Keeping our campus community safe for students, employees, and visitors is a top priority for the University of Central Florida. Our staff members, faculty members, and administrators work diligently with the UCF Police Department to ensure the best possible campus environment for academic, professional, and personal growth. UCF’s successful strategy for safety includes focusing on crime prevention, working with student and community organizations, and collaborating with area law enforcement agencies. But your help is also essential. Please read and follow the suggestions in this guide. Together, we can prevent crime on campus and make UCF a safe and welcoming place for everyone.

John C. Hitt, President

The UCF Police Department is an accredited, full service police department that serves the UCF community. The department, based on a community policing model, provides law enforcement services and crime prevention assistance to students, faculty, staff members and visitors across UCF’s campuses.

The UCF Police Department continues to grow with the needs of an expanding metropolitan research university and has adopted the cutting edge training and technology that prepares officers to respond to the unique needs of a university community. The department is staffed by well trained, well equipped and professional law enforcement officers and an exceptional support staff that is dedicated to fostering a safe, inclusive campus environment.

The Annual Security and Fire Safety Guide is our way of increasing communication about crime prevention and awareness. We also regularly provide educational programming to increase the community’s safety and knowledge. Through training and other crime prevention resources, the UCF Police Department has taken important steps to address sexual violence, dating violence, stalking, alcohol and drug misuse, theft and other crimes that are not unusual on college campuses across the nation.

I encourage you to use the information in this guide to promote your own personal safety and to assist us in keeping UCF safe and secure.

Richard Beary, Chief of Police
MISSION

The University of Central Florida Police Department provides high-quality, professional crime prevention, protection, and law enforcement services to maintain and promote human safety and the security of property for the UCF campus and its associated locations. The department facilitates the achievement of the academic, research, and public service mission of the university through its safety and security programs, the protection of individual rights, and reducing the fear of crime.

This mission is accomplished through the direct provision of traditional law enforcement and emergency services, and the design and delivery of proactive educational, outreach and crime prevention programs for a broad and diverse campus community. The UCF Police department maintains excellent working relationships with local law enforcement agencies, including but not limited to Orange County Sheriff’s Office, Seminole County Sheriff’s Office, Orlando Police Department, Oviedo Police Department, Florida Highway Patrol and the Florida Department of Law Enforcement. The UCF Police Department also has legal agreements with neighboring law enforcement agencies to help accomplish this mission. Criminal activity at off campus locations involving student organizations officially recognized by UCF are monitored and recorded through local law enforcement agencies.

Additionally, the UCF Police Department provides services, develops programs, and trains its sworn and civilian staff members with sensitivity to the unique concerns of the university community. UCF police officers enforce federal laws, Florida state laws, local ordinances and institutional policies. Under the provisions of FSS 1012.97 UCF Police are declared to be law enforcement officers of the state and conservators of the peace and have the right to arrest, in accordance with the laws of this state, any person for violation of state law or applicable county or city ordinances when such violations occur on or within 1,000 feet of any property or facilities that are under the guidance, supervision, regulation, or control of the state university, a direct-support organization of such university, or any other organization controlled by the state university, or when such violations occur within a specified jurisdictional area as agreed upon in a mutual aid agreement entered into with another law enforcement agency.

VALUES

In carrying out its stated mission, all members of the department strive to embrace the following core values:

• Accept responsibility for our actions.
• Exhibit respect for the individual.
• Maintain open lines of communication within the community and the department.
• Ensure fairness to those we serve and with whom we work.
• Demonstrate a commitment to excellence.
• Solve problems in the community.
• Demonstrate sensitivity to differing points of view.

VISION

The UCF Police Department will grow with the needs of an expanding metropolitan university. The UCF Police Department will augment services for commuting students and students residing on campus. Through continued documentation, review, and planning, the department will be cognizant of services that are required by the university. Those services will be provided by a well-trained, well-equipped, and professional law enforcement department.

GOALS

• Increase police coverage for the university community by expanding programs currently offered and adding new services as required.
• Increase communications by routinely publishing information on crime prevention and awareness, and by providing educational programs to increase the community’s knowledge and safety as it relates to police services.
• Meet the challenges of maintaining and improving law enforcement services by aggressively seeking, employing, and retaining high-quality law enforcement professionals.
• Continually train all officers to be knowledgeable of current laws and procedures.
• Ensure that the department’s members represent the constituency it serves and do not discriminate.
• Maintain and upgrade communications, alarm and surveillance systems, patrol vehicles, and other police equipment needed to effectively provide comprehensive police service.
UCF is committed to providing a safe working and learning environment, for the protection of all members of the University community and to ensure compliance with federal legislation. UCF has developed a Comprehensive Emergency Management Plan (CEMP), which outlines key operational responsibilities in the event of an emergency on campus. Emergency response and evacuation procedures are identified in the CEMP and are to be followed in the event of a campus emergency. The CEMP identifies key emergency support responsibilities as coordinated with the appropriate UCF Departments, as well as local, State, and Federal agencies. The CEMP is available at www.emergency.ucf.edu.

WHAT IS UCF ALERT?

UCF Alert is a multimedia communication system that provides timely and accurate information about emergency situations that could impact the University and is activated primarily for life safety situations.

The UCF Police Department, Office of Emergency Management, and UCF News & Information can determine which communication tools will be used during an emergency. If these departments receive information about an immediate threat to the UCF campus, they will confirm that a threat exists, determine the appropriate segment or segments of the campus community to receive the information, if the threat is limited to a certain building or segment, as well as determine the content of the notification and initiate some or all of the notification systems as described below. These entities work together to provide timely and accurate information to the UCF community. All incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other UCF community members and a UCF Alert would not be distributed. If the assault involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a UCF Alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the UCF Police.

UCF will immediately notify the campus community, upon the confirmation of a significant emergency or dangerous situation occurring on its campuses, which involve an immediate threat to the health or safety of students, faculty, and staff so that they may take reasonable precautions for safety, unless the notification at that time will compromise efforts to contain the emergency. Only authorized personnel can operate, activate, or de-activate the UCF ALERT System. Each individual who has the authority to activate the UCF ALERT system has the responsibility of ensuring that it is activated primarily for life safety situations and not used for routine notifications. Depending on the scale and type of emergency, some or all systems will be used for emergency notifications. The deactivation of the UCF ALERT system will be done in stages, depending on the scale and type of emergency. A large-scale emergency will require that some UCF Alert systems remain active until the entire UCF community is aware of its current status. For example: the UCF Emergency Home Page may be used to provide information to faculty and staff members after the campus has been deemed safe by the appropriate authority. Incidents which prompt a UCF Alert include, but are not limited to:

- Any of the Clery Reportable Crimes (murder and non-negligent manslaughter, negligent manslaughter, forcible sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson)
- An outbreak of a serious illness
- Approaching tornado, hurricane or other extreme weather condition
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Expired food
- Nearby chemical or hazardous waste spill

UCF Alert features several communication tools, including emails, text messages, web updates, social media, sirens, and more (see full notification list below). These notification procedures are tested on an annual basis. UCF Alert will provide notification in accordance with federal law, a summary of at least one test will be published on an annual basis.

At all times, the best source for official news and information is the UCF website www.ucf.edu. Members of the larger community, such as parents or campus neighbors can visit the UCF website to receive campus emergency information. The site will be updated during an emergency as information becomes available. Follow-up information pertaining to emergencies on campus will be disseminated using some or all of the notification systems described below.

For questions about UCF Alert and how it is used, please contact the UCF Office of Emergency Management at 407-822-7111.

PRIMARY NOTIFICATIONS

These are the primary and immediate ways the campus community will be notified about an emergency on campus:

UCF Emergency Home Page (ucf.edu): The UCF home page will become the UCF Emergency home page during a major emergency and will provide updates, information, for the protection of the UCF community. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of News and Information, the Associate Vice President for Communications and Public Affairs, the Associate Communications Coordinator for News and Information have the authority to send messages using this method.

Sirens (Giant Voice and Speaker Sirens): There are indoor and outdoor sirens on campus. These sirens will produce a tone followed by a voice message. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

SMS Text Messaging: If you did not opt out, you will receive emergency notification via a text message on your cellphone. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Associate Communications Coordinator for News and Information have the authority to send messages using this system.

Email: If you did not opt out, you will receive an email to any email account provided on your emergency contact information. If you have an email address, sign up for a free Knight's email account. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Dispatchers, the Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

NOAA Weather Radios: UCF has National Oceanic and Atmospheric Administration (NOAA) programmable weather radios distributed throughout the campus. In the event of severe weather, these radios will automatically sound the appropriate warning message. The National Weather Service Melbourne creates the content and activates messages sent using this system.

SECONDARY NOTIFICATIONS

These are other options UCF may use to keep the campus community informed of current events regarding an emergency on campus. Individual or all systems will be used depending on the scale and size of the emergency.

HEARO Radios: These desktop radios have been placed throughout the UCF campus and allow Emergency Management to be able to send scrolling text to them during an emergency. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.
UCF Main Phone Line (407-823-2000): Recorded messages of current events and instructions will be posted here. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Two-way Radios: Employees on campus who utilize two-way radios for any station business (police, facility operations, housing) will also receive alerts and warnings via their radios from their home office. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Associate Vice President for Communications and Public Affairs, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Vehicle Public Address Speaker: When an isolated or targeted message may be required, University vehicles equipped with public address speakers (e.g. UCF Police vehicles) may utilize this method. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Officers, the Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

Media Release or Press Conference: Depending on the nature and severity of the emergency, the local media may post breaking news or periodic updates regarding an emergency at UCF. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Communications Coordinator for News and Information, the Associate Vice President for Administration and Finance, the University President, the Provost and Executive Vice President, and the Vice President for Administration and Finance have the authority to create messages and send messages using this system.

Radio (99.9 WUCF): Depending on the nature and severity of the emergency, WUCF and local radio stations may carry live breaking news or periodic updates regarding an emergency on campus. Their websites may also carry live streaming audio, audio clips, or text updates. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The WUCF, Director of Radio and TV has the authority to send messages using this system.

Facebook: Keep up with UCF news and also receive notifications through www.facebook.com/ucf. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of News and Information, the Associate Vice President for Communications and Public Affairs, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Twitter: Keep up with UCF news and also receive emergency notifications through www.twitter.com/ucf. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of UCF Marketing or designee has the authority to send messages using this system.

What Should I Do When I Receive An Emergency Notification?
This will depend on the message that you receive, whether you are at the time and the emergency situation. If you are on campus and hear or received on the following, please obey these instructions:

Building Evacuation Procedures:
• Leave building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel
• Notify others on your way out
• Stay inside and move toward lower levels of the building
• Close and lock all windows, exterior doors, and any other openings that lead to the outside
• Notify emergency personnel if anyone is waiting for assistance

SHELTER IN PLACE:
If you are required to leave the building immediately but are unable to do so (because of a physical disability, injury or obstruction):
• Walk quickly to the nearest safe exit
• Do not use elevators, unless authorized emergency personnel tell you to do so
• Do not re-enter the building until authorized emergency personnel give the “All Clear” signal
• Report any missing or trapped persons to authorized emergency personnel
• Move away from the building
• Go to your notification meeting site and sign in
• Notify emergency personnel if anyone is waiting for assistance

Evacuate if you were not in your building when it was evacuated, go to your evacuation meeting site so someone can account for you.

If you are told there is danger of explosion, close the window shades, blinds, or curtains
• Select interior room(s) above the ground floor, with the fewest windows or air vents
• Room(s) should have adequate space for everyone to be able to sit down comfortably
• Avoid crowding by selecting several rooms when necessary.

For severe weather and civil unrest:
• Stay inside and move away from windows
• Close and lock all exterior doors and windows
• For extreme weather, relocate to lower levels in the building

For external chemical, biological or radiological incidents:
• Stay inside and move to an inner corridor or office
• Facilities Management personnel or trained Crisis Coordinators may shut down all building ventilation fans and air conditioners, when necessary and appropriate
• Since many chemical agents are heavier than air, and tend to disperse to the ground move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside
• Remain alert for instructions and updates as they become available from the emergency personnel and University administrators

A shelter in place order may be issued for several reasons:
• Active Shooter
• Severe weather
• Hazardous materials
• Civil Unrest
• Hostage situation
• Notifiable disease where it is best for you to stay where you are to avoid any outside threat

When a shelter in place notification occurs:
• Remain CALM
• Faculty should recommend to students and others not to leave or to go outside
• If you are in dorm rooms, remain there
• Select a small interior room with no or few windows as possible
• Close and lock all windows, exterior doors, and any other openings that lead to the outside
• Stay away from all windows, doors
• Facilities Management personnel or trained Crisis Coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate
• If you are told there is danger of explosion, close the window shades, blinds, or curtains
• Select interior room(s) above the ground floor, with the fewest windows or air vents
• Room(s) should have adequate space for everyone to be able to sit down comfortably
• Avoid crowding by selecting several rooms when necessary.

NOTE
If you are off campus and receive a UCF Alert, remain off campus and visit ucf.edu for university updates.
VICTIM SERVICES

Our mission is to collaborate with and empower organizations and individuals to eliminate violence in our community through advocacy, education and training.

Victim advocate services are free and available 24/7 to students, faculty, staff, and visitors. An advocate can be reached by calling our 24/7 crisis hotline at 407-823-1200. Victim advocates are available to assist with a variety of issues arising as a direct result of a crime, violence, or abuse – with or without a police report. Our advocates also respond in person to specific locations off campus on a case-by-case basis.

SERVICES
• Crisis intervention
• Emotional support
• Reporting and disclosure options
• Personal advocacy
• Assistance filing injunctions for protection
• Safety planning
• Non-emergency campus medical appointments
• Referrals to on-and off-campus resources

In addition to intervention services, Victim Services hosts special events and presentations to promote and educate the campus community, and to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sexual offenses, as well as violence prevention and bystander intervention.

Additional information regarding services, events and programs offered by the UCF Victim Services Department can be found by visiting the UCF Victim Services website at http://victimservices.ucf.edu.

THE CAMPUS SEX CRIMES PREVENTION ACT
(Section 1060 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campuses. To search for an offender by name, neighborhood, university, or email/IM please visit http://offender.fdle.state.fl.us/Offender/Search.jsp. For more information please visit http://offender.fdle.state.fl.us/offender, or contact the Florida Department of Law Enforcement at:
Florida Department of Law Enforcement (FDLE) Missing Persons and Offender Registration
2131 Philips Road
Tallahassee, FL 32308
1-888-357-7332
sexposed@fdle.state.fl.us

MISSING PERSONS

In compliance with Clery Act requirements, UCF will notify the emergency contact or a parent or guardian within 24 hours of when a student living in an on campus residential facility is determined missing.

If any member of the UCF community has reason to believe a student residing at UCF has been missing for 24 hours, they should contact the UCF Police Department immediately at 407-823-5555. The UCF Police Department will generate a missing person report and initiate an investigation.

Students residing on campus are instructed by the Department of Housing & Residence Life (DHRL) staff to register a confidential contact person(s) to be notified if the student is determined to be missing by UCF Police and local law enforcement agencies. Students can submit revised emergency contact information at any time through the myUCF portal. The myUCF portal provides students, and faculty and staff members with a personalized gateway to information and applications from one secure centralized location.

Student missing person contact information is confidential and is only accessible to authorized campus officials. Contact information will not be disclosed to anyone except law enforcement personnel in order to further a missing person investigation.

If the student has a designated contact person and they are determined to be missing, UCF will notify that contact person within 24 hours. For persons under age 18 and not emancipated, UCF will notify a parent or guardian as well as any additional contact persons designated by the student, within 24 hours of determination that the student is missing.

The DHRL will notify the UCF Police Department immediately that a student is missing, unless the UCF Police Department made the initial missing person determination.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the DHRL will immediately inform the UCF Police Department of a missing student. The UCF Police Department will also notify the Orange County Sheriff’s Office within 24 hours after it has been determined that a student is missing.

THE CAMPUS SEX CRIMES PREVENTION ACT
(Section 1060 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campuses. To search for an offender by name, neighborhood, university, or email/IM please visit http://offender.fdle.state.fl.us/Offender/Search.jsp. For more information please visit http://offender.fdle.state.fl.us/offender, or contact the Florida Department of Law Enforcement at:
Florida Department of Law Enforcement (FDLE) Missing Persons and Offender Registration
2131 Philips Road
Tallahassee, FL 32308
1-888-357-7332
sexposed@fdle.state.fl.us
REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES

All students, employees, and guests should promptly and accurately report crimes in progress, life and death situations, crashes with injuries, and other suspected emergencies or dangerous situations to 911. Dialing 911 on campus will connect you to the UCF Police. Specify your location if you are calling from a cellphone. Stay on the line until the dispatcher locates your jurisdiction and tells you to hang up.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, UCF Police Department will take the required action by either dispatching an officer, or asking the caller to report to UCF Police Department headquarters to file an incident report. Incidents should be reported even when the victim of a crime is not available (physically/mentally) to make such a report. UCF Police Department investigators will investigate a report when it is deemed appropriate. Reporting incidents to the UCF Police Department is important to facilitate timely determination of the existence of a significant emergency or dangerous situation and allow for the timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense information to be appropriately included in the annual disclosure of crime statistics.

All other police business (crimes over with, suspicious persons, questions, etc.) may be directed to the UCF Police Department at 407-823-5555, or by visiting the main headquarters located at 3610 Libra Drive, Orlando, FL 32816. The UCF Police Department maintains a Daily Crime Log, which is accessible to the public and can be viewed at http://police.ucf.edu/ActivityLog.html.

Blue Light Phones

Located throughout campus, these phones provide direct contact to the UCF Police Department dispatcher. They are located in every level of every campus parking garage and on poles around the campus. They can be identified by the blue light on top of the box or pole. When the red button is activated on these phones, the phone will connect the UCF Police Department and the dispatcher will offer assistance. A police officer will be dispatched as needed.

Voluntary Confidential Reporting

UCF has several methods for individuals to report crimes and other serious incidents in a confidential manner. If you are the victim of a crime and do not wish to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report to UCF Victim Services at 407-823-1200. With such information, the University can keep an accurate record of the number of incidents involving students, determine whether a pattern of crime exists, and respond in a manner that is confidential and sensitive to the needs of the victims. UCF Police Department investigators may or may not inform individuals of procedures to report crimes on a voluntary confidential basis.

Security of And Access To University Facilities

Many cultural and athletic events held at the University facilities are open to the public. Other facilities, such as the bookstore, libraries, and cafeterias are also open to the public. Access to academic and administrative facilities on campus is generally open to students, employees, and visitors for the purpose of study, work, teaching, and conducting other University business during normal business hours. Security in academic and administrative facilities is controlled through routine security patrols by UCF Police Officers.

Access to residential facilities is limited to building residents and their guests. Residence hall access is maintained through student ID card access. Security of residence halls is supported through residence life staff, which encourages residents to maintain a secure living environment. UCF Police Officers conduct security patrols of residential facilities to monitor security and safety measures.

Maintenance Of Campus Facilities

University facilities are well-maintained and, in the interest of students, faculty and staff security is given considerable attention. UCF Police Department works closely with Facility Operations to address physical security concerns such as burned out lights or malfunctioning door locks so these issues are promptly repaired.

Campus Safety Alert/Crime Alert Bulletin

The University relies upon its close working relationships with local law enforcement agencies to receive information about incidents involving UCF students. UCF Police Officers actively investigate any crime tip received. When notified of incident that represents a serious and continuing threat to the campus community, a Campus Safety Alert or Crime Alert Bulletin is released detailing the incident and providing tips for others to avoid similar situations.

Incidents are assessed on a case by case basis for issuing a Crime Alert bulletin. Such factors as the nature of the crime and the continuing danger to the campus community are used to determine the need for a warning. Typically, Crime Alerts are issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by UCF Police Department.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other UCF community members and a Crime Alert bulletin would not be distributed. In cases involving sexual offenses, they are often reported long after the incident occurred, thus there is no ability to distribute an immediate emergency notification to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the UCF Police Department. If deemed necessary, a Crime Alert bulletin may be distributed providing tips for others to avoid similar situations.

The UCF Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

Crime alerts are usually written by the Chief of Police or designee and distributed through the listed notification systems in the UCF Alert system section of this report.

SPECIALTY UNITS

K-9 Units: Assist in the detection of unwanted substances such as bomb materials or illegal drugs, and are state certified for tracking. A demonstration may be requested for your organization via the UCF Police Department website at www.police.ucf.edu/K9demo.html.

Investigators: Conduct follow-up investigations on police reports completed by the patrol division of the UCF Police Department.

Community Service Officers (CSOs): Highly trained, unarmed, non-sworn officers assigned to the Rosen College of Hospitality Management, the College of Medicine at Lake Nona, and the main campus. CSOs can take reports for misdemeanor crimes, provide escorts, and respond to injured or ill persons and other minor incidents.

Forensic Technicians: Document, photograph, and collect evidence at crime scenes, and are responsible for the proper management, maintenance and dissemination of all evidence, safeguarding of property, and lost and found property.

Law Enforcement Analysts: Develop tactical and strategic plans for addressing crime, developing and disseminating criminal intelligence bulletins, and supporting law enforcement investigative personnel with tasks associated with crime detection, such as crime mapping.

For more information on crime statistics on and near campus, go to www.police.ucf.edu/CrimeStats.html.
SAFE ESCORT PATROL SERVICE (SEPS)
Under the supervision of the UCF Police Department, this service provides free safe passage for students, faculty and staff members, and visitors who need to cross the main campus after dark. Call 407-823-2424 Sunday through Thursday, 7 p.m. to 1 a.m. for an escort. After 1 a.m. call 407-823-5555 for a main campus escort. All SEPS personnel receive a full background check prior to becoming employed by the UCF Police Department.

OPERATION ID/PROPERTY REGISTRATION
The UCF Police Department offers free engraving of your driver license number on your valuables. This assists the Police Department in recovering property that is lost or stolen. Property registration, another free service, provides students, faculty and staff members with a way to record the make, model, value, color and serial number of valuables into a Police Department database. Why would you want to do this? Theft is the number one crime that affects college students across America. Don’t think it can’t happen to you!

If you report theft of your property and you don’t have the information that law enforcement needs to help you, the odds on getting your property back diminish. If you use the online property registration program that is available 24 hours a day throughout the year, property is only accessible to law enforcement officers. This information is kept for 4 years and is kept confidential. If you report theft of your property and you don’t have a serial number, the odds on the recovery is much higher. If you use the online property registration program that is available 24 hours a day throughout the year and just takes minutes to do.

For students who participate in the LINK LOOT program from the First Year Advising Office, you can earn 500 points by registering your property. It can be a radio, TV, computer, cell phone, or any other object with a serial number. To register your property, please visit the UCF Police Department’s website at http://www.police.ucf.edu/PropertyReg.html.

ORIENTATION AND CRIME PREVENTION PROGRAMS
The UCF Police Department partners with the Office of First Year Experience to speak to students and their families about social behavior, crime prevention, and the services offered by the UCF Police Department. This is conducted during new student orientation. Students and parents receive information about preventing property crimes such as theft and vehicle burglaries, as well as self-defense classes. After the presentation, parents have the ability to speak to UCF Police Officers one-on-one regarding crime and crime prevention.

UCF’s employees are the University’s greatest assets against crime. In partnership with the Human Resources Department, a UCF Police Department Community Relations officer speaks at all new employee orientations about crime prevention and keeping our campus safe. Employees are asked to report suspicious people to the UCF Police Department, as well as assist students who are in need of the police or medical attention.

S.A.F.E.
Self-defense Awareness and Familiarization Exchange (S.A.F.E.) is a two hour educational awareness, crime-victim prevention program. This class provides teenaged and adult women with strategies, techniques, and information that may reduce their risk of exposure to violence, as well as introduces them to the physical aspects of self-defense. S.A.F.E. classes are held once per month at the UCF Police Department and costs $5.

Separate classes offered for private groups of eight to 20 women and can be held in a private room on campus. Please schedule private groups three weeks in advance.

PHYSICAL SECURITY ANALYSIS
UCF Police Department Community Relations officers are state-certified crime prevention practitioners who provide evaluations of buildings and departments on campus to help make the campus a safer environment. Departments can request an evaluation by calling The Community Relations Unit during normal business hours Monday through Friday.

OTHER SERVICES
• What if...? Community Relations officer help students develop the thought process to identify their strengths and weaknesses in emergency situations.
  • Basic Vehicle Maintenance: Do you know where your dip stick is? Could you change the tire if it went flat? We’re here to help you learn the basics of vehicle maintenance.
  • Q & A Sessions – Have you always wondered why police use so many lights on a vehicle stopped for a traffic violation? Or maybe you have a relative who needs help with a stalker. This is your chance to ask questions that an officer may be able to help you with, Just ask!
  • Spring Break – Suggestions to keep you safe while traveling.
  • Identity Theft – Learn how to protect yourself from becoming a victim of ID Theft and learn how to identify some of the latest scams.
  • Criminal Justice for Beginners – Learn the basics of what happens when someone is arrested and booked into jail.
  • Digital Safety and Awareness – Learn how to protect yourself while using various social network programs online.
  • Shots Fired – In conjunction with the Office of UCF Emergency Management, suggestions are discussed for dealing with an active shooter.
  • Concealed Weapons – Brief overview on laws regarding concealed firearms and concealed weapons both on and off campus.

For more information regarding these programs and services, or to register for a S.A.F.E. class, individuals may contact the UCF Police Department Community Relations Unit at 407-823-3224. Some programs require a three-week advance in scheduling. Interviews are by appointment only.

BICYCLE IMPOUNDMENT
Bicycles are popular at UCF. The UCF Police Department tries to keep the number of abandoned or non-working bicycles to a minimum so that students who ride their bicycles have a place to park. Throughout the year, the UCF Police Department and designated University personnel tag bicycles that appear to be abandoned (e.g. rusted chains, flat tire, etc.) for a minimum of five days. If the tagged bicycles are not removed/repai red within five days, the bicycle may be impounded. Once a bicycle is impounded it may be auctioned after 30 days. Proceeds from bicycle auctions are used for student services. For more information on bicycle safety, visit the UCF Police Department website at http://police.ucf.edu/BicycleSafety.

Bicycles that are illegally parked (locked to anything other than a bicycle rack) can be impounded at any time. If you think your bicycle has been impounded, contact the UCF Police Department at 407-823-5555 to retrieve it within 30 days of the bicycle being impounded.
THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

The University of Central Florida does not discriminate on the basis of sex or gender against students, employees, and applicants. Consensual sexual activity is defined as sexual activity which occurs on or off the UCF campus. Consent, to be valid, must be:

i. Freely and actively given.

ii. In mutually understandable words or actions.

iii. Consent to one form of sexual activity can never im-

ply consent to other forms of sexual activity.

iv. Consent is not the lack of resistance; there is no duty to

fight off a sexual aggressor.

v. Consent can be withdrawn at any time, as long as the

withdrawal is clearly communicated by the person with-

drawing consent through words or actions.

vi. A person shall not knowingly take advantage of an-

other person who is under 18 years of age, mentally defec-

tive, under the influence of prescribed medication, alcohol

or other chemical drugs, or who is not conscious or awake,

and thus is not able to give consent as defined above.

Further, a person shall not physically or verbally coerce

a person to engage in any form of sexual conduct, includ-

ing the sexual organs of, a person less than 12 years of age

without that person’s consent, including the sexual organs, punishable as provided in

ss. 775.082 and 921.141.

vii. Any attempted acts of sexual misconduct are also

violations of this policy.

Sexual Assault

“Sexual assault” is defined as the Department of Edu-

cation as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the con-

sent of the victim, including the sexual organs of, a person less than 12 years of age

who is certified under the provisions of s. 943.1395 or, any other person in a position of

control or authority in a probation, community control, correctional probation, detention, custodial, or similar setting, and thus is not able to give consent as defined above.

Further, a person shall not physically or verbally coerce

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the circumstances were such as to lead the victim to rea-
sonably believe that the person was in such a position. (10) Any person who falsely accuses any person listed in paragraph (4) in a position of control or authority as an agent or employee of govern-
ment of violating paragraph (4)(g) is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Fla. Stat. § 794.0115 Dangerous sexual felony offender; mandatory sentencing. (1) This section may be cited as the “Dangerous Sexual Felony Offender Act.” (2) Any person who is convicted of a violation of s. 787.0252(2)(c); s. 794.0112(1), (3), (4), (5), or (8); s. 800.04(4); or (5); s. 825.1025(2) or (3); s. 827.017(1), or (3); or s. 847.0415; or of any similar offense under a former designation, which offense the person committed when he or she was 18 years of age or older, and the person: (a) Caused serious personal injury to the victim as a result of the commission of the offense; (b) Used or threatened to use a deadly weapon during the commission of the offense; (c) Victimized more than one person during the course of the criminal episode applicable to the offense; (d) Committed the offense while under the jurisdic-
tion of a court for a felony offense under the laws of this state, for an offense under another jurisdiction, or for an offense that would be a felony if that off-
cense were committed in this state; or (e) Has previously been convicted of a violation of s. 787.0252(2)(c); s. 794.0112(1), (3), (4), (5), or (8); s. 800.04(4); or (5); s. 825.1025(2) or (3); s. 827.017(1), or (3); or s. 847.0415; or of any similar offense under a former designa-
tion which is similar in elements to an off-
cense described in this paragraph, or of any offense that is a felony of the second degree, or would be a felony if that offense were committed in this state, and which is similar in elements to an offense described in this para-
graph, is a dangerous sexual offender, who must be sentenced to a mandatory minimum term of 25 years imprisonment up to, and including, life imprisonment. (3) “Serious persons means great bodily harm or pain, permanent disability, or permanent disfigure-
ment”. (4) The offense described in subsection (2) which is being charged must have been committed after the date of conclusion of the last prior conviction for an offense that is a felony of the second degree, as provided in paragraph (2)(a). (5) It is irrelevant that a factor listed in subsection (2) is an element of an offense described in that subsection. It is also irrelevant that such an offense was reclassified to a higher felony degree under s. 794.023 or any other law. (6) Notwithstanding s. 775.082(3), chapter 958, any other law, or any interpretation of or construction thereof, a person subject to sentencing under this section must be sentenced to the mandatory term of imprisonment pro-
vided for under this subsection until a court or an administra-
tory minimum term of imprisonment imposed under this section exceeds the maximum sentence authorized under s. 775.082, s. 775.083, or s. 775.084. (7) A defendant sentenced to a mandatory term of imprisonment under this section is not eligible for statutory gain-time under s. 944.275 or any form of discretionary early release, other than pardon or execu-
tive clemency, or conditional release pursuant to s. 947.1419, before serving the minimum sentence.

Fla. Stat. § 794.02 Common-law presumption relating to age abolished. The common-law rule “that a boy under 14 years of age is conclusively presumed to be incapable of committing the crime of rape” shall not be in force in this state.

Fla. Stat. § 794.021 Ignorance or belief as to victim’s age no defense. When, in this chapter, the criminality of conduct depends upon the victim being below a certain specified age, ignorance of the age of the victim is no defense. Neither shall misrepresentation of age by such person nor a bona fide belief that such person is over the specified age be a defense.

Fla. Stat. § 794.023 Sexual battery by multiple perpetrators; reclassification of offenses. (1) The Legislature finds that an act of sexual battery, when committed by more than one person, presents a greater danger to the public and is extremely offensive to civilized society than an isolated incident of sexual battery and makes it imperative that legislation be enacted to recalculate the penalties for sexual battery committed by more than one person. (2) A violation of s. 794.011 shall be recategorized as pro-
vided in this subsection if it is charged and proven by the prosecution that, during the same criminal transaction or episode, more than one person committed an act of sexual battery on the same victim. (a) A felony of the second degree is recategorized to a third degree.

The provisions of this section do not apply to a per-
on 16 or 17 years of age who has had the disabilities of nonage removed under chapter 742. (1) It is irrelevant that a factor listed in paragraph (2) is a prior conviction described in paragraph (2)(e). (2) Mandatory sentencing.

In the Rules of Conduct in the Golden Rule Student Handbook, unlawful sexual activity with certain minors is defined as attempting to commit solicitation sexual activity with a person under the age of 18, oral, written, or electronic means.

Domestic Violence The Department of Education defines the term “domes-
tic violence” to mean: (1) Felony or misdemeanor crimes of violence committed: (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; or (iv) By a person who is a parent of the victim; (2) The provisions of this section do not apply to a per-
on 16 or 17 years of age who has had the disabilities of nonage removed under chapter 742. (3) A mandatory minimum term of imprisonment for such a violation is not a relevant issue in a prosecution under this section. (4) If an offense under this section directly results in the victim giving birth to a child, paternity of that child shall be established as described in chapter 742. If it is determined that the offender is the father of the child, the child support order shall beStay current on the rights and responsibilities of individuals involved in the relationship. For the purposes of this definition: (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 688.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of Florida defines “dating violence” in criminal law as:

Fla. Stat. § 784.046 (1) “Dating violence” means violence by a person who has had a continuing and significant relationship of a roman-
tic or intimate nature. The existence of such a relation-
ship shall be determined based on the following factors:

Dating Violence The Department of Education defines the term “dating violence” to mean violent committed by a person: (1) Who is or has been in a social relationship of a roman-
tic or intimate nature with the victim and (2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 688.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Stalking

The Department of Education defines the “stalking” as:

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   (i) Fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.

2) For the purposes of this definition:
   (i) Course of conduct means two or more acts, including attempts or threats, or actions which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveills, threatens, or communicates to, or about, a person, or interferes with a person’s property.
   (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 68B-81, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of Florida defines “stalking” in criminal law as:

Fla. Stat. 978.048 — Stalking; definitions; penalties.

(1) As used in this section, “harass” means to engage in a course of conduct directed at a specific person that causes substantial emotional distress to that person and serves no legitimate purpose.

(b) “Course of conduct” means a pattern of conduct consisting of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm, it is not proved that the person making the threat had the intent actually to carry out the threat. The present incursion of the person making the threat is not a bar to prosecution under this section.

(d) “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 and serving no legitimate purpose.

UCF offered the following primary prevention and awareness programs for all incoming students and new employees in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCAN Crime Prevention Training</td>
<td>January 24</td>
<td>Student Union Patios</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Stalking Awareness Month &amp; Human Trafficking Awareness Month, weekly tabling events, Lake Knights tabling event</td>
<td>January 7, 14, 19, 21, 27, 28</td>
<td>Student Union Patios, Student Union Pegasus Ballroom, UCF Library</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>College of Medicine Health Expo</td>
<td>January 30</td>
<td>College of Medicine</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Dating Violence Awareness Month, weekly tabling events, Lake Knights tabling event, One Billion Rising, Healthy Relationships, Disclosure, Prevention, Healthy Relationships</td>
<td>February 3, 4, 11, 12, 14, 19, 20, 25</td>
<td>Student Union Patios, Memory Mall Strolling, Student Union Key West Ballroom, Student Union Room 230, Student Union Alumni, Student Union Room 218</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>It’s On Us tabling event</td>
<td>February 16, April 22</td>
<td>Student Union Alumni</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>UCAN Advocates Certificates—Leadership Week</td>
<td>February 16-27</td>
<td>Student Union</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Weekly tabling events, Lake Knights tabling event, Knighthorse, UCAN Day, The Clothesline Project, It’s On Us, Take Back the Night, The Life You Save, Stalking Prevention</td>
<td>March 2, 4, 9, 16, 22, 24, 26, 30</td>
<td>Student Union Patios, Student Union Pegasus Ballroom, Student Union Alumni, Perrett Commons Courtyard</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>It’s On Us tabling event – Health Fair</td>
<td>March 5, April 14</td>
<td>Student Union Alumni, Student Union Patios</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>UCAN Women’s Mini-month Seminar</td>
<td>March 17, 20</td>
<td>MWC, Conference Room</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month, Clothesline Project, Tunnel of Oppression, weekly tabling events,</td>
<td>April 1, 16, 17, 22, 25, Clothesline Project displayed all month in Student Union Alumina</td>
<td>Student Union Alumni, Student Union Patios, Student Union Room 316</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Weekly tabling events, Lake Knights tabling event</td>
<td>August 6, 8, 22, 26, 27</td>
<td>Braseway, Student Union</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>National Campus Safety Awareness Week, Safety Fair, Bystander Intervention &amp; Healing, Help after Violent, How to Help Someone in Crisis, Lake Knights tabling event, weekly tabling events</td>
<td>September 3, 10, 12, 17, 19, 23, 24</td>
<td>Student Union Patios, Student Union Alumni, Student Union Room 218, CBI Room 308</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Domestic Violence Awareness Month, Light the Night, Clothesline Project, weekly tabling events, Healthy Knights Event, Domestic Violence within the Disability Community, Paint a Poppie, Intimate Partner Violence Prevention, My Costume is Not My Consent Halloween event, Campus Connections</td>
<td>October 7, 8, 14, 16, 21, 26, 27, 28, Clothesline Project displayed all month in Student Union Alumni</td>
<td>Student Union Patios, Student Union Alumni, Student Union Room 218, Student Union Pegasus Ballroom, UCF Library</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
</tbody>
</table>

UCF offered the following ongoing awareness and prevention programs for students in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
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<tbody>
<tr>
<td>Hate Crime &amp; Bias Prevention</td>
<td>Online</td>
<td>Online</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Visions Services Information</td>
<td>Online</td>
<td>Online</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
</tbody>
</table>
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<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stalking Awareness Month, Human Trafficking Awareness Month, weekly tabling events</td>
<td>January 7, 14, 21, 28</td>
<td>Student Union Patio</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence, Human Trafficking</td>
</tr>
<tr>
<td>Dating Violence Awareness Month</td>
<td>February 4, 11, 18, 25</td>
<td>Student Union, Student Union Union</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>The Virginia Monologues, weekly tabling events</td>
<td>March 4, 11, 18, 25</td>
<td>Student Union Pegasus Ballroom, Student Union Patio</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month, Clothesline Project, weekly tabling events</td>
<td>April 2, 9, 16, 23, 30</td>
<td>Student Union, Student Union Union</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Department of Housing and Residence Life, Professor, Vice President, Director, Vice President, Bystander Intervention, Behind Closed Doors Training</td>
<td>May 14, August 12, 14</td>
<td>HPA Classrooms, HPA Community</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Orientation Team Leader Victim Services, Directive, and Bystander Intervention presentation</td>
<td>May 13</td>
<td>Student Union Garden Key Room</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td><strong>BADC UCF Crime Prevention</strong></td>
<td><strong>July 17</strong></td>
<td><strong>BADC Office – HP</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>MASS</strong></td>
<td><strong>October 30, November 17</strong></td>
<td><strong>MASS Student Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>It’s On Us tabling event</strong></td>
<td><strong>August 24, November 17</strong></td>
<td><strong>Student Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Welcome Expo, Student Services tabling event</strong></td>
<td><strong>August 26</strong></td>
<td><strong>Student Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>UCF Crime Prevention, tabling event</strong></td>
<td><strong>September 1, October 6, 16, November 29</strong></td>
<td><strong>Student Union, Student Union Community</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>National Campus Safety Awareness Month, Campus Safety Fair, weekly tabling events</strong></td>
<td><strong>September 2, 9, 16, 23</strong></td>
<td><strong>Student Union Pegasus Ballroom, Student Union Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Domestic Violence Awareness Month, Light up the Night...</strong></td>
<td><strong>October 7, 14, 21, 28</strong></td>
<td><strong>Student Union Pegasus Ballroom, Student Union Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Healthy Knights Expo tabling event</strong></td>
<td><strong>October 7</strong></td>
<td><strong>Student Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Urban Way Relationship Violence Panel tabling event</strong></td>
<td><strong>October 7</strong></td>
<td><strong>Student Union</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Health Hut tabling event, Nutrition, Alcohol</strong></td>
<td><strong>October 12, 19, 26</strong></td>
<td><strong>Campus locations</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
<tr>
<td><strong>Transfer Knights Student Meeting</strong></td>
<td><strong>October 22</strong></td>
<td><strong>TPH</strong></td>
<td><strong>Sexual Assault, Stalking, Domestic Violence, Dating Violence</strong></td>
</tr>
</tbody>
</table>

C. Procedures for Reporting a Complaint

UCF has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and workplace accommodations, if reasonably available. UCF will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the UCF Police Department, the Office of Student Conduct, or local law enforcement. Students and employees should contact Dawn Welkie, Assistant Director, or is occurring or may be helpful in obtaining a protection order.

In Florida, evidence may be collected even if you chose not to make a report to law enforcement. Advocates are available 24 hours a day, 7 days a week to provide support and advocacy for survivors of sexual abuse. The UCF Police Department has trained Victim Services employees within the Police Department, who can also support victims of sexual and/or domestic abuse. The UCF Police Department can provide transportation to the hospital or not the survivor wants to make an official report to law enforcement. Police are required to 70 days to process a request for information provided to them for purposes of determining if a Time Warning (community alert) needs to be sent out; 2) determine if the crime statistic should be included in their annual report; and 3) notify the Title IX Coordinator, Equal Opportunity & Affirmative Action Office of the call, but a victim’s personal identifying information would never be publically disclosed.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen area where the victim was assaulted if the offense occurred within the past 36 hours so that evidence may be preserved that may assist in proving that the criminal offense occurred or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to UCF hearing boards/investigators or police. Although UCF
strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to report a violation and the victim has the right to decline involvement with the police. UCF will assist any victim with notifying local police if they so desires. The UCF Police Department works with the Orange County Sheriff’s Office, the Seminole County Sheriff’s Office, the Ocala Police Department (for UCF’s campus located in Ocala, Florida), and the City of Sanford Police Department (for UCF’s campus located in Sanford, Florida). For more information, please visit www.shield.ucf.edu/ for further information.

Rights of Student and Employee Victims of Sexual Misconduct

Sexual misconduct is not tolerated at UCF. Reports of sexual misconduct, including, sexual harassment, sexual assault, dating violence, and domestic violence are taken seriously. It is important to UCF that victims are informed, protected, and respected. The following rights are afforded to all UCF students, student employees, or faculty members who experience sexual misconduct.

1. CONFIDENTIALITY: Identifying information of a victim will not be shared unless required by law.

2. TIMELY WARNINGS: Any time warning that is broadcast through UCF websites or emails for the safety of our community will not identify a victim by name.

3. REPORTING OPTIONS: The university encourages victims to file a report so that the university can investigate, take appropriate action to protect the victim and others from additional misconduct, and take action against the accused. However, ultimately, it is the victim’s choice whether or not to report her or his victimization. At UCF, there are several offices to report if you choose to do so. Reporting options are available at www.shield.ucf.edu.

4. CONTACT OR PROTECTIVE ORDERS. The University will honor any protective order that you may have acquired through the local courts. Please bring a copy of the protective order to the UCF Police Department for their information and enforcement.

5. REQUESTS FOR CHANGES. You may request a change in academic setting (class or campus), on campus living or off campus living, or a change in academic setting or campus you have been administratively charged, and inform the victim/survivor of the outcome of any hearing that may have taken place.

6. Provide a copy of UCF policies prohibiting sexual misconduct to the victim/survivor and inform the victim/survivor of the outcome of any hearing that may have taken place.

7. Provide written instructions to the victim/survivor on how to apply for Protective Order.

8. Provide a copy of UCF policies prohibiting sexual misconduct to the victim/survivor and inform the victim/survivor of the outcome of any hearing that may have taken place.

9. Provide information to the victim/survivor on how to preserve evidence.

10. Provide information to the victim/survivor on how to preserve evidence.

11. Enforce the anti-retaliation policy and take immediate and severe action against any person for compelling sex-based discrimination or for assisting in the investigation.

The standard of evidence used to determine responsibility is a preponderance of the evidence, which means that it is “more likely than not” that the sexual misconduct, dating violence, domestic violence, and/or stalking occurred. (50.1% likely to have occurred.)

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is to have occurred on or off campus, UCF will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options for reporting and resources. Rights and options are also available at www.shield.ucf.edu.

Injunctions

UCF complies with Florida law in recognizing orders of protection. Injunctions in Florida are of five types which differ based on the nature of the threat and the victim’s relationship to the abuser. Injunctions are available to students and those individuals who are members of the State of Florida.

Domestic Violence Injunctions

You may file a Domestic Violence Injunction if someone who is a spouse, former spouse, former cohabitant, a person with whom you have lived as a couple, a parent or child of either (or both) of you has threatened you, attempted to harm you, or has caused you injury and you believe it is necessary to protect yourself.

To file for a Domestic Violence Injunction, you must bring a copy of such a court order to the University’s Office of Student Conduct or Title IX Coordinator. You can expect a fair and just process as your rights will be protected as much as possible within the constraints of the law. The victim is required to apply directly for these services and may obtain assistance in doing so from the UCF Police Department and the local law enforcement agency. The victim must then meet with Police and/or a victim advocate to develop a safety action plan, which is a plan for the UCF Police Department and the local law enforcement agency to use in the event that a person on campus or coming and going from campus. This plan may include, but is not limited to: escorts, different parking arrangements, changing a different telephone number or email address, changing classroom or working locations, and/or allowing a student to complete assignments from home. UCF examines, on a case-by-case basis, what specific needs are present and how best to accommodate those needs.

UCF cannot apply for a legal order of protection (Injunction) for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services and may obtain assistance in doing so from the UCF Police Department, another local law enforcement agency, or may go directly to the Orange County Court located at 425 N. Orange Avenue Orlando, FL 32801 407-836-2000. Hours of operation are Monday through Friday from 7:30 am to 4 pm. For a non-emergency domestic violence, sexual assault, or stalking and need an emergency injunction after hours, contact your local police department for assistance.

UCF may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, UCF will work diligently to ensure that the victim’s health, physical safety, work, and academic status are not impaired by the investigation of the complaint. For example, if reasonably available, a victim may be offered changes to academic, living, or working situations in addition to counseling, health services, financial aid, and immigration assistance, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons who need to know who are investigating/adjudicating the complaint or delivering resources to the victim (for example, police officers). Publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided, and to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. UCF does not publish the name of crime victims nor house lists containing the names of victims in the UCF Police Department’s Daily Crime Log or online. Victims may receive information on the procedures to be followed from public sources by going to the Registrar’s Office and making the request. Employees should contact Human Resources for assistance.

Stalking Violence Injunctions

You may file a Stalking Violence Injunction if someone has been stalking you, has threatened you, has attempted to harm you, or has caused you injury and you believe it is necessary to protect yourself.

To file for a Stalking Violence Injunction, you must bring a copy of such a court order to the University’s Office of Student Conduct or Title IX Coordinator. You can expect a fair and just process as your rights will be protected as much as possible within the constraints of the law. The victim is required to apply directly for these services and may obtain assistance in doing so from the UCF Police Department and the local law enforcement agency. The victim must then meet with Police and/or a victim advocate to develop a safety action plan, which is a plan for the UCF Police Department and the local law enforcement agency to use in the event that a person on campus or coming and going from campus. This plan may include, but is not limited to: escorts, different parking arrangements, changing a different telephone number or email address, changing classroom or working locations, and/or allowing a student to complete assignments from home. UCF examines, on a case-by-case basis, what specific needs are present and how best to accommodate those needs.

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On-Campus

<table>
<thead>
<tr>
<th>Resource</th>
<th>Address/Location on Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Faiths and Ministries</td>
<td>4145 Pyxis Lane, Suite 152-154 Orlando, FL 32816</td>
<td>407-823-5336</td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>4096 Libra Drive Orlando, FL 32816</td>
<td>407-823-2811</td>
</tr>
<tr>
<td>Director of Wellness</td>
<td>12800 Gemini Blvd, Orlando, FL 32816</td>
<td>407-823-5841</td>
</tr>
<tr>
<td>International Services Center</td>
<td>12701 Scholarship Drive Orlando, FL 32816</td>
<td>407-823-2337</td>
</tr>
<tr>
<td>Multicultural Academic &amp; Support Services</td>
<td>12715 Pegasus Drive, Suite 154 Orlando, FL 32816</td>
<td>407-823-2716</td>
</tr>
<tr>
<td>Office of University Initiatives</td>
<td>12424 Research Pkwy, Suite 180 Orlando, FL 32826</td>
<td>407-823-6479</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>4145 Pyxis Lane, Suite 227 Orlando, FL 32816</td>
<td>407-823-4638</td>
</tr>
<tr>
<td>Office of Student Financial Assistance</td>
<td>4635 Andromeda Loop, Suite 120 Orlando, FL 32816</td>
<td>407-823-2827</td>
</tr>
<tr>
<td>Office of Student Rights and Responsibilities</td>
<td>4145 Pyxis Lane, Suite 227 Orlando, FL 32816</td>
<td>407-823-4638</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>4365 Andromeda Loop N., Suite 326 Orlando, FL 32816</td>
<td>407-823-1336</td>
</tr>
<tr>
<td>Student Care Services</td>
<td>4145 Pyxis Lane, Suite 142 Orlando, FL 32816</td>
<td>407-823-5607</td>
</tr>
<tr>
<td>UCF CARES</td>
<td>4145 Pyxis Lane, Suite 142 Orlando, FL 32816</td>
<td>407-823-5607</td>
</tr>
<tr>
<td>UCF Health Services Center</td>
<td>4096 Libra Drive Orlando, FL 32816</td>
<td>407-823-2701</td>
</tr>
<tr>
<td>University Police</td>
<td>3610 Libra Drive Orlando FL 32816</td>
<td>Non-emergency: 407-823-5555 Emergency: 911</td>
</tr>
<tr>
<td>Victim Services – Main Office</td>
<td>12201 Research Parkway, Suite 450 Orlando, FL 32826</td>
<td>Main: 407-823-2425 24/7 HOTLINE: 407-823-1200</td>
</tr>
<tr>
<td>Victim Services Outreach Office</td>
<td>12795 Aquarius Agora Drive, Suite 108 Orlando, FL 32816</td>
<td>407-823-1116</td>
</tr>
<tr>
<td>Office of Student Financial Assistance</td>
<td>4635 Andromeda Loop, Suite 120 Orlando, FL 32816</td>
<td>407-823-2827</td>
</tr>
</tbody>
</table>

Off-Campus

<table>
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<tr>
<th>Resource</th>
<th>Address/Location off Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Mental Health</td>
<td>1525 E Robinson Street Orlando, FL 32801</td>
<td>407-896-0110</td>
</tr>
<tr>
<td>Mental Health Association of Central Florida</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida Hospital East</td>
<td>7727 Lake Underhill Road Orlando, FL 32822</td>
<td>407-303-8110</td>
</tr>
<tr>
<td>Harbor House of Central Florida (DV Shelter, Orange County)</td>
<td>PO Box 68074 Orlando, FL 32868</td>
<td>Hotline: 407-886-2856</td>
</tr>
<tr>
<td>Help Now of Osceola Inc (DV Shelter, Osceola Co.)</td>
<td>PO Box 420370 Kissimmee, FL 32742-0370</td>
<td>Hotline: 407-847-8562</td>
</tr>
<tr>
<td>Legal Assistance Orange County Bar, Lawyer Referral Service</td>
<td>880 N. Orange Avenue Orlando, FL 32801</td>
<td>407-422-4537</td>
</tr>
<tr>
<td>Orange County Courthouse</td>
<td>425 North Orange Avenue Orlando, FL 32801</td>
<td>407-836-2000</td>
</tr>
<tr>
<td>Orange County Courthouse Restraining Orders, Harbor House Office</td>
<td>425 North Orange Avenue Orlando, FL 32801</td>
<td>407-836-2001</td>
</tr>
<tr>
<td>Orange County Sheriff's Office</td>
<td>2500 West Colonial Drive Orlando, FL 32804</td>
<td>407-254-7000</td>
</tr>
<tr>
<td>Osceola County Court (injunctions for protection)</td>
<td>2 Courthouse Square Kissimmee, FL 34741</td>
<td>407-742-3500</td>
</tr>
<tr>
<td>Osceola County Sheriff's Office</td>
<td>291 E. Irlo Bronson Memorial Hwy Kissimmee, FL 34744</td>
<td>407-348-1100</td>
</tr>
<tr>
<td>SafeHouse of Seminole (DV Shelter Seminole County)</td>
<td>PO Box 471279 Lake Monroe, FL 32747-1279</td>
<td>Hotline: 407-330-3933</td>
</tr>
<tr>
<td>Seminole County Courthouse (injunctions for Protection)</td>
<td>301 N. Park Avenue Sanford, FL 32772</td>
<td>407-665-4580</td>
</tr>
<tr>
<td>Seminole County Sheriff's Office</td>
<td>100 Bush Blvd. Sanford, FL 32773</td>
<td>407-665-6600</td>
</tr>
<tr>
<td>Sexual Assault Treatment Center Orange County</td>
<td>Undisclosed Location, must call hotline first.</td>
<td>Hotline: 407-497-6701</td>
</tr>
<tr>
<td>Sexual Assault Treatment Center, Osceola County</td>
<td>Undisclosed location must call hotline first</td>
<td>Hotline: 407-497-6701</td>
</tr>
<tr>
<td>Sexual Assault Victim Services, Seminole County</td>
<td>Undisclosed Location must call hotline first</td>
<td>Hotline: 321-784-4357</td>
</tr>
<tr>
<td>The Center Orlando</td>
<td>946 N. Mills Avenue Orlando, FL 32803</td>
<td>407-228-8272</td>
</tr>
<tr>
<td>Victim Service Center of Central Florida</td>
<td>2111 E Michigan Street, Suite 210 Orlando, FL 32806</td>
<td>407-254-9415</td>
</tr>
<tr>
<td>Zebra Coalition, services for LGBT+ youth age 13-24.</td>
<td>911 N Mills Avenue Orlando, FL 32803</td>
<td>407-228-1446</td>
</tr>
</tbody>
</table>
WELCOME TO UCF

POPULAR LOCATIONS
1. WELCOME CENTER
2. REFLECTING POND/MILLICAN HALL
3. LIBRARY
4. STUDENT UNION
5. MEMORY MALL
6. ARENA
7. BRIGHT HOUSE NETWORKS STADIUM
8. RECREATION AND WELLNESS CENTER
9. UCF POLICE DEPARTMENT

LAKE LEE
LAKE CLAIRE
MEMORY MALL
NEPTUNE DRIVE
HERCULES A
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A
R
TOWERS ST

WELCOME CENTER
REFLECTING POND/MILLICAN HALL
LIBRARY
STUDENT UNION
MEMORY MALL
ARENA
BRIGHT HOUSE NETWORKS STADIUM
RECREATION AND WELLNESS CENTER
UCF POLICE DEPARTMENT
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- http://www.shield.ucf.edu
- UCF website dedicated to preventing sexual misconduct
- http://www.rainn.org
- Rape, Abuse and Incest National Network
- http://www.ovw.usdoj.gov/sexassault.htm
- Department of Justice
- http://www2.ed.gov/about/offices/list/ocr/index.html
- Department of Education, Office of Civil Rights
- https://www.notalone.gov/
- The White House

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found on the UCF website www.shield.ucf.edu. If you or someone else is in immediate danger, dial 911. If the person is passing out or being physically abusive towards another and it is safe for you to interrupt:

1. Watch out for your friends and fellow students/ employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit, or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this guide for support in health, counseling, or with financial or legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place for you to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrange to check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too drunk for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

E. Adjudication of Violations

Whether or not criminal charges are filed, UCF or an individual person may file a complaint under UCF’s policy prohibiting Harassment and Discrimination (to include Sexual Misconduct) with the Title IX Coordinator, Equal Opportunity & Affirmative Action Office alleging that a student or employee violated the institution’s policies. UCF has extensive information online to assist complainants in understanding policy and procedures. For a comprehensive list of policies and procedures related to sexual harassment, to include sexual assault, visit the Equal Opportunity & Affirmative Action Office at http://eeo.ucf.edu. Rights of Students and Employees Accused of Sexual Misconduct If you have been accused of sexual misconduct including sexual harassment, sexual assault, dating or domestic violence, or stalking, and the university is determining whether disciplinary action is appropriate, you have certain rights.

1. CHARGES. You have the right to be notified of the charges against you. You will be notified in writing and will be provided a copy of the complaint against you.
2. PROMPT, FAIR, AND IMPARTIAL INVESTIGATION. You have the right to a prompt, fair, and impartial investigation of the complaint against you, including an opportunity to present witnesses and other evidence. You may present documents, the names of witnesses, and other evidence to the investigator(s). The investigator(s) may also interview other witnesses and consider other evidence.
3. ADVISOR. You have the right to select an advisor to support you at any time, and to accompany you at all times throughout the university proceedings. The advisor may support you, but may not represent you or speak for you. You may contact the Title IX coordinator or the Office of Student Conduct if you have procedural questions or concerns during any stage of the process.
4. STANDARD OF EVIDENCE. The standard of evidence that is applied is called a “preponderance of the evidence,” meaning you will only be considered responsible for sexual misconduct if the evidence shows that you more likely than not committed the violation. Less evidence is required under this standard than under the “beyond a reasonable doubt” standard that would be used if you are also criminally charged for sexual misconduct by law enforcement. However, at the complainant’s request, the university may take action to change a class assignment, working relationship, or issue a campus protective order, so that you will be separated from the complainant to the greatest extent possible. These actions will not be considered in determining whether you are responsible for the alleged sexual misconduct, and will not prejudice you under that process.
5. SANCTIONS. You have the right to know the potential sanctions that may be imposed if you are found responsible for sexual misconduct. These sanctions include, but are not limited to, warnings, probation, suspension, dismissal from the university, or termination from employment.
6. INFORMATION. You have the right to information regarding the status of the complaint against you, including the outcome of the campus investigation and any disciplinary action, the procedures to appeal a disciplinary action, and the final outcome.

When a Student is the Accused

The following provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX. Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise. As a public institution UCF must provide due process to students accused of violent conduct, injurious behavior, sexual misconduct, dating or domestic violence, and/or stalking. Alleged victims of violence may choose how to proceed within the student conduct process, although UCF can proceed with conduct action without the victim’s consent if the alleged behavior put others in reasonable fear of physical harm or created a hostile environment in which others are unable to conduct or participate in University work, education, research or other activities, or otherwise adversely affects the accused student’s suitability as a member of UCF community. Alleged victims of sexual harassment or sexual violence whose cases are handled by the Office of Student Conduct in a formal hearing have certain rights in the conduct process as listed below. These provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX (http://www2.ed.gov/about/offices/list/ocr/docs/tiix_dh.htm).
and the Campus SaVe Act (http://campussaveact.org/). Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise. Torts, claims, or suits against survivors of acts of violence throughout the disciplinary process, UCF has established the following provisions for victims/survivors:

1. A victim or a survivor may have a person of her or his choice accompany her or him throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the victim or survivor. A victim or a survivor shall be notified of an available assistance at the University of Central Florida.

2. A victim or survivor will be afforded similar and timely access to any information that will be used during the Student Conduct Review Process.

3. A victim or survivor will receive notice to attend a preliminary conference meeting with the Office of Student Conduct.

4. A victim or survivor may submit a list of questions related to the alleged incident, prior to the hearing, that she or he feels the charged student should be asked during the hearing process.

5. A victim or survivor will have equal opportunity to present relevant witnesses and other information that will be used during the Student Conduct Review Process. All questions shall be determined by the Student Hearing Panel or the hearing officer.

6. A victim or survivor may not have her or his irrelevant past conduct, including sexual history, discussed during the hearing. The issue of relevancy shall be determined by the Student Hearing Panel or the hearing officer.

7. A victim or survivor will be provided access to view and hear the charged student’s statements during the Student Conduct Review Process.

8. A victim or survivor shall be questioned directly by the charged student during the Student Conduct Review Process. All questions shall be asked through a hearing officer.

9. A victim or a survivor may make a “victim or survivor impact statement” and suggest an appropriate sanction, disciplinary warning, disciplinary probation, disciplinary suspension, and/or disciplinary expulsion (section 5.009 for more information) to include appropriate compensations if the charged student is found to have been in violation of any University rules.

10. A victim or survivor and the charged student, will be informed of the outcome of the student conduct review, any outcomes, and appeal process concurrently in writing, after making a commitment to protect the confidentiality of the information, pursuant to the Clery Act Regulations, 34 CFR 668.46(b)(10). The “final outcome” means only the final determination with respect to the alleged offense and any sanction that is imposed against the accused. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the manager of the alleged victim of such crime or offense will be treated as the alleged victim for purposes of this paragraph. UCF will provide the written determination of the hearing, appeal outcomes, and any changes to the result before it becomes final to the victim or survivor.

11. A victim or survivor has the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the Student Conduct Appeals section UCF-S-5.010.

12. A victim or survivor will be given periodic status updates throughout the Student Conduct Review Process, which generally takes sixty calendar days following receipt of an incident report.

If a complainant reports, UCF will ask for consent from the complainant to begin an investigation. Sometimes UCF may have to proceed without an investigation if there is a great risk to public safety.

Student Disciplinary Process and Sanctions

The UCF disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation into any allegations against the accused. The investigation will be conducted by an investigator and hearing board members trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy and process provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;

2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;

3. The institution will allow for timely access to the accused, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;

4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;

5. The institution provides the accuser and accused separate opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to select a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding;

6. A student conduct decision is based on the preponderance of evidence standard;

7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing by and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

Sanctions

In all cases, investigations that result in a finding of more likely than not that a violation occurred will lead to the institution’s disciplinary sanctions against the accused individual. University sanctions for sexual misconduct include the following and will be imposed upon a finding of responsibility:

Disciplinary Probation

Disciplinary probation status shall be for a specific length of time. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions include, but may not be limited to: the loss of good standing, which may become a matter of record; ineligibility to receive any University award, scholarship, loan, honor, honorary recognition, or initiation into any local or national organizations, and denial of the privilege to occupy a position of leadership or responsibility in any University student organization, publication, or activity; or ability to represent UCF in an official capacity or position as an official, student, or student organization. The student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with University rules. If the student is subsequently found in violation of a rule while on disciplinary probation, UCF may suspend or expel the student from UCF. While on disciplinary probation, a hold will be placed on a student’s record for record keeping purposes.

Disciplinary Suspension

A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. During the period of suspension, a student may not attend classes, participate in University related activities, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on University premises unless authorized in writing in advance and under conditions approved by student or the Director of the OSRR. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of the OSRR shall consider whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. The suspension will not be placed on a student’s record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student’s record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.

Disciplinary Expulsion

Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from UCF without opportunity to graduate or re-enroll at UCF in the future. An overlay will be permanently placed on the student’s record. Further, a hold will be permanently placed on a student’s record for record keeping purposes.

Educational Sanctions

In conjunction with an administrative sanction, a student found to have been in violation of any of the Rules of Conduct may be required to complete any educational sanctions as listed, but not limited to, reflective / research papers, classes / seminars, community service, interviews, etc. If a student has any outstanding educational sanctions at the conclusion of disciplinary probation or suspension, a student’s disciplinary probation or suspension status and hold will remain in effect pending the completion of the educational sanctions.

When an Employee is the Accused

The following procedures apply to the procedure referenced in UCF Regulation 3.001, Non-Discrimination and Affirmative Action. They implement UCF Regulation 3.0134, Grievances Alleging Discrimination, and they will be applied to each action filed under the UCF Discrimination Grievance Procedure. The standards used at each step are described above in the regulation prohibiting discrimination, and implement a resolution to grievances, which identify one or more violations.

Secondary goals include improvement of UCF’s support of equal opportunity and affirmative action, encouragement of cultural diversity, and treatment of individuals with respect and dignity. These secondary goals may foster actions by UCF presidents or individuals that enhance the climate despite no finding of a violation of the regulation prohibiting discrimination. Such actions will be differentiated from corrective measures implemented based on findings of a violation.
This procedure is presented in six sections: Intake, Investigation and Communication, Reporting, Implementation of Corrective and Final Actions, Document Dissemination and Storage, and Glossary.

I. Intake
Complaints may be brought to the attention of the Office of Equal Opportunity and Affirmative Action Programs ("EO/AA") in many ways. There is no required format, preceding step, or standing needed to raise an issue with the Office. Mail and unsigned written communication all are examples of contacts that may be used to raise an issue.

However, only two forms of contact are recognized for entry into the UCF Discrimination Grievance Procedure: personally-identifiable contact by the grievant with the office, or written, signed contact by the grievant with the office. (Alternate formats of personally-identifiable contact may be provided at reasonable accommodation to an individual with a disability.)

Confidentiality will be maintained to the extent possible. The fact that a grievance has been filed, and the nature of that grievance, will be communicated only to those who require such information to fulfill their responsibilities.

All documents related to an investigation are protected by statute from review by members of the public while the process is ongoing. However, only two forms of contact are recognized for entry into the UCF Discrimination Grievance Procedure: personally-identifiable contact by the grievant with the office, or written, signed contact by the grievant with the office. (Alternate formats of personally-identifiable contact may be provided at reasonable accommodation to an individual with a disability.)

Confidentiality will be maintained to the extent possible. The fact that a grievance has been filed, and the nature of that grievance, will be communicated only to those who require such information to fulfill their responsibilities.

II. Investigation
The jurisdiction of EO/AA includes discrimination on the bases of race, color, religion, sex (including sexual harassment and pregnancy discrimination), national origin, age, marital status, sexual orientation, gender identity, gender expression, and veteran status (as protected under the Vietnam Era Veterans' Readjustment Act). Parties who do not claim such bases will be referred to a more appropriate forum or assisted with conflict resolution on a more informal basis.

After reports or complaints are received, the matter will be examined to determine if it appears to fall within the jurisdiction of the office. If so, the procedure continues with further notice to the respondent. Examination of the listed allegations has been initiated. This notice may contain slight detail and may only serve to inform the respondent, not call for response.

Determination of jurisdiction continues with early fact-finding related to the status of the grievant, timeliness of filing, the preliminary allegations, UCF's control over the matter, or administrative action. If jurisdiction is accepted and the allegations are supported by signed, written statements, the investigation will proceed. If no such statements are received, the respondent will be notified of that fact. The investigation may still continue, if the Director of EO/AA deems it appropriate, but there may be no individual remedy available to those who informed UCF about the issue.

An investigation plan then is developed by the Office. It usually will entail elements such as confirmation of jurisdiction; one or more interviews with the grievant, respondent, and witnesses; document collection; receipt of signed, written statements; clarification of unresolved issues; and preparation of the final report and supporting evidence.

The elements may be accomplished in varying order to best meet the demands of the investigation. It is most common to provide the respondent with the last opportunity to comment on the unresolved issues prior to preparing the report and its findings. Interviews are commonly conducted in private, with no representatives or observers. Recording (by person or device) is not considered appropriate for this process, which is an informal, proactive administrative procedure. The Discrimination Grievance Procedure is predicated on the belief that effective personal communication in this type of investigation is one-to-one.

Similarly, those electing counsel should understand that EO/AA will be represented by UCF's Office of the General Counsel in matters related to the investigation. Representation of grievants by private counsel is permitted. However, it is not envisioned in this process, since no determination of corrective actions (which might include discipline) is made at this level. Administrative resource decisions are made only following the completion of the process. In any case, grievants who choose to be represented by counsel should be aware that for any actions to be present or notified of actions may delay one or more steps of the process.

III. Communication and Reporting
The first communication is normally a notification to the grievant that jurisdiction has been accepted. This is normally followed by a notification to the respondent that a grievance is being investigated. Notification to the respondent will occur no later than seven calendar days after acceptance of jurisdiction.

Interim reports are not common in the investigation. Communication to the grievant, respondent, or witnesses may include statements from other parties for which verification or explanation is requested. Presentation of such statements is not considered a report, a finding, or a predictor of the result of the investigation. It is merely a statement of information with a request for those parties to comment.

The Investigation Report will contain a Statement of Allegations, statement of the violation of regulation that is alleged, facts determined in the investigation, an indication of how the regulation applies to the situation, and findings.

The UCF president will receive from EO/AA recommendations for resolving the issue, as called for by the regulation governing this procedure, in a separate document. The recommendations focus on correcting discrimination, implementing corrective action, and informing parties. The purpose for providing the recommendations in a separate document is two-fold:

1. It provides the President an opportunity to review the report and independently consider appropriate strategies for the issue.

2. It provides the President with guidance on such strategies that is based on technical knowledge of administrative structures, appropriate remedies for particular situations, the grievant's request for remedy, and the past practice of UCF in similar situations.

Recommendations related to findings of a regulation violation will be differentiated for the president's consideration from recommendations related to implementation of environmental factors or perceptions. Correction or improvement of such factors is important to UCF in its continuous efforts to erase discrimination as well as the perception of discrimination.

Recommendations will be tailored to existing systems of due process when available. If cause is found to believe that a violation of university regulation occurred, the President's decision may specify that the designated administrative route be utilized to consider appropriate discipline.

Due process attaches to each of those disciplinary procedures.

Other recommendations may be specific to the situation and consistent with university practice, the body of research in the area of violation, and the best interests of UCF.

IV. Implementation of Corrective and Final Actions
As specified in the regulation, the President normally selects one of three courses of action once the report and its findings have been accepted. The courses of action are:

1. Direct that specific action should be taken according to the recommendations of EO/AA.

2. Direct that specific action should be taken, modifying the recommendations of EO/AA.

3. Direct other actions in lieu of those recommended by EO/AA.

The report and recommendations are returned to EO/AA, where they may be provided to appropriate offices, possibly with a monitoring schedule, or undertaken specifically by EO/AA.

V. Document Dissemination and Storage
Once an investigation process is complete, the grievant and respondent is notified of the outcome. Each party is provided a copy of the Investigation Report simultaneously at no charge.

The final report may become a public document after the completion of the process. Requests for copies will be processed as required. This procedure is available in the Forms section of EO/AA website.

The Investigation Report and all supporting documents, plus the work products used in the investigation, are maintained in EO/AA. They do not become part of any employee's official personnel file as a part of the investigation process.

The President's decision is the final step in the Discrimination Grievance Procedure. Parties who believe that the investigation failed to follow the procedure may request reconsideration by the President by furnishing a detailed written statement. Discipline or other corrective measures taken by appropriate university officials after the investigation also may carry due process rights. Participation in this process has no bearing on the freedom of grievants to pursue their civil rights in another forum. The investigation procedures are modeled on standards set by EEOC. Therefore, the Investigation Report may be used in UCF's interaction with external forums chosen for resolution.

VI. Glossary of Related Terms
The following list contains working definitions of terms commonly used in the UCF Discrimination Grievance Procedure.
Adverse action: an action that is neutral on its face but disproportionately affects persons in a protected class. Disproportion is defined as the affected class succeeding at less than 80% of the success rate for the group used for comparison.

Complainant: A person who has contacted an appropriate official of UCF regarding a situation he/she defines as discrimination. See related term, Grievant.

Completion of the investigation: End of a reasonable time, normally one week, following the President’s return of the final report and directives to EO/AA. At this time, it can be expected that the directives will be acted upon.

Discrimination Grievance: An action filed with EO/AA, signed by the affected party, presenting a prima facie statement of discrimination.

Discriminatory treatment: An adverse action is taken against an individual or class of individuals based on protected class status.

Findings: Statement made to the UCF president in the Investigation Report, indicating which facts have been substantiated. To be used in determining a violation of UCF 3.010 and, if relevant, which administrative remedies will demonstrate appropriate corrective actions.

Grievant: An individual whose signed discrimination grievance has been accepted by EO/AA for investigation. Once a grievance form is signed by a complainant, reviewed and accepted for action, the complaint is termed a “grievance” and the complainant is termed a “grievant.” See related term, Complainant.

Recommendations: Actions proposed to the UCF president for completion of the investigation process. They may indicate that no action is deemed necessary or include suggestions for particular appropriate actions to be taken.

Report: Information conveyed directly to EO/AA, or to that office from another university representative receiving information. An individual using that format may forego an individual remedy in favor of a generalized corrective action. That individual in some cases may be describing a situation that does not meet the definition of discrimination or retaliation, so jurisdiction within EO/AA will be declined.

Report Findings: Statements believed to be true given the best evidence available, made within the Investigation Report.

Statement of Allegations: Initial document framing the issues presented by the grievant. It is used to announce the charges to the respondent and other individuals whose responsibilities require them to be informed. The statement is normally extracted from the grievance statement and interview(s) with the grievant. It is normally prepared in a manner reflecting the prima facie case of discrimination that would be made if the allegations were substantiated.

UCF Discrimination Grievance Procedure: Defined set of actions taken by UCF in accordance with UCF Regulation 3.0134. Supplemented by the EO/AA office’s policies and procedures.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to the UCF Police Department will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, UCF’s ability to respond to the complaint may be limited.

Confidentiality: UCF will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Rules of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by UCF.

ALCOHOL & OTHER DRUG PREVENTION AND INTERVENTION SERVICES

The Alcohol & Other Drug (AOD) Prevention Programming Office offers a variety of health promotion services, including education, prevention, alcohol and other drug assessments/evaluations, short-term interventions, and referrals. The office partners with other campus and community programs, activities, and support services to encourage individuals and groups to make low-risk, responsible choices that will enhance their personal and academic success at UCF.

The state of Florida statutes declare that it is unlawful for any person under the age of 21 to possess, use or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on University properties, or as part of any University activity, unless they are employed under the provisions of Florida Statutes 562.13. Please read the statute for more information. Additionally, it is unlawful to sell, give, serve or permit alcohol to be served to anyone under the age of 21. Furthermore, servers can be held liable for damage caused by underage drinkers to whom they provided alcoholic beverages. The UCF Police Department enforces Florida state, county and local liquor laws, which include underage drinking laws.

The state of Florida statutes also declare that it is unlawful to be under the influence of, use possess, distribute, sell, offer, agree, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except when permitted by prescription or law. Violations of these laws are dealt with through the criminal courts and through the Office of Student Rights and Responsibilities. Students found liable are subject to not only criminal prosecution, but also to administrative sanctions, including permanent expulsion from the University. The UCF Police Department enforces both federal and state drug laws.

REAL PROJECT: AOD PEER EDUCATORS

Confidential screening and assessment is available for students who are interested in feedback regarding risk and protective factors associated with their self-reported AOD use. In compliance with the DFSCA a description of drug and alcohol policies and abuse education programs is available at http://goldennrule.sdes.ucf.edu/docs/aod.pdf. Students who have violated campus alcohol and other drug policies and/or have been referred for alcohol and other drug violations with law enforcement are also advised in our office. Please visit the UCF Wellness and Health Promotion Services website at http://whps.sdes.ucf.edu for more information on additional programs, resources, and workshops available to the UCF community.

PROTECT YOURSELF FROM DATE RAPE DRUGS

• Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are often colorless and odorless.
• Do not accept drinks from strangers.
• Watch bartenders pour your drink.
• Attend parties and bars with friends who will be with you throughout the event.
• Have your designated driver arranged before going out. The designated driver doesn’t consume any alcohol or illegal substances.
• If you think your drink has been tampered with, seek medical attention right away and request the hospital to conduct a toxicology test.
**REPORTING HATE CRIMES**

Hate/bias crime is a crime that shows evidence that the victim was intentionally selected due to the perpetrator’s bias against the victim. All CSAs are required to report hate crimes by category of prejudice, geographic location, year the incident was reported, and category of crime, including any crime perpetrated on the basis of prejudice that results in bodily injury.

The following categories of crime statistics for the campus, non-campus properties, and public property areas that are reported to the UCF Police Department and Campus Security Authorities must be disclosed for the most recent three calendar years.

- Homicide: Murder/Non-negligent Manslaughter, Negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Sex Offenses
- Domestic Violence
- Dating Violence
- Stalking
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism

Hate crimes must be reported by category of prejudice:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin
- Disability

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(Statistics under Residential Facilities are also counted in the On-Campus crime category. The law requires institutions to break out the number of On-Campus crimes that occur in Residential Facilities.)
INSTITUTIONAL FIRE SAFETY POLICIES FOR UCF RESIDENCE HALLS AND AFFILIATED HOUSING

UCF is committed to providing a safe living, working and learning environment. The mission of the Department of Housing and Residence Life (DHRL) is to provide students living in University owned, managed and affiliated housing with a safe and secure environment that is conducive to both academic and personal achievement. In addition to providing supervision, structure, and resident services in our communities, the department promotes the personal growth and development of each resident through intentional programming efforts and outreach. In our partnership with other units within the Division of Student Development and Enrollment Services (SDES) and the larger UCF community, the department strives to foster scholarship as a fundamental purpose, instill a sense of community, and support individual responsibility, creativity, integrity, and excellence.

Fire safety is a top priority in UCF residential facilities. It is vital that members of the community understand and follow all rules and regulations. In an effort to further enhance improvements to fire safety the DHRL is continually upgrading systems for needed upgrades and scheduling them as they are required. Most recently UCF added new fire sprinklers to the Lake Claire housing facility and upgraded the fire alarm system there. At present UCF is upgrading the fire alarm systems in Orange, Brevard and Seminole Halls. Future upgrades will include updating the fire panels in Citrus, Flagler and Summer Halls. The Department of Environmental Health and Safety (EH&S) also monitors the training needs for added topics of discussion to improve fire safety awareness. A Daily Fire Log is maintained and accessible to the public and can be viewed at http://police.ucf.edu/FireActivityLog.html or in person at the UCF Police Department, 3610 Libra Drive, Orlando, FL 32816.

Fires can present a serious problem in affiliated housing apartment communities. Though damage is usually confined to property destruction, the loss of personal possessions, and sometimes life itself. Knights Circle and The Pointe at Central management highly recommend residents obtaining renter’s insurance to protect against such losses. Fires are often started through carelessness with cooking, matches, and cigarettes. Many fires can be avoided by using caution and common sense. By accepting the responsibility to care for the apartments, residents are not only protecting themselves, but their neighbors, as well. With only minimal planning and awareness, residents can make the difference between safety and disaster for everyone. In addition to the information provided above the following sections also apply to affiliated housing.

FIRES AND EMERGENCY EVACUATION

In the Event of Fire: If a fire or suspicious smoke is observed, activate the nearest pull station to sound the building alarm, call 911, and proceed to the building’s evacuation location. Staff will respond to the sounding alarm and will direct residents accordingly. Always follow the direction of the UCF staff and the Police or Fire Department.

Evacuation Procedures: When an alarm sounds, all residents and their guests must immediately evacuate the building using the nearest exit, closing doors behind you, and proceed to the building’s evacuation location. Use stairwells where available instead of elevators. Do not rush out into the hallway. If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot leave another way out. If the door is cool, you may leave through that door and locate the nearest exit. All residents and their guests are required to evacuate the building, whether it is a drill, an active fire, or other threat-related incident. Failure to evacuate a building when an alarm has sounded or when directed by UCF staff, the Police and/or Fire Department is strictly prohibited and may result in student conduct action and/or termination of the resident’s housing agreement. Stand out of the way of UCF staff and other personnel as they work to manage the incident.

If You Are Not Able to Evacuate: Smoke rises, so the clearest air is near the floor. If the planned escape route becomes smoky, crawl out of the building on your hands and knees. If escaping the room is not possible, stuff wet towels, sheets and/or clothes around the door and vents to keep smoke out. Call 911 and give them your location. If no smoke is coming into the room, slightly open a window if possible. Stay low, yell and wave a bright cloth, towel, or sheet out a window to signal your location.

Evacuation Locations: Each building has a designated evacuation location. Resident Assistance (RA) will inform residents of this location during their first residence hall meeting. Each evacuation location will be at least 400 feet away. If escaping the room is not possible, stuff wet towels, sheets and/or clothes around the door and vents to keep smoke out. Call 911 and give them your location. If no smoke is coming into the room, slightly open a window if possible. Stay low, yell and wave a bright cloth, towel, or sheet out a window to signal your location.

Re-entry to the Building: Do not re-enter the building until you are instructed to do so. This order will be given by UCF staff or affiliated housing management, or by the UCF Police Department. Failure to comply may result in student conduct action and/or termination of the resident’s housing agreement.

Reporting: All fire incidents must be reported to the RA, affiliated housing management, EH&S, and/or the UCF Police Department. If a member of the UCF community finds evidence of a fire that has been extinguished, and the person is not sure whether UCF Police has already responded, the community member should immediately notify the UCF Police Department to investigate and document the incident.

Accidental Fire Alarms: Any campus resident who activates the building fire alarm, accidently or without a true emergency, is responsible for any related costs from the Fire Department response. The standard charge for such an event is $300.00 (subject to change). This includes, but is not limited to, errors in cooking, smoking, vandalism, pranks, and policy violations. Any additional costs beyond this and any applicable policy violation charges will also be assessed to the responsible resident(s). Neither students nor staff can interrupt fire department units once they have been dispatched to the campus community. If an alarm is activated, the DHRL duty station or UCF Police Department should be contacted to help residents’ better respond to protecting themselves and others in the community.

FIRE DRILLS, TRAINING, AND INSPECTIONS

Fire Drills: DHRL and EH&S conduct fire drills each semester. Residents will be notified in advance but actual drill times will vary to encourage simulated emergency response.

Fire, Health, and Safety Inspections: For the safety of all community residents, room inspections are completed throughout the year to conduct specific fire, health and safety checks. Any violations found during these checks will need to be corrected in a specified time period (as directed by a RA). Failure to correct violations may result in housing and student conduct sanctions and a review of the resident’s housing agreement. Some violations are subject to immediate contract review.

Training: DHRL staff receives annual training by EH&S on fire safety. Topics include fire extinguisher use, evacuation procedures, and general fire prevention topics. The DHRL relays information to the residents through the local RAs.

FIRE SAFETY EQUIPMENT

Fire Alarm Systems: UCF Residential facilities are equipped with fire alarm systems to provide emergency occupant notification throughout the facility. In addition to automatic detection in hazardous areas, manual pull stations are provided for occupant use.

Fire Extinguishers: Residents are encouraged to familiarize themselves with the location of the fire extinguisher closest to their living area and throughout the facilities. All residents should know how to use a fire extinguisher. If a resident does not know how to use one and wants to learn, he or she should contact a RA. In addition to the extinguishers provided, DHRL recommends that every resident also have their own multipurpose or multi-class extinguisher in the event of an emergency.

Affiliated Housing Fire Extinguishers: Please be aware that there is a fire extinguisher located in the kitchen. To learn how to operate these devices, contact a RA.

Smoke Detectors: All rooms are equipped with smoke detectors. Some of these detectors are connected to the main alarm system and to the UCF Police Department. If the unit is tampered with in any way, the UCF Police Department will respond to the alarm. Do not tamper with or cover any fire safety device, as it puts everyone in the community in danger. If a detector or alarm beeps or sounds for an unknown reason, notify DHRL staff immediately.

Affiliated Housing Smoke Detectors: All rooms are equipped with smoke detectors. If residents notice smoke detector(s) are beeping, they should notify the management office immediately, so that proper maintenance can be performed. They should not disable the smoke detector. Disabling or removing a smoke detector, including removing working batteries, is a violation of the law. It is the responsibility of the residents in the room to replace any smoke detector that is inoperable in the smoke detector after they move into the apartment. Residents at The Pointe at Central should contact 407-384-6800, or visit the office immediately, if they need assistance. Residents at Knights Circle should contact 407-362-5036, or visit DHRL immediately.

Sprinklers: All UCF residential facilities are equipped with sprinklers. Sprinklers are there to protect both residents and their belongings, and are not to be tampered with or used to hang items on.
Tampering with Fire Safety Equipment: Tampering with any part of a fire protection system or equipment, including false alarms from pull stations; obstructing or tampering with doors, smoke detectors, stove top extinguishers, sprinkler heads, evacuation signs, pipes, hydrants, or exit signs, and illegal use of a fire extinguisher are violations of State Law and are punishable by a fine up to $5,000.00 and/or six months jail time. The resident will also be held responsible for Fire Department fines, related clean-up costs, and student conduct violations for instances that occur as a result of accident or intentional acts of endangerment. The resident may also face immediate housing agreement termination.

Affiliated Housing Fire Safety Equipment Checks: Smoke detectors and fire extinguishers in affiliated housing should be checked on the first of each month. To ensure that a fire extinguisher is in operable condition, check that the expiration date has not arrived, the pin is securely in place, and the gauge reads full. The date punched on the yellow tag indicates the date of the extinguisher’s last inspection, not the expiration date. All fire extinguishers are due for inspection one year from the date of the last inspection. If residents are concerned about the status of fire safety equipment, they can submit a maintenance work order and they will check the equipment.

FIRE PREVENTION

COOKING AND APPLIANCES

Apartment Kitchens: Apartment style facilities are equipped with a full kitchen that includes a full-sized refrigerator, freezer, and oven range. Small cooking appliances are permitted in the kitchen area. Deep fryers are prohibited. Apartment kitchens are also not to be used for things such as class projects, science experiments, and washing hair. Additionally, residents who use apartment kitchens are required to clean up after themselves before leaving.

Residence Halls and Fraternity/Sorority House Rooms without Kitchens: Suites without kitchens are not able to utilize the same appliance options as apartments. For safety and sanitation reasons, the following items and similar are not allowed in suites or rooms that do not have a kitchen: appliances with exposed heating coils (ex. “George Foreman Grill”), two sided, open faced, or indoor electric grills, hot plates, toaster ovens, toasters, electric skillets, hot plates, and appliances with exposed heating coils.

Permitted Appliances Outside of Kitchens: Residents are allowed to have a microwave oven (must be 1,000 watts or less), popcorn poppers, hot pots, and coffee pots with an automatic shut-off feature. Refrigerators (with or without freezers) which do not exceed 5 cubic feet total capacity are permitted. Residents with larger appliances will be asked to remove them and will be subject to a $25.00 fine per occurrence. Check with your RA or House manager if you have any question on permitted appliances.

Safe Operation: All appliances used in any UCF residential facility must be listed, in good working condition, and plugged into a power strip with a built in circuit breaker. Any appliance deemed unsafe upon inspection by DHRL will be removed upon request.

Cooking Tips to Avoid Smoke Alarms:
- Always turn on the vent above the stove.
- Remember to use caution when cooking and never leave food that is cooking unattended.
- Remember the stove may heat differently than other stoves, so residents should check their food frequently.
- If a grease fire occurs, use baking soda or flour to extinguish the fire. Never put water on a grease fire.
- Do not use the oven for storage and check it prior to warming it up for use.
- Have a tight fitting lid available to cover the pan until it cools if there is potential problem.

If your smoke detector sounds from cooking in ONLY your apartment, and there is no fire:
- Call your RA or community duty station.
- Give them your name, location, and inform them that a smoke detector is sounding.
- Turn on the vent or fan and open windows, if possible, to clear any smoke.
- DHRL, University Police or Facilities Operations will respond to the scene.

Failure to Comply: A $25.00 fine per occurrence and a review of the resident’s housing agreement may be considered if he or she is found violating these policies.

Electronic Cord Guidelines: Extension cords are prohibited in all UCF residential facilities. Only 120v, listed electrical power outlet strips (surge protectors) with a built-in manual reset 15-amp circuit breaker are permissible. The maximum allowable length of the cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, anything with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited as they can cause a fire. Be very cautious and ask RAs any questions. These policies are in accordance with the Florida State Fire Marshal and state policy.

Prohibited Items and Hazardous Materials: In addition, explosives, flammable or any hazardous substances, or any item or thing of a dangerous nature are strictly prohibited within DHRL facilities. This includes but is not limited to, bug bombs, gases, gasoline, solvents, lighter fluid, propane, non-life support compressed gas cylinders, dive tanks, and welding tanks (full or empty). Also see Appliances, Candles and Incense, Decorations, Electrical Cord Guidelines, Smoking, and Weapons in this guide for other prohibited items. The DHRL has the final authority in determining an item’s classification as hazardous. All items deemed hazardous will be removed upon request.
Smoking: UCF is a smoke-free campus. In compliance with the Florida Clean Air Act of 1992, smoking is not permitted in any residence hall, apartment room, hallway, lounge, laundry room, community center, common house space, classroom, or enclosed stairway of any building owned or managed by UCF.

Affiliated Housing Smoking: Smoking is permitted inside apartments, with permission of all tenants. In the event that there becomes a conflict between tenants about smoking within the apartment, the unit will default to a smoke-free environment.

Weapons: Florida Statute 790.115 prohibits the possession, control, or display of any firearm, electric weapon or device, destructive device, or other weapon as defined in Florida statute 790.001, while on the property of UCF. Individuals who possess a license to carry concealed weapons are not exempt. Weapons includes, but is not limited to, firearms, ammunition, BB or pellet guns, air soft guns, weapons for sport (including paint ball guns, bow and arrows, diving knives, hunting weapons), stun guns, swords, switch blades, knives, sling shots, martial arts or medieval weapons, and flammables (liquids, solvents, gases). “Toys” that look like actual weapons are also prohibited. In addition, fireworks (including sparklers and smoke bombs), explosives, or dangerousflammable chemicals of any kind are strictly prohibited in any UCF residential facility or in the surrounding vicinity.

Affiliated Housing Fire Prevention: Prevention is the best insurance against fire. Knights Circle and The Pointe at Central recommend that residents take these simple safety precautions in apartments to prevent fires from starting:

1. Never leave cooking, appliances in use (such as an iron or hair straightener), or cigarettes unattended.
2. Let cooking grease cool and then pour into a metal can. Never pour hot grease into a plastic container.
3. Never misuse lighters or matches.
4. Avoid cooking while intoxicated, taking medication, or tired.
5. Test smoke detector(s) monthly to make sure they are working.
6. Do not store fuel-operated grills, tools or vehicles (motorcycles) inside the apartment, or in or on stairwells, breezeways, patios, or balconies.
7. Never burn candles or use halogen lamps or cheap extension cords.
8. Never overload extension cords or outlets.
9. Always use electrical items for their intended purposes only.
10. Keep curtains and other materials 12 inches from any outlet.
11. Always keep the apartment free of clutter.
12. Always evacuate if the building alarm sounds.
## UCF Residential Fire Report

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Address</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Nature of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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<tbody>
<tr>
<td>Tower I</td>
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### UCF RESIDENTIAL FIRE REPORT (CONTINUED)

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<th>Name of Facility</th>
<th>Address</th>
<th>Total Fires in Each Building</th>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Nature of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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<td>N/A</td>
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<tr>
<td>8:30 PM</td>
<td>Unintentional/Cooking Fire</td>
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<td>$100-$999</td>
</tr>
<tr>
<td>8:32 PM</td>
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<td>$0-$99</td>
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<td>$10,000 – 24,999</td>
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<td>8:53 PM</td>
<td>Unintentional/Cooking Fire</td>
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<td>0</td>
<td>Unknown</td>
</tr>
<tr>
<td>7:13 PM</td>
<td>Unintentional/Cooking Fire</td>
<td>0</td>
<td>0</td>
<td>$100-$999</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>Unintentional/Cooking Fire</td>
<td>0</td>
<td>0</td>
<td>$100-$999</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>Unintentional/Cooking Fire</td>
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</tr>
<tr>
<td>11:35 AM</td>
<td>Unintentional/Cooking Fire</td>
<td>0</td>
<td>0</td>
<td>$100-$999</td>
</tr>
</tbody>
</table>
DEFINITIONS

LOCATIONS
Crime statistics are reported according to the following geographical categories: on campus and on campus residential, non-campus building or property, and public property. The following definitions apply to these geographic categories:

Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution’s education purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Study abroad program locations are included in this geographic category as well.

Public Property: All public property, including streets and sidewalks that are immediately adjacent to and accessible from the campus.

CRIMES
For use in classifying criminal offenses:

Murder/Non-Negligent Manslaughter: The willful, non-negligent killing of a human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Negligent Manslaughter: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Burglary: The unlawful entry of a structure to commit a felony or a theft. This includes attempted acts as well.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, or possession of intoxicating alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations: The unlawful cultivation, manufacture distribution, sale purchase, possession, transportation, or importation of any controlled substance, or the unlawful manufacture, sale, purchase, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

Weapons Law Violations: The violation of state laws or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime definitions for sexual assault, domestic violence, dating violence, and stalking are located under the VAWA section of this guide.

CAMPUS SECURITY AUTHORITIES
Campus Security Authorities (CSA) include UCF Police Officers and police department administrators, and non-police personnel or offices responsible for campus security (e.g. community service officers, campus contract security personnel, parking enforcement staff, personnel providing access control and/or security at campus facilities, athletic events or other special events, safe escort staff, residential community assistants, and other similar positions). In addition, any UCF official with significant responsibility for student and campus activities is considered a CSA. CSAs are responsible for reporting crimes to the UCF Police Department, including crimes where the victim chooses to remain anonymous. Pastoral counselors and mental health or professional counselors are not considered CSAs when acting in the scope of the recognition as a pastoral counselor or the scope of the professional counselor’s license or certification.

CRIMES REPORTED AT MAIN CAMPUS

<table>
<thead>
<tr>
<th>Crime Description</th>
<th>On campus</th>
<th>Non-campus</th>
<th>Public property</th>
<th>On-campus residential facility</th>
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</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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| Non-campus statistics also include incidents occurring on Off-campus Greek housing and during our Study Abroad Program.

UNFOUNDED CRIMES REPORTED AT MAIN CAMPUS

<table>
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<th>Crime Description</th>
<th>On campus</th>
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<th>On-campus residential facility</th>
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<tbody>
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<tr>
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<td>0</td>
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<td>Aggravated Assault</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Sexual Offense</td>
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<tr>
<td>Domestic Violence</td>
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<tr>
<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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<tr>
<td>Liquor Law Arrest</td>
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<td>Liquor Law Referral</td>
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<tr>
<td>Drug Law Referral</td>
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<td>0</td>
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</tbody>
</table>

UCF must also disclose statistics for “unfounded” crimes. An unfounded crime is considered to be a reported crime that is determined to be false or baseless through the result of an investigation.
T he UCF Police Department protects the rights of the campus community regardless of sex, race, color, ethnicity, sexual orientation, physical handicap, religion, or other belief system. We maintain the highest ethical standards to ensure positive interactions and to maintain the continued trust and support of our community.

Our first and highest priority is the safety and welfare of the students, faculty and staff members, and visitors. To keep our campus community safe, we investigate suspicious behavior and identify violations. Our officers actively enforce the criminal laws and motor vehicle laws of the state and will only detain citizens when there is a reasonable suspicion that a crime is being committed or has been committed.

WHY AN OFFICER MIGHT STOP YOU

There are various reasons why an officer may stop you. You may have committed a traffic violation, or your vehicle and/or the people in your vehicle may match the description of a suspect or suspect vehicle.

Traffic stops are stressful for you and the officer. While you may feel anxious, angry, or confused, to ensure your safety, your passenger’s safety and the officer’s safety, please cooperate and comply with all instructions.

YOUR SAFETY IS OUR CONCERN

T heft is the biggest crime problem facing university campuses across the nation. Electronics are a popular target for thieves. An owner walks away from their property for a moment and returns to find that the property is missing. We encourage everyone to use the property registration program offered by the UCF Police Department. By recording your serial number, the chances of recovering your property are much higher.

Bicycles are the best method of transportation to get around campus, but they are also a target if left unsecured or if inexpensive locks are used. Cross locking – using more than one kind of lock – is a good way to deter thieves. For example, put a U-shaped lock through your frame and front tire.

• Register property with a serial number on the UCF Police Department’s website at http://police.ucf.edu/PropertyReg.html and we will store the information for four years.
• The UCF Police Department offers another property registration program called “Operation I.D.” An officer will engrave your driver’s license number on your bicycle, free of charge. The hours for this service are Monday through Friday, 9 a.m. to 5 p.m. at the UCF Police Department Headquarters located at 3610 Libra Drive, Orlando, FL 32816.

PREVENT CAMPUS THEFT

KEYS TO PREVENT AUTO BURGLARY & THEFT

More than 45,000 vehicles are registered on the UCF campus. The UCF Police Department and other law enforcement agencies do everything in their collective power to prevent auto burglary and auto theft. The following are 10 keys that can help you protect your vehicle from theft:

1. Always roll your windows up and lock your car.
2. Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in your trunk if necessary.
3. Engrave expensive accessories, such as car stereos and speaker systems, with your driver’s license number. This aids the police in tracing the stolen items.
4. Never leave your vehicle running and unattended.
5. Install an antitheft device that is highly visible, hard to defeat, and renders the car inoperable.
6. Drop a business card or address label in the map pockets of your doors.
7. Don’t hide a spare key.
8. Don’t leave important papers such as bank statements, credit card statements, or other important documents in your car.
9. Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
10. Most importantly, be crime-wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.

If your vehicle has been burglarized, contact the UCF Police Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

YOUR SAFETY IS OUR CONCERN

SEE SOMETHING? SAY SOMETHING.

REPORT SUSPICIOUS ACTIVITY

For an emergency, call 911.
For a non-emergency on campus, call 407-823-5555 or 3-5555 from a campus phone.
Keep phone numbers for law enforcement in your cellphone in case you need them.

CRIMELINE—800-423-TIPS

UCF POLICE

Emergencies
911

Non-Emergencies
407-823-5555

Victim Services
407-823-0200

Safe Escort Patrol Service
407-823-2424 or 407-823-5555

UCF RESOURCES

Environmental Health and Safety
407-823-3323

Greek Affairs
407-823-2072

Housing and Residence Life
407-823-2463

Maintenance
407-823-5223

Parking and Transportation Services
407-823-2512

Student Counseling Center
407-823-2811

Student Health Services
407-823-2701

OTHER EMERGENCY NUMBERS

Victim Service Center of Orange County 24-hour Hotline
407-497-6706

National Sexual Assault 24-hour Hotline
800-656-HOPE

To report a sexual assault that took place in Seminole County, please call the Seminole County Sheriff’s Office. A victim advocate will be contacted to assist you.

OTHER IMPORTANT PHONE NUMBERS

Casselberry Police Department
407-262-7616

Florida Highway Patrol
407-321-3200

Orange County Sheriff’s Office
407-836-4337

Orlando Police Department
321-235-5300

Orange Police Department
407-971-6101

Seminole County Sheriff’s Office
407-665-6650

Winter Park Police Department
407-644-1313

Winter Springs Police Department
407-327-1000

UCF is a smoke-free campus.