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

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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, including but not limited to the Florida Department of Law Enforcement. The Police Department, Florida Highway Patrol and Orange County Sheriff's Office, Orlando Police Department, Oviedo Police Department, Florida Highway Patrol and the Florida Department of Law Enforcement.

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 POLICE DEPARTMENT
MISSION, VALUES, VISION, & GOALS

CAMPUS SECURITY & FIRE SAFETY STATISTICS

The Campus Security Act requires colleges and universities to:
- Publish an annual report by October 1 that contains three years of campus crime and fire statistics, certain campus security policies and fire prevention statements.
- Disclose crime statistics for campus, public areas immediately adjacent to or running through the campus, non-campus facilities and remote classrooms.
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety.
- Publish on-campus housing fire statistics and fire drills from the previous year.
- Compile, prepare and distribute this report by working with local law enforcement and other university officials who have significant responsibility for student and campus activities.

Members of the UCF community are encouraged to use this report as a guide for safe practices on and off campus. The Annual Security and Fire Safety Guide is published by the UCF Police Department and is available online at [http://www.police.ucf.edu/CrimeStats.html](http://www.police.ucf.edu/CrimeStats.html). The Police Department policy requires campus crime data, relative to the Clery Act, be compiled electronically and submitted annually to the Department of Education. Crime statistics are gathered for buildings owned or controlled by UCF that are used for institutional and educational purposes, as well as public property within or immediately adjacent to and accessible from campus. This data is compiled through reports made to the UCF Police Department and other Law Enforcement Agencies. Fire statistics are compiled by gathering reports from UCF and Orange County Fire Department. For a printed copy of this report, please visit the UCF Police Department located at 3610 Libra Drive, Orlando, FL 32816, or one may be requested by contacting clery@ucf.edu.
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 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 area, 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. In cases 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 UCF’s 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 is 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 UCF staff members and students 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
- Explosions
- 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. These tests will be announced and unannounced 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, contact the UCF Office of Emergency Management at 407-882-7111.

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, instruction, and information to the UCF community. The Chief of Police, the Deputy Chief of Police, the Police Supervisor 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 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 cell phone. The Chief of Police, the Deputy Chief of Police, the Police Supervisor 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, and the Emergency Management Training and Exercise Coordinator have the authority to send messages 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.

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.
Media Release or Press Conference: Depending on the nature and severity of the emergency, 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, or 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.

Radio (89.9 WUCF): Depending on the nature and severity of the emergency, WUCF and local radio news 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.

Two-way Radios: Employees on campus who utilize two-way radios for routine 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 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.

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, 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, and the Emergency Management Training and Exercise Coordinator have 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, where 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
• Turn off equipment
• Secure hazardous operations, if possible
• Take important personal items
• Close doors behind the last person out
• 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 evacuation meeting site and sign in
• Notify emergency personnel if anyone is waiting for assistance

Even 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 required to leave the building immediately but are unable to do so (because of a physical disability, injury or obstruction):

• Go to the nearest area where there are no hazards, such as a stairwell
• Notify University Police at 911
• Signal the window to emergency responders, if possible
• Remain calm, responders will arrive
• Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

• Clearly announce the type of emergency
• Offer your arm for guidance
• Tell the person you are going and alert him/her to obstacles along the way

Assisting Deaf/Hearing Impaired:

• Signal out the window to emergency responders, if possible
• Indicate directions with gestures or a written note

Assisting Mobility-Impaired/Wheelchair Users:

• Elevators should not be used to move people with disabilities
• Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance
• One individual should remain with the person(s), if it can be done without unreasonable personal risk
• Others should advise emergency personnel of the location so that the evacuation can be completed
• If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions

A shelter in place order may be issued for several reasons:

• Active Shooter
• Severe weather
• Hazardous materials
• Civil Unrest
• Hostage situation
• Or any situation 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
• Leave recommendations 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 overcrowding 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 offices
• 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 hold close 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

Shelter in Place:

What means to shelter in place

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors, take refuge indoors immediately.

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.

SEX OFFENSES

If you or someone you know has been directly impacted by sexual violence and you are unsure about reporting to the police, please contact an advocate via our 24/7 crisis hotline at 407-823-1200. Victim advocates can provide immediate assistance and support, as well as offer specific options and resources.

Recommendations for survivors of sexual violence:
- Call the 24/7 HOTLINE at 407-823-1200.
- Consider filing a police report (recommended but not required).
- Do not change your clothing.
- Do not wash your body or clothes (saving clothing items, sheets, etc. can provide important evidence even if you delay reporting or disclosing)
- Do not alter/change the scene of the crime
- Address health concerns as soon as possible (advocates can assist with related medical appointments on campus or off campus at the UCF Health Center 407-823-3850 or the local Sexual Assault Treatment Center 407-254-9415)
- Victim advocates will assist with notifying the UCF Police Department or local police if requested by the victim.
- Remember that support and assistance are only a phone call away.

VICTIM SERVICES CONTACT INFORMATION
24/7 HOTLINE: 407-823-1200
12201 Research Pkwy., Suite 450
Orlando, FL 32826
Main Office: 407-823-2425
Office Hours: Monday–Friday 8 a.m. to 4:30 p.m. victimservices.ucf.edu

THE CAMPUS SEX CRIMES PREVENTION ACT
(Section 1601 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, 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
2331 Phillips Road
Tallahassee, FL 32308
1-888-357-7332
sexpred@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.
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 contact University 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 elects to or is unable (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 assess for 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 contact 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 on a voluntary and confidential basis. 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 where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University. Personal and professional counselors, when they deem appropriate, 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 conducted 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 incidents that represent 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 Uniformed 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, safekeeping 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, 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 creates a description of your property and we get your serial number, the odds on the recovery is much higher.

If you report theft 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 creates a description of your property and we get your serial number, the odds on the recovery is much higher.

The police enter your serial number into the national and state databases. Law enforcement agencies are now able to retrieve the information so that the stolen item may be recovered and returned to you. The information is kept for 4 years and is kept confidential.

**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 Partnership 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. Schedule private groups three weeks in advance.

**PHYSICAL SECURITY ANALYSIS**
UCF Police Department Community Partnership 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 Partnership Unit during normal business hours Monday through Friday.

**OTHER SERVICES**
- What if...? Community Partnership 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 shooter.
- **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 Partnership 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/repaird 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 University of Central Florida does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, sexual assault, and stalking. As a result, the University of Central Florida issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, sexual assault, and stalking. As a result, the University of Central Florida issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus.

The university has a website dedicated to the prevention of sexual misconduct, which includes campus policies, prevention strategies, reporting mechanisms, and details on resources. The website address is www.eeo.ucf.edu.

For a complete copy of UCF’s policy governing student-related domestic violence, dating violence, sexual assault, and stalking, visit goldenerule.sdes.ucf.edu.


A. Definitions

There are numerous terms used by University of Central Florida’s Title IX Coordinator. Because both employers and employees can complain of sexual misconduct and can navigate both on campus administrative resolution processes as well as (depending on the offense) any federal or criminal resolution process, UCF is providing definitions of terms under the Rules of Conduct, in the Golden Rule Student Handbook, in the Florida Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, such as crimes that involve sexual experiences where the victim is incapable of giving consent.

Consent is defined within Florida within the criminal statute related to sexual battery. Fla. Stat. 794.01 Sexual battery. “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Consent, as defined by the Rules of Conduct in the Golden Rule Student Handbook, means any nonconsensual sexual activity which occurs on or off the UCF campus.

Submission. 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 imply 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 withdrawing consent through words or actions.
vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally deficient, or under the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent, or due to any other reason physically unable to communicate unwillingness to the act.

(a) “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

(b) “Mentally deficient” means a mental disease or defect which renders a person temporarily or permanently incapable of appraising or controlling his or her conduct.

(c) “Mentally incapacitated” means temporarily incapable of appraising or controlling his or her own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other reason physically unable to communicate unwillingness to the act.

(d) “Offender” means a person accused of a sexual offense in violation of a provision of this chapter.

(e) “Physically helpless” means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to the act.

(f) “Retaliation” includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forced confinement.

(g) “Serious personal injury” means great bodily harm or pain, permanent disability, or permanent disfigurement.

(h) “Sexual battery” means oral, anal, or genital penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

(i) “Victim” means a person who has been the object of a sexual offense.

(j) “Physically incapacitated” means bodily impaired or handicapped to the extent that someone is psychologically incapable in ability to resist or flee.

(2)(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older, without that person's consent, under any of the circumstances listed in paragraph (e), and such person was previously convicted of a violation of:

1. Section 787.012(2) or s. 787.02(2) when the violation involved a minor who was a minor and, in the course of committing that violation, the person assailant or other person who is under 18 years of age, mentally deficient, or under the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent, or due to any other reason physically unable to communicate unwillingness to the act.

2. Section 787.023(a)(2) or 3.

3. Section 787.023(a)(2) or 3.

4. Section 800.04.

5. Section 823.092.

6. Section 847.035(5); or

7. The following circumstances apply to paragraphs (a)-(d):

(i) The following circumstances apply to paragraphs (a)-(d):

(ii) The victim is physically helpless.

(iii) The offender coerces the victim by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the ability to execute the threat in the future.

(iv) The offender does not, within the lifetime knowledge or consent of the victim, administers to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.

(v) The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.

(vi) The victim is physically incapacitated.

(vii) The offender is a law enforcement officer, correctional officer, or correctional probation officer as defined in s. 943.09(1), (2), (3), (6), (7), (8), or (9), who is certified under s. 943.1395 or is an elected official exempt from certification by virtue of s. 943.253, or any other person in a position of control or authority in a K-12 school, school-related authority, school control, re-release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender has the ability to execute the threat in the future.

(viii) The victim is under 18 years of age, mentally deficient, or under the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent, or due to any other reason physically unable to communicate unwillingness to the act.

(3) A person who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process of the violation, uses weapons which are deadly or dangerous or uses actual physical force likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 794.015.

(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process of the violation, uses weapons which are deadly or dangerous or uses actual physical force likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 794.015.

(b) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process of the violation, uses weapons which are deadly or dangerous or uses actual physical force likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 794.015.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process of the violation, uses weapons which are deadly or dangerous or uses actual physical force likely to cause serious personal injury commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 794.015.

(d) A person commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 794.015.

(e) The following circumstances apply to paragraphs (a)-(d):

(f) The following circumstances apply to paragraphs (a)-(d):

(i) The following circumstances apply to paragraphs (a)-(d):

(ii) The victim is physically helpless.

(iii) The offender coerces the victim by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the ability to execute the threat in the future.

(iv) The offender does not, within the lifetime knowledge or consent of the victim, administers to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.

(v) The victim is mentally defective, and the offender has reason to know this or has actual knowledge of this fact.

(vi) The victim is physically incapacitated.

The following circumstances apply to paragraphs (a)-(d):

The victim is physically helpless.

The offender coerces the victim by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the ability to execute the threat in the future.

The offender does not, within the lifetime knowledge or consent of the victim, administers to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.

The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.

The victim is physically incapacitated.
(d) Committed the offense while under the jurisdiction of a court for a felony offense under the laws of this state, for an offense that is a felony in another jurisdiction if that offense was committed in this state; or

(2) A violation of s. 741.01 is shall be reclassified as provided 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.

(2) A violation of s. 741.01 shall be reclassified as provided 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.

(3) A felony of the second degree is reclassified to a felony of the first degree.

(3) (c) The offense described in paragraph (5)(b) is included in any sexual battery offense charged under s. 794.011(2), s. 775.082, s. 775.083, or s. 775.084. As used in this section, “sexual activity” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another; however, sexual activity does not include an act done for a bona fide medical purpose.

(3) (b) A felony of the first degree is reclassified to a life felony.

(3) (a) A felony of the second degree is reclassified to a felony of the first degree.

(2) (a) The offense described in paragraph (4)(c) which constitutes sexual battery under paragraph (1)(h) committed upon the victim's age being below a certain specified age, as provided in s. 775.082, s. 775.083, or s. 775.084.

(2) (5) “Serious personal injury” means great bodily harm or pain, permanent disability, or permanent disfigurement.

(2) (d) The offense described in paragraph (4)(c) which involves an act done for a bona fide medical purpose.

(2) (c) The offense described in paragraph (4)(d) which involves an act done for a bona fide medical purpose.

(2) (b) The offense described in paragraph (4)(b) which involves an act done for a bona fide medical purpose.

(2) (a) The offense described in paragraph (4)(a) which involves an act done for a bona fide medical purpose.

(1) This section may be cited as the “Dangerous Sexual Felony Offender Act.”

(1) Felony or misdemeanor crimes of violence committed:

(1) Felony or misdemeanor crimes of violence committed:

(1) The crimes described in paragraph (5)(a)-(c) are included in any sexual battery offense charged under s. 794.011(2), s. 775.082, s. 775.083, or s. 775.084.

(1) (i) The Department of Education defines the term “domestic violence” as:

(1) (d) The Department of Education defines the term “domestic violence” as:

(1) (c) The Department of Education defines the term “domestic violence” as:

(1) (b) The Department of Education defines the term “domestic violence” as:

(1) (a) The Department of Education defines the term “domestic violence” as:

(2) When, in this chapter, the criminality of conduct depends upon the victim's age being below a certain specified age, as provided in s. 775.082, s. 775.083, or s. 775.084.

(2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

(2) Florida criminal law defines “domestic violence” as:

(2) “Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, conviction of rape or any criminal offense involving injury or death of one family or household member by another family or household member.

(2) “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who are parents of a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

(2) “Law enforcement officer” means any person who is elected, appointed, or employed by any municipality or the state or any political subdivision thereof who meets the minimum qualifications established in s. 943.113 and is certified as a law enforcement officer under s. 943.199.

(2) Domestic Violence as defined in the Rules of Conduct, in the Golden Rule Student Handbook is violence towards a current or former spouse or intimate partner in which the individuals are currently or have previously cohabitated together.

(2) Dating Violence

(2) The Department of Education defines the term “dating violence” to mean:

(2) (1) The Department of Education defines the term “dating violence” to mean:

(2) (1) “Dating violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, conviction of rape or any criminal offense involving injury or death of one family or household member by another family or household member.

(2) (1) “Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, conviction of rape or any criminal offense involving injury or death of one family or household member by another family or household member.

(2) (1) “Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, conviction of rape or any criminal offense involving injury or death of one family or household member by another family or household member.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintance-ship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Dating Violence as defined in the Rules of Conduct, in the Golden Rule Student Handbook is violence, or threat of such violence, to an individual committed by a student who is or has been in a romantic or intimate relationship with said indi-vidual.

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, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, 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 686.41, 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. § 784.048 Stalking; definitions; penalties.

(a) As used in this section, the term:
(1) “Harass” means to engage in a course of conduct di-rected at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
(2) “Course of conduct” means a pattern of conduct com-posed 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.
(b) “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 necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarciration of the person making the threat is not a bar to prosecution under this section.
(c) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, im-ages, or language by or through the use of electronic mail or electronic communication, directed at a specific person, caus-ing substantial emotional distress to that person and serving no legitimate purpose.

Stalking as defined in the Rules of Conduct, in the Golden Rule Student Handbook is repeated, unwanted conduct toward or contact with another person that creates fear for the person’s safety or the safety of others, or causes an individual to suffer emotional distress. Such conduct is direct, indirect, or through a third party using any type of action, method, or means. Cy-ber stalking is also included in this definition.

B. Education and Prevention Programs

UCF engages in comprehensive, intentional, and integrated programs, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

(i) Are carefully relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
(ii) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new em-ployees and ongoing awareness and prevention campaigns for students and employees that:

• Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
• Defines, using definitions provided both by the Department of Education as well as state law, what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
• Defines what behavior and actions constitute consent to sexual activity in the State of Florida and the Rules of Conduct;
• Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or interven when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes recognizing situations of potential harm among institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action if appropriate:

• Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander reaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
• Provides an overview of information contained in the Annual Security and Fire Safety Guide in compliance with the Clery Act.

UCF has developed an annual educational campaign consist-ing of presentations that include distribution of educational materials to new students, participating in and presenting in formation and materials during new employee orientation, and ongoing awareness prevention programming and activities to all students and employees.

UCF offered the following primary prevention and awareness programs for all incoming students in 2016:

<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>Not Anymore</td>
<td>January 1 – June 30</td>
<td>Mandatory for all incoming undergraduate and graduate students</td>
<td>Online</td>
</tr>
<tr>
<td>Haven</td>
<td>July 1 – December 31</td>
<td>Mandatory for all incoming undergraduate students</td>
<td>Online</td>
</tr>
<tr>
<td>Title IX Webcourse</td>
<td>July 1 – December 31</td>
<td>Mandatory for all incoming graduate students</td>
<td>Online</td>
</tr>
</tbody>
</table>

UCF offered the following primary prevention and awareness programs for all new employees in 2016:

<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>Actions to Prevent and Correct Discrimination</td>
<td>Online</td>
<td>Online</td>
<td>Sexual Assault</td>
</tr>
<tr>
<td>Victim Services Information</td>
<td>Online</td>
<td>Online</td>
<td>Sexual Assault, Stalking, Domestic Violence</td>
</tr>
</tbody>
</table>

UCF offered the following ongoing awareness and prevention programs for students in 2016:

<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>Stalking Awareness Month &amp; Human Trafficking Awareness Month, weekly tabling events</td>
<td>January 15, 23, 27</td>
<td>Student Union Patio, MSB, CHM5</td>
<td>Sexual Assault, Stalking, Domestic Violence, Human Trafficking</td>
</tr>
<tr>
<td>Hunting Ground Viewing &amp; Panel Discussion, Dating Violence Awareness Month, weekly tabling events, One Billion Rising Rally for Consent</td>
<td>February 1, 3, 12, 17-19</td>
<td>Student Union Patio, Classroom Bldg. 1 Rm 101, Student Union Rm 316, Student Union Rm 218</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Weekly tabling events, Knightsquare, UCF Care &amp; Day, The Clothesline Project, It’s On Us Awareness Walk, The Vagina Monologues, Pride Coalition Spring Fling, In Her Shoes, Helping Someone in Crisis, Bystander Intervention</td>
<td>March 1, 2, 4, 14, 15, 17, 19, 20, 23, 28, 30, 31</td>
<td>Student Union Atrium, Student Union Patio, Ferrell Commons Courtyard, Student Union Pegasus Ballroom, Northview Community Room, HEC Rm 104</td>
<td>Sexual Assault, Stalking, Domestic Violence, Dating Violence</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month, Victim’s Rights Week, The Clothesline Project, Anti-Street Harassment, It’s On Us</td>
<td>April 4, 12, 14, 18, 20, 27</td>
<td>The Clothesline Project was displayed all month in the Student Union Atrium</td>
<td>Student Union Atrium, Student Union Patio, Northview Community Room</td>
</tr>
</tbody>
</table>

UCF offered the following ongoing awareness and prevention programs for students in 2016:
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. These procedures 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 support such as housing, academic, transportation, and working 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, Office of Institutional Equity, Title IX Coordinator at Wayne Dansch 1, Rm 123, Florida Council Against Sexual Violence, 32816 (407) 823-1336 http://www.eeo.ucf.edu/ to report incidents of sexual assault, domestic violence, dating violence, and/or stalking.

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 a hospital or any campus location, whether or not the survivor wants to make an official report to law enforcement. Police are required to: 1) assess information provided to them for purposes of determining if a Timely Warning (community alert) needs to be sent out; 2) determine if the crime statistic should be included in their annual count; and 3) notify the the Title IX Coordinator. Equal Opportunity & Affirmative Action Office of the call, but a victim's personal identifying information would never be publicly disclosed.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the best/linen area where they were assaulted if the offense occurred within the past 96 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 or other remedies 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 diseases. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving a complainant and an accused party, such as housing, academic, transportation, and working 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, Office of Institutional Equity, Title IX Coordinator at Wayne Dansch 1, Rm 123, Florida Council Against Sexual Violence, 32816 (407) 823-1336 http://www.eeo.ucf.edu/ to report incidents of sexual assault, domestic violence, dating violence, and/or stalking.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at a certified Sexual Assault Treatment Center. The Florida Council Against Sexual Violence’s (FCAOV) hotline number 1-800-956-7275, will route calls to local crisis centers and also UCF Victim Services Hotline 407-823-1200 should be contacted for immediate assistance in accessing services at the local Sexual Assault Treatment Center. The FCAOV website also includes a search for local sexual violence treatment centers http://www.fcaov.org/find-your-local-center.
strongly encourages all members of its community to report violations of this policy. UCF may, in its discretion, decide not to report a violation if it is not likely than not that the sexual misconduct, dating violence, sexual assault, or stalking occurred. The standard of evidence used to determine responsibility is a preponderance of evidence, meaning that it is more than likely than not that the sexual misconduct, dating violence, sexual assault, 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 related to reporting and responding to misconduct.

If a report of sexual assault, stalking, sexual assault, or domestic violence is reported to UCF, the following are the procedures that UCF will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

1. Depending on when the incident is reported (immediate vs delayed report), provide the victim/survivor with access to medical care as needed.
2. Provide immediate assistance to the victim/survivor in contacting local police if the victim/survivor requests AND provide the victim/survivor with contact information for the local police department.
3. Provide the victim/survivor with referrals to off and on campus resources as required.
4. Assess immediate safety needs of the victim/survivor.
5. Assist the victim/survivor in contacting local police if the victim/survivor requests AND provide the victim/survivor with contact information for the local police department.
6. Provide the victim/survivor with referrals to on and off campus resources as required.
7. Assess need to implement interim or long-term measures to protect the victim/survivor, such as housing changes and/or changes in class schedules for students, changes in employment for faculty and staff, and/or changing assignments both on and off campus.
8. Provide a "no trespass" directive to the victim/survivor on how to apply for Protective Order.
9. Inform the victim/survivor of the outcome of the investigation, including whether the perpetrator is administratively charged, and inform the victim/survivor of the outcome of any hearing that may have taken place.
10. Provide information to the victim/survivor on how to proceed.
11. Enforce the anti-retaliation policy and take immediate action to prevent retaliation against a person for complaining of sex-based discrimination.

Injunctions
UCF complies with Florida law in recognizing orders of protection known as injunctions in Florida. There are five types of injunctions that differ based on the nature of the threat and the victim's relationship to the abuser: Injunctions are issued by the courts of Florida.

Domestic Violence Injunctions
You may file a Domestic Violence Injunction if there has been an incident of violence by a Respondent who is your immediate family by another person. At least one of those acts of violence must have occurred within the last six months of the application.

Sexual Violence Injunctions
You may file a Sexual Violence Injunction if there has been an incident of violence where a sexual act is committed or attempted against another person. In addition, you must have reported the sexual violence to law enforcement and be continuing to cooperate with the criminal proceeding.

Dating Violence Injunctions
You may file a Dating Violence Injunction if there has been an incident of violence between individuals who have had a continuing relationship of a romantic and intimate nature. The relationship must have existed within the past six months.

Stalking Violence Injunctions
You may file a Stalking Violence Injunction if someone you know or have a continuing relationship with you repeatedly on a period of time creates a reasonable fear in you, and if the following are true: You may file a Stalking Violence Injunction if someone you know or have a continuing relationship with you repeatedly on a period of time creates a reasonable fear in you, and if the following are true:

Please refer to the Orange County Clerk of Court webpage for more information on the types of injunctions and the requirements for filing with http://www.myorangeclerk.com/enu/Pages/court-services/Injunctions.aspx .

Any person who obtains an order of protection from Florida or any U.S. State should provide a copy to the UCF Police Department and the University's Equal Opportunity & Affirmative Action Office. A victim may then meet with Police and Student Conduct personnel to discuss an action plan, which is a plan for the UCF Police Department and the victim to reduce risk of harm while on campus or coming and going from campus. The action plan may include but is not limited to: escorts, different parking arrangements, providing 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 Courthouse located at 425 N. Orange Avenue Orlando, FL 32801 407-836-2000. Hours of operation are Monday through Friday from 8:00 am to 4:00 pm if you are the victim of dating violence, domestic violence, sexual assault, or stalking and need an emergency injunction after hours, on weekends, or holidays, contact your local police department or if on campus, the UCF Police Department.

UCF may issue an institutional no contact order if deemed appropriate or at the request of a victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the victim's health, personal and academic safety and privacy are protected, pending the outcome of a formal university 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, visa & 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 with a specific need to know who are investigating/ adjudicating the complaint or delivering resources or support services to the victim. For example, publicly available records-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 1395a (201). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
## Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

### 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>4090 Libra Drive Orlando, FL 32816</td>
<td>407-823-2811</td>
</tr>
<tr>
<td>Director of Wellness</td>
<td>12800 Gemini Blvd. S. 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 Diversity Initiatives</td>
<td>1424 Research Pkwy, Suite 169 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>12692 Gemini Blvd. S, Rm 123 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>4098 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>407-823-2425 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>
</tbody>
</table>

### Off-Campus

<table>
<thead>
<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>Mental Health Association of Central Florida</td>
<td>1525 E Robinson Street Orlando, FL 32801</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 680748 Orlando, FL 32868</td>
<td>Hotline: 407-886-2856</td>
</tr>
<tr>
<td>Help Now of Osceola Inc. (DV Shelter, Osceola County)</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 32801</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>2001 E. Iris 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>2711 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
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, including:

- http://www.shield.ucf.edu
- UCF website dedicated to preventing sexual misconduct
- http://www.rainn.org
- Rape, Abuse and Incest National Network
- Department of Justice
- http://www2.ed.gov/about/offices/list/ocr/index.html
- University of Florida, Education of, 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 are 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. This could be when a person is yelling at or being physically abusive towards another and it is not 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 on, 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, sexual advantage of another person.

5. Refer people to on or off campus resources listed in the guide for support in health, counseling, or with harassment (taken from Rape, Abuse, & Incest National Network). Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

Risk Reduction

With no intention 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 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 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. Arrive together, 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, it is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, seem out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character.

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 ask for the code word. Then you can comfort 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. Lie. 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 can use 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 sexual misconduct. These sanctions include sexual misconduct (with the Title IX Coordinator, Equal Opportunity & Affirmative Action Office). If you are accused of sexual misconduct, 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://eeoc.ucf.edu.

Rights of Students and Employees Accused of Sexual Misconduct

If you have been accused of sexual misconduct including sexual harassment, domestic violence, sexual advantage, 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 investigator(s) and consider other evidence.

3. ADVISOR. You have the right to select an advisor to support and 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 or 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 name of the person who alleges the violation and the source of the information received by the university. You may request and receive a copy of the complaint. You have the right to be present at any hearing and to have an advisor of your choice present. If you are a student, you have the right to be represented by the university’s in-house legal counsel. If you are an employee, you have the right to be represented by legal counsel of your choice.

6. INFORMATION. You have the right to information regarding the status of the complaint against you, including the outcome of the 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 harassment, domestic violence, sexual advantage, 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 violence or harassment whose cases are handled by the Office of Student Conduct in a formal hearing have certain rights in the conduct process as listed below. The following provisions are designed to
The victim/survivor must be informed of the outcome of the hearing and the outcome of any appeal without a commitment to protect the confidentiality of the information, pursuant to the Clery Act Regulations, 34 CFR 668.46(b)(1). 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 next of kin shall 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-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 the final outcome.

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 and resolution process transparent to the accuser and the accused. The UCF disciplinary process does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to the victim. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, and the methods 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 accuser, 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 the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by 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 result 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 finding of more likely than not that a violation occurred will lead to the initiation of disciplinary procedures 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. Restorative conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; inability to receive any University award, scholarship, loan, 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 function. Under probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with University rules. However, 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. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.

Disciplinary Suspension

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 expulsion 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 during the Student Conduct Review Process shall be authorized to be on University premises, unless otherwise notified in writing, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on University premises unless approved in advance under conditions approved by the Director of the OSRR. In determining if and to what extent suspended students shall be suspended, a third 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.

When an Employee is the Accused

The following guidelines are the procedure referenced in UCF Regulation 3.001, Non-Discrimination and Affirmative Action. They implement UCF Regulation 3.0154, 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 generally, with the understanding that the primary intent is to determine the facts, identify any violation of UCF’s 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 the exercise of sensitivity and respect and dignity. These secondary goals may foster actions by UCF president that correct perceptions or enhance the climate despite no finding of a violation of the regulation prohibiting such actions. Such actions will be differentiated from corrective measures implemented based on findings of a violation.

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/tix_dis.html) and the Campus SaVE Act (http://campusavesact.org/). Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise. To ensure fairness to victims/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 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 the 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.

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 should not be questioned directly by the accuser or accused, 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 (see section 5.009 #5 for more information) to include appropriate compensations if the charged student is found to have been in violation of the Rules of Conduct.

10. A victim or survivor and the charged student, will be informed of the outcome of the student conduct review, any appeal process concurrently in writing, after making a commitment to protect the confidentiality for all persons involved as outlined in the Equal Opportunity and Privacy Act Regulations, 34 CFR 99(a)(18). The victim/survivor must be informed of the
This procedure is presented in six sections: Intake, Investigation, Communication and 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. Visits, calls, signed and unsigned written communication are all 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 as a 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 proceeding is in progress. If jurisdiction over a grievance is determined, the grievance file may be shared with respondents in original format. However, it is more likely that it will be presented in a format in which each statement is related to the charge, with even removed. EO/AA does not require the grievant to specify the pertinent laws or mention the title of the regulation UCF 3.001. The office is responsible for comparing the alleged discriminatory actions to any university regulations that fall within its jurisdiction. This procedure is in place to help UCF comply with UCF 3.001; all parameters of that regulation should be examined in the investigation. The remedy selected will be considered by a notary of the evidence in a manner that allows UCF president to direct appropriate discipline or corrective actions.

At the option of UCF, investigation may proceed without a written, signed statement. Complaints that do not meet the discrimination grievance procedure may be acted upon in a problem-solving manner, which may differ in form and notification from a Discrimination Grievance. For example, there are cases in which documentary evidence overrules the need for a signed complaint (i.e., allegations of a biased grading pattern or a hostile classroom environment).

Techniques to invite statements without leading the witnesses might include sampling of potential targets of discriminatory conduct. Correspondence from the Office to the respondent in such cases will indicate that no signed complaint is on file. It may also indicate that no individual remedy will be granted to the individual who supplied the original information.

Grievants will be advised of other forums for resolution, internal (administrative) and external. There may be a bar to their participation in more than one administrative forum. They are also encouraged to inform themselves using the “Resources” tab on the EO/AA homepage.

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, disability, 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 a notice to the respondent(s) that an investigation of the listed allegations has been initiated. This notice may contain slight detail and may only serve to inform the respondent, not call for a 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, and the progress of the proceeding. 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 may be notified of this 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 respondents.

An investigation plan then is developed by the Office. It usually entails elements such as notification 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 investigative process. 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 persons 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 discrimination of corrective actions (which might include discipline) is made at this level. Administrative resolution of the grievance is the goal of the process. In any case, grievants who choose to be represented should be aware that arranging for all parties 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 notice may contain slight detail and may only serve to inform the respondent, not call for a response.

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 on each issue.

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 corrective and disciplinary actions. 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 to address 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 improvement 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 recommendation 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.

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 for implementation. They then may be assigned 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 will be 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 3.001 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 or 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.

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 F.S. 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.
REPORTING HATE CRIMES

A 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
- Sexual Orientation
- Gender
- Ethnicity
- Race
- Disability
- Religion
- Gender Identity
- Domestic Violence
- Dating Violence
- Stalking
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism
- Burglary
- Motor Vehicle Theft
- Arson
- Robbery
- Rape
- Arson
- Motor Vehicle Theft
- Aggravated Assault
- Robbery
- Arson
- Motor Vehicle Theft
- Other Crimes Involving Bodily Injury

Hate crimes must be reported by category of prejudice:

- Race
- Gender
- Disability
- 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

FIRE 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 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 the door 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, use 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 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 cleanest 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 notify a RA. Attempt to put out the fire before you evacuate if you are able to do so. You may also contact a RA.

Evacuation Locations: Each building has a designated evacuation location. Resident Assistants (RA) will inform residents of this location during their first residence hall meeting. Each evacuation location will be at least 400 feet from the building. If you think someone is missing or trapped inside the building, report this to the staff and emergency personnel on site.

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, accidentally 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: 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 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 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.

Fires are 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 evaluating the building 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 systems there. At present UCF is upgrading with the fire alarm systems in Orange, Brevard and Seminole Halls. Future upgrades will include updating the fire panels in Citrus, Flagler and Sunter Halls. The Department of Health and Safety (EH&S) also monitors the training needs for added topic 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.

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Fires can present a serious problem in affiliated housing apartment communities. Though damage is usually confined to property destruction, the loss of personal items or of life is a possibility. Knights Circle and The Pointe at Central management highly support individual responsibility, creativity, integrity and excellence.

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All 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 a smoke detector detects smoke 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 resident to replace batteries 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 the office immediately, if they need assistance.

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 maintain a work order and they will check the equipment.

FIRE PREVENTION - GENERAL SAFETY

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 coffeepots 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.

Refuse disposal: All garbage resulting from the preparation of food in all facilities must be placed in a garbage bag and taken directly to the area dumpsters to avoid odor, attracting bugs or contributing to unsanitary conditions. Refuse is not permitted to accumulate in excessive quantities and shall not be left in common areas.

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.

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 lighter 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

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<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>
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<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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### Definitions

**Locations**
Crime statistics are reported according to the following geographic categories: on-campus and off-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 educational 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 used 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 probably great bodily harm. This type of assault usually occurs in a family or 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 Report at Main Campus

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### CrmSeCurity 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.

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**Notes:**
Statutes 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. Non-campus statistics also include incidents occurring on UCF’s Greek housing and during the Study Abroad Program.

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**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.**
The 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

Theft 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.

1. 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.
2. The UCF Police Department offers another property registration program called “Operation I.D.” An officer will engrave your driver 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.

10 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.

PREVENT CAMPUS THEFT

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**

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<td>Safe Escort Patrol Service</td>
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<td>National Sexual Assault 24-Hour Hotline</td>
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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.

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UCF is a smoke-free campus.