are only issued to permanent University staff and faculty. Adjunct faculty, students and campus visitors are only issued electronic keys that are set to expire no more than one year from the date the key was issued or at the end of a project/event if sooner than one year. Key access is granted to campus contractors via a University employee sponsor or through a controlled electronic key box. Active electronic keys can also be removed from the

system via the lock shop if circumstances require it. Human Resources provides the lock shop with a list of employees who have separated from the University as they occur. The University is also now deploying a new proximity access card that will be incorporated with the standard identification card. This will be a phased deployment starting with housing and will be included in the construction of new facilities or major renovations over the coming years.

Lockdown System

All University buildings, 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, overgrown landscaping and other elements that could contribute to poor visibility. Projects are identified from the walk for either Physical Facilities, Housing or Information Technology to act on. Additionally, Physical Facilities produces a weekly lighting report that identifies any light fixtures that are out on campus. Light fixture repairs are handled internally through standard work orders or contracted out if required.

LAW ENFORCEMENT & JURISDICTION POLICY STATEMENTS

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

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

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

ACCURATE AND PROMPT REPORTING

The gathering of crime statistics for this report is done through the UNF Police Records Management System, the Jacksonville Sheriff's Office Record Management System, Campus

Security Authorities and UNF Dean of Students 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 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.

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[2] UNF Silent Witness Form, https://www.unf.edu/upd/silent-witness.html

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

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 (UPD Chief or their designee, a member of the Office of General Counsel and a member of the Office of Public Information) determine that a campus crime has been committed or is being committed that represents a potential ongoing or serious threat to the safety of students and employees, in an effort to prevent similar crimes from occurring. The decision to issue a Timely Warning is made on a case-by-case basis and the timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to the university community and the possible risk of compromising law enforcement efforts.

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

- Arson
- Burglary
- Aggravated Assault/Battery
- Criminal Homicide
- Motor Vehicle Theft
- Robbery
- Sex offenses
- Hate Crimes (larceny, theft, assault, intimidation, vandalism, etc. motivated by bias)
- Other crimes as deemed appropriate by the Chief of UPD or designee

The previous list provides examples of situations where a Timely Warning might be used. However, there is no set list of 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, to include the segment(s) of campus that will receive the warning, it is distributed across multiple mediums. Notification of students, faculty and staff may be done via a recorded message to the phones of students, faculty and staff, text messages to students, faculty and staff, the Safe Osprey'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]

[4] UNF Clery Act Timely Warning and Emergency Notification Policy 1.0100P, https://www.unf.edu/regulations-policies/01-general/1-0100P.html

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

- Active Shooters
- Explosions
- Hostage situations
- Weather emergencies

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, and once confirmed by the UPD, the significant emergency or dangerous situation will be evaluated to determine if an Emergency Notification should be issued. Examples that may be used to verify that an emergency situation is occurring could be multiple calls to the UPD dispatch center, eyewitness information provided to the police or officers on-viewing the activity in question. The on-scene supervisor, lieutenant, Deputy Chief or Chief will determine if the issuance of an Emergency Notification is appropriate. UNF will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Once the determination that an Emergency Notification is appropriate, and upon receipt of relevant information, Emergency Notifications will be issued without delay and in a manner to best protect the campus community. The Emergency Notification may be released campus-wide or only to those segments of the campus most appropriate to receive the Emergency Notification.

Options for notification of students, faculty and staff may include email, a recorded message to the phones of students, faculty and staff, text messages to students, faculty and staff, indoor and outdoor on-campus public address announcements, information posted on the UNF homepage (www.unf.edu), 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. Further information may be found at the website (http://www.unf.edu/emergency). The manner in which an Emergency Notification will be distributed will depend on the nature and severity of the incident.

Anyone with information regarding criminal activity that may warrant an Emergency Notification should report the circumstances to the UPD either by telephone at (904) 620-2800, dialing 911, in person at the UPD's office (building 41) or by contacting the closest Campus Security Authority. It is the policy of UNF to disseminate emergency information to individuals and organizations outside of the campus community, when circumstances warrant, via the local news media, the official UNF Facebook page and the official UNF Twitter account. Those outside of campus may also have access to the information by viewing the University's homepage (www.unf.edu).

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

EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES

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

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

Primary Prevention and Awareness Programs

Some common terms found in this section include:

- **Awareness Programs** - community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- **Bystander Intervention** - safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- **Ongoing Prevention and Awareness Campaigns** - programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the university.
- **Primary Prevention Programs** - programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Risk Reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for potential victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

UNF 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*, *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)

In accordance with the UNF Sexual Misconduct and Title IX Sexual Harassment Regulation, 1.0050R, educational programs are provided to all who interact with the University Community regarding dating violence, domestic violence, sexual assault and stalking. Specific Sexual Misconduct and Title IX training, education, and awareness programming is provided to new faculty members and employees during orientation, during admissions for students, and annually thereafter for all. This training includes information regarding conduct and behaviors that constitute Sexual Misconduct, how to report allegations of Sexual Misconduct, and what services are available at the University and in the community to assist individuals who believe they have been subjected to Sexual Misconduct.

Additionally, the Title IX Coordinator, Victim's Advocate Office, Dean of Students Office 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 and Title IX Sexual Harassment Regulation 1.0050R[5], as follows:

- **Dating Violence** (F.S. 784.046) means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- **Domestic Violence** (F.S. 741.28) means violence committed by the victim's current or former spouse, by a person who is or was a cohabitant with the victim as a spouse or intimate partner, by a person with whom the victim shares a child in common, by a family member, or by any other similarly situated person under domestic or family violence law.

[5] UNF Sexual Misconduct and Title IX Sexual Harassment Regulation 1.0050R, https://www.unf.edu/regulations-policies/01-general/1-0050R.html

- **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) refers to 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 and Title IX Sexual Harassment Regulation 1.0050R.[6]

Bystander Intervention[7] – A Community Responsibility

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

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

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

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

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

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

[6] UNF Sexual Misconduct and Title IX Sexual Harassment Regulation 1.0050R, https://www.unf.edu/regulations-policies/01-general/1-0050R.html

[7] UNF Non-Discrimination, Equal Opportunity and Diversity Regulation 1.0040R, https://www.unf.edu/regulations-policies/01-general/1-0040R.html

also contact the University Police Department. The term Responsible Employee for purposes of this definition includes all University faculty and staff, including full or part-time positions and OPS employees, except Confidential Employees. Student employees are not included in this definition except for those employed in the following positions or areas:

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

Employees not included in this definition are "Confidential Employees," including those employed within the University's Women's Center, 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 ay (904) 620-2507.

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

Suspicious Activity
Anyone who sees suspicious activity on campus is encouraged to contact UPD, (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.

Start by Believing
In fall 2020, UNF joined the global movement to transform the way we respond to sexual violence. This public awareness campaign, continued through 2022, is victim-centered and designed to end the cycle of violence. Educational workshops were presented to students and employees. The workshops provided non-judgmental tools and support measures to assist survivors. Campaign posters are also displayed throughout campus with educational messages and resources.

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

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). Reporting to law enforcement is not required to receive a forensic medical exam.

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.

REPORTING TO LAW ENFORCEMENT

If you believe you have been a victim of sexual assault, domestic violence, dating violence, stalking or any other crime, UNF encourages you to report the incident to law enforcement by contacting UPD immediately by dialing 9-11 for emergencies or (904) 620-2800 for non-emergencies.

Reporting to UPD will help ensure your future safety, begin a law enforcement investigation and allow UPD to take steps to protect the campus community as a whole. If you need assistance in connecting with law enforcement, the Victim Advocate or other campus services can support you through the reporting process. As a victim, you always have the ability to decline law enforcement services as well. Contact information for University Police and local law enforcement are included below:

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

If you choose to report your assault, report as soon as possible to preserve physical evidence is important. **DO NOT** shower, bathe, eat, drink or brush your teeth until you can be examined by 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 with the law enforcement investigation and the criminal justice process.

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

Incidents that occur off campus can be reported to the police department in the jurisdiction where the experience occurred. Offenses that occur in Jacksonville should be reported to the Jacksonville Sheriff's office. UPD can assist in connecting you to the appropriate authorities, aiding the investigation and providing referrals.

UNF acknowledges that victims have the right to decline to notify or report offenses to law enforcement.

Law Enforcement Contact Information:
University Police Department - 911 or (904) 620-2800 non-emergency number
Jacksonville Sheriff's Office - 911 or (904) 630-0500 non-emergency number

REPORTING TO UNF

Incidents of sexual assault, domestic violence, dating violence, stalking and other offences that involve UNF students and/or employees can be reported to the Equal Opportunity and Inclusion Office (EOI), which works with Human Resources for incidents involving employees. Individuals are encouraged to make the report as soon as possible. Reports do not have to be formal, signed complaints to obtain supportive measures. Reporting allows the University to conduct a formal investigation. When a student or employee reports to UNF that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the university will provide the student or employee a written explanation of rights and options.

EOI Contact Information:
Office: J.J. Daniel Hall, Building 1 Suite 1201
Phone: (904) 620-2507

ADDITIONAL REPORTING OPTIONS

If an individual decides not to report the incident to law enforcement, resources are available on campus.

1. UNF Victim Advocacy Program

   The Victim Advocacy Program provides survivor-centered crisis intervention services, safety planning, emotional support, information on rights and options in both the criminal justice system and the UNF student conduct system and supportive services including accompaniment throughout disclosure if the individual chooses to report the incident.
   Location: Founder's Hall, Building 2 Suite 2100
   Phone: 24-hour Crisis Helpline (904) 620-1010
2. UNF Counseling Center

   The Counseling Center can provide mental health services to the UNF community in either group or individual sessions.
   Location: Founders Hall Building 2, Room 2300
   Phone: (904) 620-2602 After-hours telephone assistance (904) 620-2602 select option 2
3. Health Advocate (Employee Assistance Program)

   Provides free mental health resources and assistance to UNF employees.
   Phone: (877) 240-6863 or UNF Human Resources for assistance

4. UNF Student Health Services

Student Health Service is the student health clinic for the university. Services offered include: treatment of illness, injury and emergencies on campus and medical consultation.
Location: J. Brooks Brown Addition Building 39A Room 2098
Phone: (904) 620-2900

5. Dean of Students

The Dean of Students Office houses the Student Conduct Office where incidents involving the Code of Student Conduct violations are reported and resolved. Care Services are also provided that support students experiencing challenging situations.
Location: in Tom & Betty Petway Hall, Building 57, Suite 2701, (904) 620-1491

PROTECTIVE ORDERS

Victims of domestic violence, dating 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 for guidance.

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

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

The Duval County Courthouse is located at 501 W. Adams Street. A request for a protective order is submitted at 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 webpage:
www.unf.edu/upd/

Women's Center Victim Advocacy FAQ webpage:
www.unf.edu/womenscenter/Victim-Advocacy/FAQ.html

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. UNF acknowledges that victims may choose not to report the incident. If the victim decides to report the incident,victims will be assisted by campus authorities in notifying law enforcement. The Victim Advocacy Program assists with disclosure and supports victims throughout the process of reporting the incident to law enforcement by providing emotional support, accompaniment to report and advocacy.

Victims may request that directory information on file with the university be withheld by requesting information be kept protected with the Office of Registrars by logging on to myWings and submit the Non-Disclosure Request located on the Student Records menu. Regardless of whether a victim has opted-out of allowing the university to share "directory information," personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the Victim (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (20). The University of North Florida does not publish the name of crime victims or other personally identifiable information regarding victims or complainants in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Clery Act. The daily crime log is available to the public and can be viewed at 60- day Crime and Fire Log. Furthermore, if a Timely Warning Notice or an emergency notification is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, or any other Clery Act reportable crime, the name of the victim or complainant and other personally identifiable information will be withheld. Further, UNF shall maintain as confidential any measures provided to the victim/complainant, to the extent allowed by law and to the extent that maintain such confidentiality will not impair the ability to provide the accommodations/supportive measures. To allow students to report sexual assault without fear of recrimination, the university grants amnesty to students for conduct violations (e.g., underage drinking or illegal drug use) if the individual witnesses or is victimized by a sexual assault incident that occurred in connection with a violation of the Code of Student Conduct.

Florida's public records laws are very broad, however, Chapter 119, Florida Statutes, 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 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.

Retaliation

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

In some situations, disciplinary proceedings will be necessary for conduct arising out of the same facts or circumstances as a report or complaint of Title IX, sexual misconduct, or discrimination. However, the University will not intimidate, threaten, coerce, or discriminate for the purpose of interfering with any right or privilege secured by Title IX or these Regulations in pursuing such proceedings.

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

Complaints alleging retaliation will be addressed according to the grievance process described in the Non-Discrimination, Equal Opportunity, and Inclusion Regulation (1.0040R). Those found to have violated this prohibition against retaliation will be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

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 a written explanation of their rights and options. Additionally, the Victim Advocacy Program brochure is made available to campus departments to distribute to victims. The brochure lists campus and community resources that are available to victims.

One of the main sources of assistance and services for victims is the Victim Advocacy Program. The Victim Advocacy Program provides services and resources 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. Victim Advocacy Services include:

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

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

- Counseling - the Counseling Center is another service available to survivors of sexual assault. Students and employees are provided 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.
- Housing Accommodations – Referrals and assistance for housing is provided for both residential and nonresidential students. For residential students, resources are coordinated with the Department of Housing and Residential Life to relocate students. Referrals are provided to assist nonresidential individuals secure housing.
- Transportation - Individuals who are concerned about their safety on campus can request an escort from the UPD by contacting the non-emergency number at (904) 620-2800.

Incidents involving international students, the International Center is available to facilitate with any visa/immigration assistance that may arise.[8] For incidents that may affect a student's financial aid, admission status, registration or academic records, One-Stop student services is available.[9]

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.

Supportive Measures

UNF will maintain the confidentiality of any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the university to provide accommodations or protective measures. Written notification of the supportive measures available are provided to students and employees. Supportive measures are individualized based on the information gathered and include resources for counseling, health services, legal assistance and victim advocacy services. Supportive measures are nonpunitive and are available to victims regardless of whether the victim chooses to report the crime.

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

The UNF Sexual Misconduct Policy outlines procedures the University will take when investigating any reported dating violence, domestic violence, sexual assault and stalking. The University ensures that its Title IX Coordinator, Deputy Title IX Coordinators, investigators, Decision-Makers, and those facilitating informal resolution are properly trained. This includes training on what constitutes Sexual Misconduct (including the definition of Title IX Sexual Harassment as defined by the U.S. Department of Education), the scope of the University's education programs and activities, how this Regulation operates, how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially including by avoiding pre-judgment of the facts at issue,

[8] http://www.unf.edu/intlctr/
[9] http://www.unf.edu/onestop/

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

The Decision-Maker or a hearing officer will explain each participant's rights and options and assure that fairness and procedural due process are observed throughout the hearing. Each party is permited to have an advisor of their choice present throughout the disciplinary proceedings. Written determination will be provided to the both parties simultaneously within 14 days from the conclusion of the hearing.
Both parties will be provided with the opportunity to appeal a determination or dismissal based on the following grounds only:

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

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

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 EOI investigates those Title IX cases as well. 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 with EOI, report a crime to UPD, or local law enforcement to receive Supportive Measures. In each case of reported Sexual Misconduct, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the

Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain the process for filing a Formal Complaint. Where appropriate, the Title IX Coordinator will also offer Supportive Measures to Respondents.

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

The University will also provide students or employees a written explanation of the student's or employee's rights and options whether the offense occurred on or off campus. If a Formal Complaint is filed, 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 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 Student Conduct team within the Dean of Students Office will follow designated hearing procedures 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. The disciplinary process is available within the UNF Code of Conduct (5.0010R) and available for examination, including all involved parties (reporting party, victim, accused, etc.). 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 5.0010R[10], as outlined below.

Students may request reasonable accommodations with the Dean of Students Office to the following procedures to ensure equitable participation, along with a full and fair understanding of the process. Conduct meetings and hearings may be held in person or via remote video

[10] UNF Student Conduct Code 5.001R, https://www.unf.edu/regulations-policies/05-studentaffairs/5-0010R.html

conferencing. Whether such interactions are held in person or remotely are to be determined in the sole discretion of the University, which will take reasonable requests for a specific format into consideration.

Discretion in Charging
The University's highest priority is the physical and mental health and safety of students and members of the University community. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of misconduct. Therefore, in order to remove potential barriers to reporting, the University Conduct Officer, or designee, may in its discretion, choose to not charge an affected/reporting party with a violation for conduct if reporting by that party in good faith to a University official, or otherwise discovered through investigation.

Initiation of the Conduct Process
Any member of the University community, including guests, may report alleged violation(s) by any student for misconduct under this Code. Reports of alleged violations should be submitted to either the Dean of Students Office or University Police Department within a reasonable timeframe after the discovery of a possible violation of the Student Code of Conduct, except in exceptional circumstances as determined in the University's sole discretion. Reports of Sexual Misconduct should be submitted to the Title IX Coordinator. Please refer to the Sexual Misconduct and Title IX Sexual Harassment Regulation (1.0050R) for contact information for the Title IX Coordinator. The University reserves the right to refer matters to the Title IX Coordinator when appropriate.

Generally, a student will not be charged with a violation of the Student Code of Conduct more than one year after the date the conduct occurred or was discovered, whichever is later. However, the Provost/Designee may extend this time period for good cause to account for extenuating circumstances that warrant an extension of the one-year time limit. For example, the one-year period may be extended if the University stayed its conduct proceedings while coordinating with law enforcement agencies during their investigation or enforcement actions involving the student. As another example, the University may proceed to charge a student who allegedly engaged in Sexual Misconduct if the incident is reported within a year of the date the conduct occurred or was discovered by the alleged victim, but the investigation is not completed before the expiration of that year (e.g., the alleged conduct occurs on Day 1, is reported on Day 350, and the investigation is completed on Day 400).

Intake and Case Designation
Upon receipt of an allegation or incident report (a "case"), the University will make a preliminary determination on how to handle it. In all cases, Interim Health and/or Safety Measures may be issued.

Conduct Governed by the Sexual Misconduct and Title IX Sexual Harassment Regulation:
If the case includes allegations that would be violations of the Sexual Misconduct and Title IX Sexual Harassment Regulation (collectively, "Sexual Misconduct Claims"), those allegations will be directed to the Title IX Coordinator for review under the University's processes set forth in that regulation. If the case also contains portions that allege violations of the Student Conduct Code that are not Sexual Misconduct Claims ("Non-Sexual Misconduct Claims"), then the University may decide, in its sole discretion, whether to proceed with the Non-Sexual Misconduct Claims independently before, during, or after completion of the Title IX Coordinator's review. All cases with conduct governed by the Sexual Misconduct and Title IX Sexual Harassment Regulation will

be conducted by a decision-maker who, at a minimum, receives annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Charge Letter
If the University determines that there is reasonable cause to charge a respondent with a violation of the Student Code of Conduct, it shall issue a written Charge Letter to the respondent. A Charge Letter is typically issued within 1-5 class days, but may take 30-45 class days after the initial referral when a case undergoes an investigation. In extenuating circumstances, it may take longer for a Charge Letter to be issued. Charge Letters are sent to students via their University of North Florida email account and sent to all involved parties simultaneously.

Charge Letters provide timely written notice to the respondent's alleged violation. They include the allegations to be investigated at the hearing, the citation to the specific provision of the Student Code of Conduct at issue, the available process options to be used in determining whether a violation has occurred and associated rights, and the date, time, and location of the disciplinary hearing.

The Charge Letter will be provided at least 7 class days before the originally scheduled disciplinary hearing. For students under 18 years of age, the Charge Letter will also be provided to the student's parent to the extent permitted under FERPA.

The Charge Letter will instruct the student to contact Student Conduct within 3 class days of receipt of the letter to schedule an informational meeting to discuss the process for the proceedings and answer any questions, known as a Pre-Disciplinary Hearing Review. Failure to contact the office within 3 class days will result in waiver of the Pre-Disciplinary Hearing Review.

Pre-Disciplinary Hearing Review
The purpose of the Pre-Disciplinary Hearing Review meeting is to provide the respondent with the opportunity to discuss the allegations and review the reports and materials supporting the case. The Hearing Administrator will explain the rights and options available, as well as describe a range of potential sanctions for the violation in question. The respondent may be accompanied during the Pre-Disciplinary Hearing Review by an advisor of their choice, which is further addressed below under the Student Rights Section of this Code.

If a student elects to forgo a Pre-Disciplinary Hearing Review or fails to timely schedule or attend a Pre-Disciplinary Hearing Review, and 3 class days have expired since the date of the notice, the student waives their right to a Pre-Disciplinary Hearing Review.

Selection of Resolution Method
Student Conduct provides an impartial forum for the party bringing charges against a student and the respondent to present all of their information regarding the alleged misconduct.

In many cases, respondents may choose their resolution type, which are described below. However, in Sexual Misconduct Claims, the hearing body will be a Decision-Maker appointed by the University and scheduled as described in the Sexual Misconduct and Title IX Sexual Harassment Regulation. In all other cases, although respondent generally has leeway to select a

preferred resolution method, the Hearing Administrator may determine in their sole discretion that it is in the best interest of both the student and the University that a case proceed to a Panel Hearing based on the seriousness of the violation or in the interest of fairness.

If the resolution method is a Panel Hearing, it will be scheduled no sooner than 7 class days after the Charge Letter.

Resolution Methods

Agreed Resolution

A respondent may elect to resolve outstanding violations through an Agreed Resolution in lieu of a hearing if deemed appropriate by the Hearing Administrator and if the student accepts both responsibility for the alleged violations and assigned outcomes.

In an Agreed Resolution, because the student accepts responsibility, the meeting will be focused on determining an appropriate sanction, if any.

Agreed Resolutions are noted as a finding of responsibility for violations of the Code and are considered a student conduct record.

Administrative Hearing

Non-Sexual Misconduct Claims

A respondent may elect to resolve outstanding violations through an Administrative Hearing if deemed appropriate by the Hearing Administrator. Administrative Hearings are held individually with a Hearing Administrator who reviews the reported charges against the student and all other relevant information to determine whether the respondent is "responsible" or "not responsible" for the alleged violations and to address any appropriate outcomes.

Administrative Hearings may take place immediately after a Pre-Hearing Review meeting, if the respondent agrees to proceed immediately, or may be scheduled within a reasonable time.

The Hearing Administrator may utilize evidence gathered from information sessions, investigation meetings, or other proceedings involving students from the same incident in making a determination on responsibility. The respondent will be informed of the evidence and have an opportunity to respond.

If found responsible, the outcome of an Administrative Hearing is noted as a finding of responsibility and considered a student conduct record.

Sexual Misconduct Claims

When an Administrative Hearing is held in a Sexual Misconduct Claim, the live hearing and determination of responsibility will occur as described in the Sexual Misconduct and Title IX Sexual Harassment Regulation.

Panel Hearing

A Panel Hearing provides a hearing body that will review the reported charges against the student and all other relevant evidence to make a recommendation whether the respondent is "responsible" or "not responsible" for the violation(s) and recommend any appropriate outcomes. In all cases except Sexual Misconduct Claims, a student has a right to select a disciplinary proceeding conducted by a committee or panel in which students make up at least one-half of its membership. This right may only be waived upon permission of the University and after the respondent requests such a waiver, in writing, which waiver shall also explain the effect of such waiver.

A Hearing Administrator is present at each Panel Hearing to ensure that the Student Code of Conduct procedures are followed. The Hearing Administrator will answer procedural questions asked by the panel, the complainant, or the respondent. The Hearing Administrator will also keep the proceedings focused on issues relevant to the specific allegations. The Hearing Administrator will not participate in the determination of a recommended finding or sanction. The Panel Hearing members may ask the Hearing Administrator questions regarding the student conduct process.

1. **Hearing Procedures**
    1. The Hearing Administrator (and/or Decision-Maker(s) in a Sexual Misconduct Claim) will explain each participant's rights and options and assure that fairness and procedural due process are observed throughout the hearing to all participants (reporting party, victim, accused, etc.).
    2. The student conduct process is not the same as a criminal or civil proceeding before a Florida court. Procedures governing Florida's criminal or civil courts, including formal rules of evidence, are not applicable. For example, hearsay may be used in certain circumstances so long as the use is consistent with due process.
    3. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in substantial prejudice to an accused student. Student conduct procedures are consistent with basic principles of fairness and procedural due process, which includes the right to notice of alleged charges and a meaningful opportunity to be heard before an impartial decision-maker.
    4. The University uses the preponderance of evidence standard in determining whether sanctions are appropriate. A student will be found responsible for an alleged violation if the relevant evidence shows that, more likely than not, the violation was committed by the student. Students are presumed "not responsible" unless the preponderance of the evidence shows otherwise.
    5. Any sanctions will be proportionate to the severity of the violation and the student's cumulative conduct history.
    6. Students may appeal their disciplinary outcomes as provided under the Appeals Section of the Code of Conduct and Florida law.
    7. The Student Conduct process is educational in nature and a confidential process in accordance with the Family Educational Rights and Privacy Act (FERPA). All disciplinary hearings will be closed to the public and may include the person(s) bringing allegations against a student(s), the respondent(s), advisor(s), alleged victim(s), the reporting person(s), Investigator(s), Hearing Administrator(s), other appropriate University personnel, and any witnesses who may offer relevant

information regarding the allegation. Witnesses may only be present during the time they are testifying.

8. A student charged with violation(s) of the Code of Conduct will have the opportunity to present information on their behalf, including presenting witnesses, if available, and/or signed written statements from witnesses, and other documentary evidence. The respondent has the opportunity to review and respond to written statements and may offer evidence to rebut witness statements and other evidence presented at the hearing. Witness statements need not be sworn or in affidavit form.
9. The respondent, complainant, and any witnesses may be accompanied during the hearing by an advisor of their choice. An advisor is defined in the Code of Conduct as a person chosen by the respondent, alleged victim, or a witness to assist them throughout the disciplinary process. An individual may only have one advisor at a time. The term “advisor” includes an advocate or legal representative. An advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses, but may not testify. Any advisor serves at the requestor’s own expense and initiative. A person may not serve in this capacity if their service would unreasonably conflict with the fair administration of the disciplinary process, as determined by the University Conduct Officer, or designee. The advisor may not serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or appeal authority. Except in Sexual Misconduct cases, the University is not responsible for providing an advisor for anyone navigating the disciplinary process. It is the individual’s responsibility to make appropriate arrangements for their advisor to attend meetings, which will not be delayed due to scheduling conflicts of the chosen advisor.
10. The University will not limit the choice of advisor or presence for either the respondent or complainant student; however advisors may be removed from meetings or proceedings if they are considered disruptive in accordance with the University’s Advisor Role and Rules of Decorum guidelines. These guidelines are provided to students upon receipt of a Charge letter or by request.
11. Witnesses may be called by the University, the complainant, and the respondent. Witnesses appear at hearings on a voluntary basis and cannot be compelled to attend a hearing.
12. A student may choose not to answer any and all questions posed by a Hearing Body.
13. The Hearing Administrator may determine a recess of the hearing is in the best interest of the parties when additional information may provide clarification to the case.
14. The University is not required to postpone disciplinary proceedings pending the outcome on any criminal prosecution. If a student chooses not to participate or answer questions during the hearing, the Hearing Body may proceed with a hearing and base its decision on all available information but will not use the respondent’s refusal to testify in reaching its determination of responsibility.
15. The respondent does not have the burden of proof regarding the charges that have been brought against them.

16. In non-Sexual Misconduct Claims, where multiple students are charged, information provided at one hearing may be used in the related case(s).
17. If the respondent fails to appear at the scheduled hearing after proper notice, the hearing may be held in the respondent's absence.
18. Prior records of disciplinary action, past criminal convictions, impact statements and character witness statements are considered by the hearing body only in the sanctioning phase of deliberations.
19. The Hearing Body's recommended finding of "responsible" or "not responsible" will be based solely on the information presented at the hearing.
20. After the hearing is concluded, the Hearing Body will provide to the Provost/Designee a recommended finding of "responsible" or "not responsible" on all charges, and any sanctions. The Hearing Body's recommendations will be communicated simultaneously in writing to the parties within 14 class days from the conclusion of the hearing.
21. In Panel Hearings, the Dean of Students or their designee will review the Hearing Body's recommendations regarding responsibility and sanctions, and make the University's official decision, which may adopt, modify or reject the Hearing Body's recommendations, in whole or in part, or remand for a rehearing. The official decision will be communicated to the parties in writing within 14 class days, and it will include the finding of "responsible" or "not responsible" on all charges, the imposed sanction(s), an explanation of any differences between the Hearing Body's recommendations and the official decision, and notice of the right to appeal. This time limit may be extended in the sole discretion of the Dean of Students where additional consideration of evidence or deliberation is required. The parties will be informed (by phone, email, mail or in person) of the estimated duration of this extended time period. If the student does not appeal the official decision, the official decision will constitute the University's final action.
22. In the event the Dean of Students has a conflict or has been actively involved in the underlying case, the University will appoint another official to review Panel Hearings.
23. If found responsible, the outcome of a Panel Hearing is noted as a finding of responsibility and considered a student conduct record.
24. All hearings will be audio recorded, except for the deliberation phase. This recording will serve as the official record of the proceedings. All hearings are considered confidential in accordance with FERPA and will be maintained by the Dean of Students Office. All parties, including complainants and respondents, shall simultaneously be informed in writing of the determination made in the Administrative or Panel Hearing by Student Conduct, or any change in outcome, along with a final notice of outcome.

The UNF Student Code of Conduct includes a specific violation for retaliation. Any institution, officer, employee, staff member, or student may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Code of Conduct or UNF Sexual Misconduct and Title IX Sexual Harassment Regulation.

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/Designee after their review of the Hearing Body's decision that a student is responsible for the reported conduct charges. In light of the facts and circumstances of each case, the following list describes the range of sanctions, or combination of sanctions (with or without appropriate modifications) that may be imposed upon any student or organization found to have violated the Student Code of Conduct, but is not an exhaustive list.

1. **Reprimand.** A written statement placed in a student's disciplinary file regarding a violation of the Student Code of Conduct.
2. **Restorative Service.** Assignment to perform tasks or services under the supervision of a University department or community service agency.
3. **Reflective Learning.** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, or other educational activities.
4. **Educational Programming**. Referral to on-campus educational activities or requirement to host an educational event/speaker for an organization, student population, or University community. Students and/or organizations are responsible for expenses associated for hosting any event. Educational programming sanctions may also include a reflective learning element.
5. **Monitored Events**. Organizations who host events may be required to have advisors and/or University officials present for meetings, events, and/or programming for a specified period of time.
6. **Counseling Assessment and Compliance.** In certain circumstances in which a student may be a threat to the safety of self or others, the student may be referred 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.
7. **Restitution.** Payment of actual damages or loss of services to the University or alleged victim.
8. **Disciplinary Probation**. A period of time during which any further violation of the Student Code of Conduct puts 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.
9. **Course-specific/Program-specific Probation.** A period of time during which any further violation of the Student Code of Conduct puts the student’s status in their course/program in jeopardy. If the student is found “responsible” for another violation of the Code during the period of course/program probation, serious consideration will be given to imposing a sanction of suspension or expulsion from the program and/or the University.
10. **Restrictions.** Some of the restrictions that may be placed on a student or organization include, but are not limited to:
    1. Participation in student clubs, groups, activities, or events.

2. Representation of the University on an athletic team.
3. Holding leadership positions (e.g. Student Government or Resident Assistant).
4. Entrance to University Housing areas or any other areas on campus.
5. Contact with another specified person(s).
6. Change in University Housing assignment.
7. Extending an invitation of membership.
8. Hosting social events (may include geographical limitations on location).
9. Administrative Removal from class(es).

11. **Exclusion from University Housing** (either temporary or permanent).
12. **Cease & Desist Order**. Restricting an organization's ability to operate. In some cases, these can be tailored to address the specific violations.
13. **Suspension**. Separation from the University for a specified period of time.
14. **Loss of University Recognition**. An organization's separation from the University for a specified period of time. Regaining University recognition may require completion of additional steps.
15. **Expulsion**. Separation from the University without the possibility of readmission.
16. **Withholding of registration, diplomas, transcripts or other records**.
17. **Transcript Notations**. A written notation indicating that disciplinary action was taken.
18. **Revocation of Academic Credit, Diploma, Degree, or Certificate**. If a UNF diploma, degree, or certificate has already been awarded prior to the resolution of the conduct case, it may be revoked in appropriate cases as a sanction.

NOTE: Students will normally forfeit tuition, Housing rent and fees, and other University fees if found responsible for a Student Code of Conduct violation resulting in suspension or expulsion. A student may also forfeit academic credit. Any sanction that separates a student from the University will be noted on that student's academic transcript. A lesser sanction may not be noted on the transcript.

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 Inclusion Regulation and its Sexual Misconduct Regulation and Title IX Sexual Harassment 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 and Title IX Sexual Harassment 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 https://www.unf.edu/eoi/non-discrimination-statement.html 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 and Title IX Sexual Harassment 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 the 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 and Title IX Sexual Harassment Regulation or the Non-Discrimination, Equal Opportunity, and Inclusion Regulation, then those allegations may be investigated and/or addressed separately by Student Conduct before, during, or after the investigation coordinated by the Title IX Coordinator 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 and Title IX Sexual Harassment Regulation or the Non-Discrimination, Equal Opportunity, and Inclusion Regulation, then those allegations may be investigated and/or addressed separately by Human Resources before, during, or after the investigation coordinated by the Title IX Coordinator.

- **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. “Advisor” means any individual who provides the accuser or accused support, guidance, or advice. The advisor 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. This appellate decision constitutes final university action.
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 and Title IX Sexual Harassment 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.[11]

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. Additionally, the University

[11] UNF Disciplinary Regulation 4.0260R, https://www.unf.edu/regulations-policies/04-humanresources/4-0260R.html

will ensure any accommodations or protective measures provided to the victim remain confidential, to the extent permitted by Florida law and where maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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 Dean of Students 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 Student Conduct team 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 student's 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 Student Conduct team, 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 upon request;
- 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 upon request;
- Purple Ribbon Campaign, annually;
- Take Back the Night, annually;

- Spring Break Safety Awareness Campaign, Spring break;
- Start by Believing upon request
- Bystander Intervention Workshops upon request
- 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 upon request.
- 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
Federal and State laws prohibit possession and/or distribution of controlled substances as described in 21 U.S. Code 844 and Section 893.03, Florida Statutes respectively. Violations of such laws are punishable by up to a year in prison and $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 in outlined in UNF Policy 14.0060P, Alcohol and Other Drugs Policy.[12]

Alcohol-Related Health Promotion and Education

Alcohol eCheckup to Go: eCheckup is an empirically based online psycho-educational assessment used to increase participant knowledge of alcohol-use patterns as they compare to other college students at UNF and across the nation. Information is presented based on a social norming educational approach. Information regarding alcohol realities and myths are presented to challenge and hopefully change beliefs and behaviors associated with student alcohol consumption. eCheckup is available to all students via the Department of Recreation and Wellness website.

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

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

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

Outreach Education (See log below): These fun and interactive programs are designed to educate students where they are about the basic concepts of alcohol and drug use/abuse. Outreach ranges from social media marketing to dissemination of social normative data and alcohol/drug education literature. This may involve games, role-playing, Alcohol 101 demonstrations and/or use of the awareness goggles.

Peer-to-Peer Health Education: Health education is provided through various ways, including LIFE Peer Education Team. Peer Health Educators are students who have made the decision to commit to transforming the lives of their peers. The essential function of the Peer Health Educator is to assist and educate people towards a healthier lifestyle.

[12] UNF Alcohol and Other Drugs Policy 14.0060P, https://www.unf.edu/regulations-policies/14-miscellaneous/14-0060P.html

Healthy Osprey Wellness Advocates: Healthy Osprey Wellness Advocates explores the 7 dimensions of wellness through one-on-one sessions. Advocates develop a wellness plan and refer individuals to on- and off-campus resources.

Healthy Osprey Living Learning Community: Healthy Osprey Living Learning Community (LLC) is a partnership between the Department of Recreation and Wellness, Residence Life and Academic Affairs. The mission of the Healthy Osprey LLC is to promote academic success and provide motivated, health-conscious students the opportunity to live in a community designed to enhance personal well-being. Each resident shares a commitment to practice healthy lifestyle choices in an environment free of alcohol, tobacco, and illegal substances.

OUTREACH/HEALTH EDUCATION PROGRAM LOG 2022

Date	Activity	Target Audience	Estimated # participants
January 7, 2022	New Student Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
January 7, 2022	Transfer Student Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
January 13, 2022	UNF 50th Anniversary Celebration (Includes flyer for AHEC services)	Campus Community/Students	300+
February 2, 2022	Fresh Check Day (Includes flyer for AHEC services)	Campus Community/Students	100+
February 7, 2022	Fitness Fundamentals Presentation (Includes flyer for AHEC services)	Campus Community/Students	39
February 14, 2022	Candy Gram Blast (Includes flyer for AHEC services)	Campus Community/Students	100
February 15, 2022	One Love Workshop (Includes flyer for AHEC services)	Campus Community/Students	26
February 17, 2022	Candy and Hearts Block Party (Includes flyer for AHEC services)	Campus Community/Students	250+
February 18, 2022	Love Week Recap (Virtual) (Includes link to AHEC services)	Campus Community/Students	35
February 19, 2022	Home Coming (Includes flyer for AHEC services)	Campus Community/Students	350+
February 23, 2022	Eating Disorder Awareness Event (Includes flyer for AHEC services)	Campus Community/Students	67
February 28, 2022	Group Fitness Assessment (Includes flyer for AHEC services)	Campus Community/Students	40
March 7, 2022	Group Fitness Assessment (Includes flyer for AHEC services)	Campus Community/Students	39
March 8, 2022	Osprey Break Event (Includes flyer for AHEC services)	Campus Community/Students	150+
March 9, 2022	Sexual Wellness Day (Includes flyer for AHEC services)	Campus Community/Students	57
March 25, 2022	Spring Fling Event (Includes flyer for AHEC services)	Campus Community/Students	83

April 1, 2022	Spring Garden Jamboree (Included flyer for AHEC services)	Campus Community/Students	150+
April 1, 2022	Tough Talon Adventure Race (Included flyer for AHEC services)	Campus Community/Students	46
April 7th, 2022	HOLLC Gala (Included flyer for AHEC services)	Campus Community/Students	43
April 14, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
April 15, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
April 27, 2022	Café Grateful Event (Included flyer for AHEC services)	Campus Community/Students	65
May 4, 2022	Library Study Snacks (Included flyer for AHEC services)	Campus Community/Students	100
May 5, 2022	10 Ways to Improve Mental Health (virtual) includes link to AHEC services.	Campus Community/Students	12
May 13, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
May 16, 2022	Student Wellness Complex Tour	Campus Community/Students	42
May 18, 2022	Mental Health Awareness (virtual) (Includes link to AHEC services)	Campus Community/Students	14
May 19, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
May 20, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
May 24, 2022	RecWell Presentation (Included flyer for AHEC services)	Campus Community/Students	40
May 24, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
May 25, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
May 26, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+

May 31, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 1, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 2, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 3, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 7, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 9, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 10, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 14, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 16, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 17, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 21, 2002	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 22, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 23, 2022	New Student Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 24, 2022	Parent/Family Orientation (Included flyer for AHEC services)	Campus Community/Students	200+
June 29, 2022	Summer B Pool Party (Included flyer for AHEC services)	Campus Community/Students	150+
June 30, 2022	Group Fitness Testing (Included flyer for AHEC services)	Campus Community/Students	42
June 30, 2022	Healthy Hut outreach (included flyer for AHEC services)	Campus Community/Students	5

July 7, 2022	New Student Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
July 8, 2022	Parent/Family Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
July 9, 2022	Admissions Resources Fair (Includes flyer for AHEC services)	Campus Community/Students	200+
July 12, 2022	New Student Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
July 13, 2022	Parent/Family Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
July 14, 2022	Tobacco Use and Its Effects on Pregnancy presentation by AHEC, includes link to AHEC services	Campus Community/Students	31
July 21, 2022	Campus Outreach (Includes flyer for AHEC services)	Campus Community/Students	28
July 30, 2022	Admissions Resource Fair (Includes flyer for AHEC services)	Campus Community/Students	200+
August 9, 2022	SWC Tour, includes flyer for AHEC services	Campus Community/Students	19
August 9, 2022	SWC Tour (Includes flyer for AHEC services)	Campus Community/Students	42
August 12, 2022	Transfer Student Orientation (Includes flyer for AHEC services)	Campus Community/Students	200+
August 18, 2022	HOLLC Retreat (Includes flyer for AHEC services)	Campus Community/Students	25
August 26, 2022	Housing Resource Fair (Includes flyer for AHEC services)	Campus Community/Students	350+
September 19, 2022	Resilience Workshop, (Includes flyer for AHEC services)	Campus Community/Students	2
September 20, 2022	Island BBQ Café event (Includes flyer for AHEC services)	Campus Community/Students	85
September 21, 2022	How to Party Safe alcohol presentation, (Includes flyer for AEHC services)	Campus Community/Students	41

September 26, 2022	Tobacco Use and Industry Targeting presentation by AHEC, includes link to AHEC services	Campus Community/Students	41
October 3, 2022	Electronic Nicotine Delivery Systems presentation by AHEC, includes link to AHEC services	Campus Community/Students	41
October 5, 2022	SWC Tour (Includes flyer for AHEC services)	Campus Community/Students	45
October 6, 2022	Stress Management Presentation (Includes flyer for AHEC services)	Campus Community/Students	78
October 10, 2022	Group Fitness Assessment (Includes flyer for AHEC services)	Campus Community/Students	38
October 19, 2022	Don't Drink and Fly Alcohol Awareness Trivia Night (Includes flyer for AHEC services)	Campus Community/Students	37
October 21, 2022	UNF Benefits Fair (Includes flyer for AHEC services)	Campus Community/Faculty/Staff	400+
October 27, 2022	Zombie Run (Includes flyer for AHEC services)	Campus Community/Students	47
November 3, 2022	Group Fitness Assessment (Includes flyer for AHEC services)	Campus Community/Students	39
November 8, 2022	How to Part Safe Presentation (Includes flyer for AHEC services)	Campus Community/Students	33
November 29, 2022	Pumkin Spice and Saving Lives Event (Includes flyer for AHEC services)	Campus Community/Students	200+
December 3, 2022	Explore UNF Open House (Includes flyer for AHEC services)	Campus Community/Students	300+

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.

Students have the option to identify a contact person, separate from those listed as their emergency contacts in their official University records, in the event a student is believed to be missing. The emergency missing person contact may be submitted to the University's Department of Housing and Residence Life in addition to other emergency contacts designated by the student.

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(s) for students 18 and over. The University Police Department will notify any other appropriate law enforcement agencies of the missing student as needed. 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.**

For more information concerning UNF's missing student policy please see the resident Resources section on UNF's Housing and Residence Life webpage.[13]

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[13] https://www.unf.edu/housing/

2022 CRIME STATISTICS

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER by Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
RAPE	2020	1	1	0	0
	2021	5	2	0	0
	2022	11	11	0	0
FONDLING	2020	1	0	0	0
	2021	1	1	0	0
	2022	4	3	0	0
INCEST	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	0
ROBBERY	2020	1	1	0	0
	2021	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2020	1	0	0	0
	2021	1	1	0	0
	2022	2	0	0	0
BURGLARY	2020	10	9	0	0
	2021	4	2	0	0
	2022	3	2	1	0
MOTOR VEHICLE THEFT	2020	0	0	0	0
	2021	5	0	0	0
	2022	3	0	0	0
ARSON	2020	0	0	0	0
	2021	1	0	0	0
	2022	0	0	0	0

2022 VAWA Statistics

DOMESTIC VIOLENCE	2020	0	0	0	0
	2021	1	1	0	0
	2022	0	0	0	0
DATING VIOLENCE	2020	0	0	0	0
	2021	12	8	0	0
	2022	8	8	0	0
STALKING	2020	1	1	0	0
	2021	3	3	0	0
	2022	1	1	0	0
UNFOUNDED (All Crimes)	2020	0	0	0	0
	2021	1	1	0	0
	2022	2	2	0	0

2022 Hate Crime Statistics

HATE CRIMES:

2020: No hate crimes reported
2021: No hate crimes reported
2022: No hate crimes reported

[The rest of this page intentionally left blank.]

2022 Arrests and Conduct Referrals

OFFENSE	YEAR	ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL	RESIDENTIAL FACILITIES ONLY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
LIQUOR LAW ARRESTS	2020	1	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
LIQUOR LAW REFERRALS	2020	212	212	0	0
	2021	205	205	0	0
	2022	149	146	0	7
DRUG LAW ARRESTS	2020	7	6	0	0
	2021	5	1	0	0
	2022	3*	1*	0	0
DRUG LAW REFERRALS	2020	70	67	0	4
	2021	75	75	0	0
	2022	31	28	0	10
ILLEGAL WEAPONS ARRESTS	2020	2	2	0	0
	2021	1	0	0	0
	2022	3*	1*	0	0
ILLEGAL WEAPONS REFERRALS	2020	3	3	0	0
	2021	6	6	0	0
	2022	5	5	0	0

ON-CAMPUS RESOURCES

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

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

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

(*) Updated Data
2022 drug law arrests (on campus) changed from 0 to 3
2022 drug law arrests (residential facilities) changed from 0 to 1
2022 illegal weapons arrests (on campus) changed from 0 to 3
2022 illegal weapons arrests (residential facilities) changed from 0 to 1

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
2022

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 2022

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 2022.

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.

A2.1 Appliances: Approved Items and Use

A2.1.1 Refrigerators 4.5 cubic feet or less and microwaves 1500 watts or less are permitted. Each student is permitted to have a microwave and mini fridge with the exception of Osprey Village. • Osprey Village Residents: Apartments are limited to 2 microwaves and two mini- fridges per unit as they come equipped with a full-size refrigerator.

A2.1.2 Residents should not leave appliances unattended under any circumstance. Always unplug appliances after use and follow the proper use guidelines. A2.1.3 Small appliances without exposed heating elements (e.g., blenders, Keurig, hand mixers) are permitted in student rooms with proper usage.

A2.1.4 Toasters, toaster ovens, pressure cookers, air fryers, coffee pots, and electric grills are permitted in the residence halls, but should be utilized in designated cooking lounges and not in student rooms. • The only exception is in Osprey Village and The Flats at UNF where residents can use them in their kitchen. Toasters, toaster ovens and electric grills found plugged in within student rooms may lead to discipline.

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

A2.2.2 Charcoal and gas grills are not permitted to be used or stored in any of the housing areas. This includes balconies and patios located in Osprey Village and The Flats at UNF. • 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 (e.g., extension cords plugged into other extension cords) 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 adaptors are allowed.

A2.3.3 Residents and guests may not leave food and/or cooking appliances actively in use 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.The only wax warmers permitted in residential areas are those that use a light bulb to heat the wax; these appliances are to be unplugged when not present in the room.

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

(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 professional staff or the University Police Department have cleared students to re-enter.

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

F2.3 Designated Emergency Exit doors in Osprey Crossings, Osprey Hall, and Osprey Fountains are ONLY to be used during a fire alarm or other emergency.

F2.4 Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.

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

L1.1 String lights must not be plugged into each other. They must be directly plugged into an outlet.

L1.2 LED strip lights are permitted but cannot be adhered directly to the wall. They must be adhered using 3M command strips, sticky putty, and/or blue painter's tape.

S2.0 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. Please refer to the University Smoke-Free Campus Initiative Regulation.

S3.1 Smoking, and vaping are not permitted by any person (resident or guest) in any of the residence hall rooms, apartments and facilities, including portecochere, courtyards, elevators, stairwells, balconies, lounges, patios, etc.

S3.2 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 2022.

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 Residence Life Coordinator On-Call** are called immediately by the **Resident Assistant** or **HRL Residence Life Coordinator** at the scene (The alarm does not necessarily notify the police or the fire department)
- **The HRL Residence Life Coordinator On-Call** will notify the **HRL Senior Staff On-Call**
- **HRL Senior Director or his/her designee** will notify the Associate Vice President, Budgets & Operations

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) active the pull the 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 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						
Osprey Fountains (Bldg. 55)	4654 Osprey Ridge Rd. Jacksonville, FL 32224						
The Flats at UNF (Bldg. 65)	4850 1st Coast Technology Parkway	0					

Number of fires in 2021 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	1	1	5/21/21	Unintentional Fire: Plastic item fell onto stovetop and caught fire in Staff Apartment 16.	No	$0
The Flats at UNF (Bldg. 65)	4850 1st Coast Technology Parkway	0					

Number of fires in 2022 Calendar Year (Spring, Summer, and Fall 3

Residential Facility	Address	Total Number of Fires (semester):	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 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 1st Coast Tech Pkwy	0					