

# **University of North Florida**

## **2023 ANNUAL SECURITY AND FIRE SAFETY REPORT**

**University of North Florida**

**Campus Safety Report for 2023**

October 01, 2024



## **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



## **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

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 U

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 s. 1012.97, Florida Statutes, and UNF Regulation 4.0060R University Police Qualifications, UPD are sworn law enforcement officers of the state with the power to arrest, 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

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

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](http://www.unf.edu)), 610 W. 10th St.

## **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

Options for notification of students, faculty and staff may include email, a recorded message to

**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

- **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.





consent cannot legally be given by a minor under the age of 18, with certain specified statutory exceptions.

For more information

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.

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

### **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 the driver’s name and information matches the information 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:

#### **Red Zone Initiative**

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

#### **Purple Ribbon Campaign**

In observance

**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 2023, is honored by victim 459.4971 6941 53 Tm( )Tj1.1



## PRESERVATION OF EVIDENCE

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## REPORTING TO UNF

Incidents of sexual assault, domestic violence, dating violence, stalking can be reported to the Equal Opportunity

## 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. [AV@unf.edu](mailto:AV@unf.edu)

Further information may also be found at:

UPD’s webpa





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 with the Victim Advocacy Program, Student Health

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

- Academic Support – Student Academic Success Services
- Housing and Residence Life – reassignments, accommodations, etc.
- Transportation – Parking Services, Osprey Connector
- Additional Supportive Measures – course reassignment, withdrawal assistance, etc.
- Work Assignments – Human Resources
- Protective Measures or No Contact Orders – Dean of Students Office/Human Resources
- 24-hour Crisis Intervention Services
- Emotional Support
- Evaluation of Options
- Safety Planning
- Explanation of Rights
- Accompaniment through the Criminal Justice and UNF conduct systems
- Assistance in filing for 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

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.<sup>9</sup>

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](http://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 to law enforcement.

### **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

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 Se r Ä i Ä M o M o

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<sup>10</sup>, 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

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



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

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.

- **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



- **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 iconduct a c S



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, B41c 2vedyue

- **The Collection of Evidence**  
The parties will have an equal

- **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

- 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
-

- 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, in

Additionally, the University 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 Dean of Student's Office. 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 reportinl

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, except in situations with extenuating circumstances. All notifications will be issued to the parties simultaneously. The decision letter will include the rationale, the hearing decision, and sanction(s) imposed

## **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



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

Additionally, UPD and the Dean of Student's Office will give presentations upon request to any class, UNF department or UNF entity.

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- Unlaw

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

### **Alcohol-Related Health Promotion and Education**

Informed Osprey Program: The Informed Ospreys Program (IOP) provides foundational

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

OUTREACH/HEALTH EDUCATION PROGRAM LOG 2023

Date	Activity	Target Audience	Estimated # participants
January 11th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
January 18th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
January 25th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
January 28th, 2023	Hicks Honors College Day (Includes flyers for AHEC services)	Campus Community/Students	100+
February 1st, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
February 8th, 20223	Market Day (Includes flyers for AHEC servCflyers for AHEC services)		

		Campus Community/Students	100+
February 23rd, 2023	Midterm Mental Health Area Wide (Includes flyers for AHEC services)	Campus Community/Students	63
March 1st, 2023	Market Day (Includes flyers for AHEC services)	Campus	

	Group Fitness Assessment (Includes flyers for AHEC services)	Campus Community/Students	32
March 27th, 2023	Group Fitness Assessment (Includes flyers for AHEC services)	Campus Community/Students	37
March 29th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
April 5th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+

April 12th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
April 19th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	100+
April 19th, 2023	Wellness and Nutrition (Includes flyers for AHEC services)	Campus Community/Students	

November 1st, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	62
November 6th, 2023	Group Fitness Assessment (Includes flyers for AHEC services)	Campus Community/Students	30
November 8th, 2023	Market Day (Includes flyers for AHEC services)	Campus Community/Students	71
November 9th, 2023	Group Fitness Assessment (Includes flyers for AHEC services)	Campus Community/Students	30
November 13th, 2023	UNF Faculty and Staff Tabling	Campus Community/Students	20
November 14th, 2023	UNF Faculty and Staff Tabling	Campus Community/Students	20
November 15th, 2023	UNF Faculty and Staff Tabling	Campus Community/Students	18
November 16th, 2023	Friendship Speed Dating (Includes flyers for AHEC services)	Campus Community/Students	11







### 2023 VAWA Statistics

DOMESTIC VIOLENCE	2021	1	1	0	0
	2022	0	0	0	0
	2023	0	0	0	0
DATING VIOLENCE	2021	12	8	0	0
	2022	8	8	0	0
	2023	3	3	0	0
STALKING	2021	1	3	0	0
	2022	3	1	0	0
	2023	1	0	0	0

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## 2023 Arrests and Conduct Referrals

OFFENSE	YEAR	ON-CAMPUS PROPERTY –
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## **OFF-CAMPUS RESOURCES**

Hubbard House (904)

# Housing and Residence Life Annual Fire Safety Report 2023

## 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 2023

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, t



### **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**



- **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**



## Actual Fire Situation

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

1. Person spotting fire pulls fire alarm to alert residents to evacuate.
2. ~~DIRD and RLC On-Call are called immediately upon the fire alarm.~~ ~~Tir Le Åing~~ ~~a~~ ~~r~~  
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## **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 2021 Calendar Year (Spring, Summer, and Fall semesters): 1

<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)							

Number of fires in 2022 Calendar Year (Spring, Summer, and Fall semesters): 0

<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	0					
Osprey Fountains (Bldg. 55)	4654 Osprey Ridge Rd. Jacksonville, FL 32224	0					
The Flats at UNF (Bldg. 65)	4850 1 <sup>st</sup> Coast Technology Parkway	0					

Number of fires in 202H Calendar Year (Spring, Summer, and Fall

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**Residential Facility**      **Address**      semesters):