

# University of North Florida

## 2022 ANNUAL SECURITY AND FIRE SAFETY REPORT



University of North Florida  
Campus Safety Report for 2022

October 01, 2023



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

In line with its commitment to campus safety and security, UPD under the direction of the Chief of Police, is primarily responsible for the preparation of UNF's annual security report<sup>1</sup>. The information necessary to prepare this report is compiled on an ongoing basis through collaboration with the UNF community as a whole. The

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

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, 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  
 Student Government – Director, Coordinator and Advisors

## **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

## **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

and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, I

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





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 CSA CSA

The previous list provides



Options for notification of students, faculty and staff may include email, a recorded message to the phones of students, faculty and staff, text messages to students, faculty and staff, indoor and outdoor on-campus public address announcements, information posted on the UNF homepage ([www.unf.edu](http://www.unf.edu)), myWings and portals, information recorded on UNF's main phone number (904) 620-1000, information on TV screens on campus, information distributed to the news media and information on UNF's official social media sites, including Facebook and Twitter accounts. Further information may be found at the website (

**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 s

- **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.

- **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 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.<sup>6</sup>

### **Bystander Intervention<sup>7</sup> – A Community Responsibility**

Achieving the University's commitment to providing an inclusive and welcoming environment for all who interact in our community is a **shared responsibility** that satlyintrven

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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:

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### **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 ride



**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 stt

Incidents that occur off campus can be reported to the police department in the jurisdiction where the experience occurred.

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, y ƒ0 Tc 0 Tw 24()-2.15s7s4act BDC -4.158 g10.435 ( )-6.033 (e

## **Confidentiality**

Many victims of dating violence, domestic violence, stalking or other crimes of sexual assault are



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 manne

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



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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 Rev

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 7 Tw 11.04 0 0 11.p.9 ( 78Rpp)10.5 (r)-5.9





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.
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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 respondent ( )116 (D)2.6 10.5n015 Tw cB(es)-2 (en6 (at)-6.7 i)2.6 (n0.6 (r.6 10.5l (har)-5.9 (acan39

## 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.

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.
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- **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 cll,







Complaints, or may designate one or more properly trained individuals to investigate, including University or third-

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.

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- 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 appeal must be filed within 60 days of the receipt of the Decision-Maker's written determination.

- 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, misic

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

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.





- 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



University's drug and alcohol abuse programs is outlined in UNF Policy 14.0060P, Alcohol and Other Drugs Policy.<sup>12</sup>

### **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.

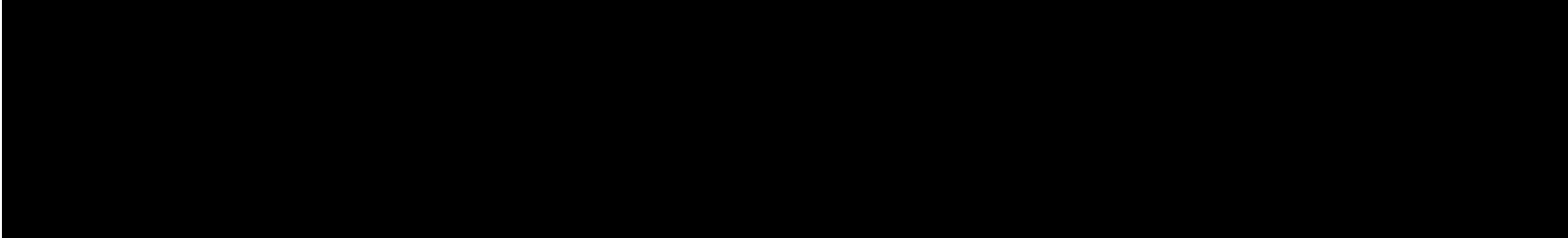
Peer-to-

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.

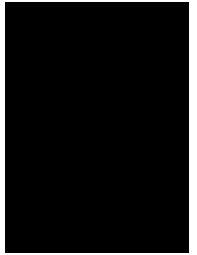
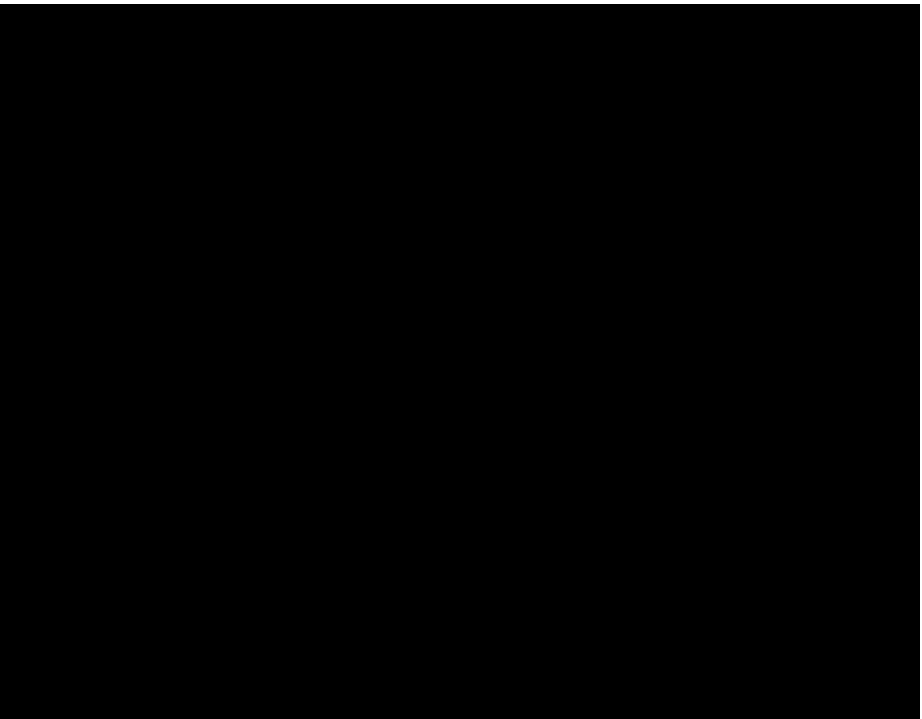
Healthy Osprey Living Learning Community: Healthy Osprey Living Learning Community (LLC) is a partnership between the Department of Recreation and Wellness, Residence Life and Academic Affairs. The mission of the Healthy Osprey LLC is to promote academic success and provide motivated, health-conscious 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.





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## MISSING STUDENT NOTIFICATION POLICY

Any individual on campus, including a student or an employee, as defined in the Student Handbook, shall be notified if a student is missing for a period of 24 hours. The notification shall be made by the appropriate authority, such as the Dean of Students, the Director of Student Services, or the appropriate administrator. The notification shall be made by the appropriate authority, such as the Dean of Students, the Director of Student Services, or the appropriate administrator.

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**2022 CRIME STATISTICS**

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY – INCLUDING RESIDENTIAL</b>	<b>RESIDENTIAL FACILITIES ONLY</b>	<b>NON-CAMPUS</b>
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### 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 Arrests and Conduct Referrals**

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY – INCLUDING</b>
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# Housing and Residence Life Annual Fire Safety Report 2022

## Section One: Description of Fire Safety Equipment

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

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

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**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



- **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 need to be reset by the RA or HRL Coordinator).

- 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**

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## 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.

## **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

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

<b>Residential Facility</b>	<b>Address</b>	<b>Total Number of Fires</b>	<b>Fire Number</b>	<b>Date</b>	<b>Cause</b>	<b>Death or Injury?</b>	<b>Value of Damage</b>
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 1 <sup>st</sup> Coast Technology Parkway	0					

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

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Residential Facility	Address	Total 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					
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Osprey Fountains (Bldg. 55)	4654 Osprey Ridge Rd. Jacksonville, FL 32224	0					
The Flats at UNF (Bldg. 65)	4850 1 <sup>st</sup> Coast Tech Pkwy	0					