

ANNUAL SECURITY & FIRE SAFETY GUIDE

UNIVERSITY OF CENTRAL FLORIDA



2015-2016

UCF POLICE DEPARTMENT



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THE UNIVERSITY *of* CENTRAL FLORIDA

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
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 M. Beary
Richard Beary, Chief of Police



MISSION, VALUES, VISION, & GOALS



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 Sherriff's Office, Seminole County Sherriff's Office, Orlando Police Department, Oviedo Police Department, Florida Highway Patrol and the Florida Department of Law Enforcement. The UCF Police Department also has legal agreements with neighboring law enforcement agencies to help accomplish this mission. Criminal activity at off campus locations involving student organizations officially recognized by UCF are monitored and recorded through local law enforcement agencies.

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

by the state university, or when such violations occur within a specified jurisdictional area as agreed upon in a mutual aid agreement entered into with another law enforcement agency.

VALUES

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

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

VISION

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

GOALS

- Increase police coverage for the university community by expanding programs currently offered and adding new services as required.
- Increase communications by routinely publishing information on crime prevention and awareness, and by providing educational programs to increase the community's knowledge and safety as it relates to police services.
- Meet the challenges of maintaining and improving law enforcement services by aggressively seeking, employing, and retaining high-quality law enforcement professionals.
- Continually train all officers to be knowledgeable of current laws and procedures.
- Ensure that the department's members represent the constituency it serves and do not discriminate.
- Maintain and upgrade communications, alarm and surveillance systems, patrol vehicles, and other police equipment needed to effectively provide comprehensive police service.

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>. 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 ALERT

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 segment, as well as determine the content of the notification and initiate some or all of the notification systems as described below. These entities work together to provide timely and accurate information to the UCF community. All incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other UCF community members and a UCF Alert would not be distributed. 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 faculty and 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
- Explosion
- 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 OR 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:

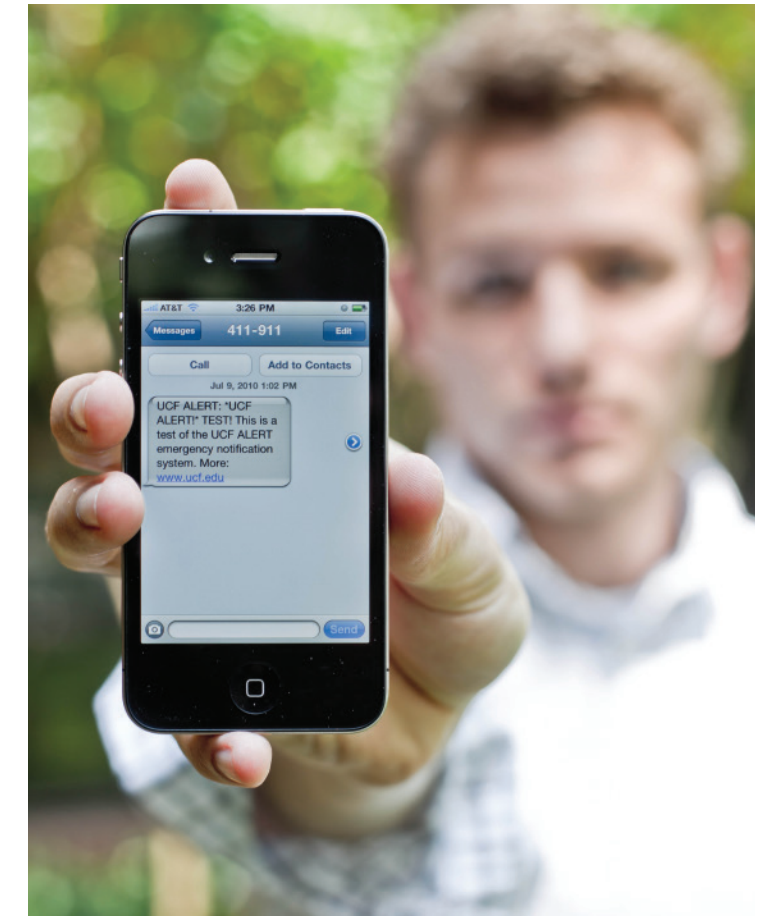
UCF Emergency Home Page (ucf.edu): The UCF home page will become the UCF Emergency home page during a major emergency and will provide updates, instruction, and information to the UCF community. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher 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 method.

Sirens (Giant Voice and Speaker Sirens):

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

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

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



the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

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

SECONDARY NOTIFICATIONS

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

HEARO Radios: These desktop radios have been placed throughout the UCF campus and allow Emergency Management to be able to send scrolling text to them during an emergency. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

UCF Main Phone Line (407-823-2000): Recorded messages of current events and instructions will be posted here. The Chief of Police, the Deputy Chief of Police, the Police Supervisor on duty, the Senior Police Dispatcher on duty, and the Director of Emergency Management, or designee, have the authority to create messages for this system. The Associate Vice President for Communications and Public Affairs, the Director of Emergency Management, the Director of News and Information, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, the Emergency Management Training and Exercise Coordinator, and the Senior Communications Coordinator for News and Information have the authority to send messages using this system.

Two-way Radios: Employees on campus who utilize two-way radios for 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, and the Director of Emergency Management, or designee, have the authority to create messages for this system. Police Officers, the Director of Emergency Management, the Emergency Management Logistics and Administration Specialist, the Emergency Management Plans and Programs Coordinator, and the Emergency Management Training and Exercise Coordinator have the authority to send messages using this system.

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

Radio (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.

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 out 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 where you are going and alert him/her to obstacles along the way

Assisting Deaf/Hearing Impaired:

- Turn lights on and off to gain the person's attention
- 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

SHELTER IN PLACE: WHAT IT 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.

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

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. Visit <http://offender.fdle.state.fl.us/offender> for more information or <http://offender.fdle.state.fl.us/offender/Search.jsp> to search for an offender by name, neighborhood, university, or email/IM.



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. Pastoral 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.

CAMPUS SECURITY AUTHORITIES

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

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 <http://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.

CRIME PREVENTION & SECURITY AWARENESS SERVICES

SAFE ESCORT PATROL SERVICE (SEPS)



Under the supervision of the UCF Police Department, this service provides free safe passage for students, faculty and staff members, and visitors who need to cross the main campus after dark. Call 407-823-2424 Sunday through Thursday,

7 p.m. to 1 a.m. for an escort. After 1 a.m. call 407-823-5555 for a main campus escort. All SEPS personnel receive a full background check prior to becoming employed by the UCF Police Department.

OPERATION ID/PROPERTY REGISTRATION

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

If you report theft of your property and you don't have the information that law enforcement needs to help you, the odds on getting your property back diminish. If you use the online property registration program that 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 only accessible to law enforcement officers. This program is available 24 hours a day throughout the year and just takes minutes to do.

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

ORIENTATION AND CRIME PREVENTION PROGRAMS

The UCF Police Department partners with the Office of First Year Experience to speak to students and their families about social behavior, crime prevention, and the services offered by the UCF Police Department.

This is conducted during new student orientation. Students and parents receive information about preventing property crimes such as theft and vehicle burglaries, as well as self-defense classes. After the presentation, parents have the ability to speak to UCF Police Officers one-on-one regarding crime and crime prevention.

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

S.A.F.E.

Self-defense Awareness and Familiarization Exchange (S.A.F.E.) is a two hour educational awareness, crime-victim prevention program. This class provides teenaged and adult women with strategies, techniques, and information that may reduce their risk of exposure to violence, as well as introduces them to the physical aspects of self-defense. S.A.F.E. classes are held once per month at the UCF Police Department and costs \$5. Separate classes offered for private groups of eight to 20 women and can be held in a private room on campus. Please schedule private groups three weeks in advance.

PHYSICAL SECURITY ANALYSIS

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

OTHER SERVICES

- **What if...?:** Community Relations officer help students develop the thought process to identify their strengths and weaknesses in emergency situations.
- **Basic Vehicle Maintenance:** Do you know where your dip stick is? Could you change the tire if it went flat? We're here to help you learn the basics of vehicle maintenance.

- **Q & A Sessions** – Have you always wondered why police use so many lights on a vehicle stopped for a traffic violation? Or maybe you have a relative who needs help with a stalker. This is your chance to ask questions that an officer may be able to help you with. Just ask!
- **Spring Break** – Suggestions to keep you safe while traveling.
- **Identity Theft** – Learn how to protect yourself from becoming a victim of ID Theft and learn how to identify some of the latest scams.
- **Criminal Justice for Beginners** – Learn the basics of what happens when someone is arrested and booked into jail.
- **Digital Safety and Awareness** – Learn how to protect yourself while using various social network programs online.
- **Shots Fired** – In conjunction with the Office of UCF Emergency Management, suggestions are discussed for dealing with an active shooter.
- **Concealed Weapons**– Brief overview on laws regarding concealed firearms and concealed weapons both on and off campus.

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

BICYCLE IMPOUNDMENT



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

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



THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

The University of Central Florida does not discriminate on the basis of sex 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, 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 when it is reported to a University official. In this context, the University of Central Florida prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

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.shield.ucf.edu.

For a complete copy of UCF's policy governing student-related domestic violence, dating violence, sexual assault, and stalking, visit <http://goldenrule.sdes.ucf.edu>.

For a complete copy of UCF's policy statement governing sexual misconduct (and related policies, procedures and statements from the administration), visit <http://www.eeo.ucf.edu/documents/new/Discrimination%20-%20Descriptions,%20Prevention%20-%20Sexual%20Harassment.pdf>.

A. Definitions

There are numerous terms used by University of Central Florida in our policies and procedures. Because both employees and students can complain of sexual misconduct and can navigate both on campus administrative resolution processes as well as (depending on the offense) an external criminal resolution process, UCF is providing definitions of terms under the Rules of Conduct, in the Golden Rule Student Handbook as well as definitions from the Department of Education and the State of Florida. Questions regarding any terms used in this document related to sexual misconduct should be directed to UCF's Title IX Coordinator/EO Officer, Human Resources or the Office of Student Rights and Responsibilities.

Consent is defined in Florida within the criminal statute related to sexual battery. Fla. Stat. §794.011 Sexual battery. — (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.**

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. 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 defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
- vii. Any attempted acts of sexual misconduct are also violations of this policy.

Sexual Assault

"Sexual assault" is defined by the Department of Education as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Rape and sexual assault are called "Sexual Battery" under Florida criminal law.

Fla. Stat. § 794.011 Sexual battery.

(1) As used in this chapter:

- (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 defective" means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.
 - (c) "Mentally incapacitated" means temporarily incapable of appraising or controlling a person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.
 - (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 an act.
 - (f) "Retaliation" includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
 - (g) "Serious personal injury" means great bodily harm or pain, permanent disability, or permanent disfigurement.
 - (h) "Sexual battery" means oral, anal, or vaginal 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 and substantially limited in ability to resist or flee.
- (2)(a) A person 18 years of age or older who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a capital felony, punishable as provided in ss. 775.082 and 921.141.
- (b) A person less than 18 years of age who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.
- (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 thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.
- (4) A person who commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the following circumstances, commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115:
- (a) When the victim is physically helpless to resist.
 - (b) When the offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reason-

ably believes that the offender has the present ability to execute the threat.

- (c) When the offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the ability to execute the threat in the future.
- (d) When the offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance which mentally or physically incapacitates the victim.
- (e) When the victim is mentally defective and the offender has reason to believe this or has actual knowledge of this fact.
- (f) When the victim is physically incapacitated.
- (g) When the offender is a law enforcement officer, correctional officer, or correctional probation officer as defined by s. 943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under the provisions of s. 943.1395 or is an elected official exempt from such certification by virtue of s. 943.253, or any other person in a position of control or authority in a probation, community control, controlled 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 is in a position of control or authority as an agent or employee of government.
- (5) A person who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process thereof does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.
- (6) The offense described in subsection (5) is included in any sexual battery offense charged under subsection (3) or subsection (4).
- (7) A person who is convicted of committing a sexual battery on or after October 1, 1992, is not eligible for basic gain-time under s. 944.275. This subsection may be cited as the "Junny Rios-Martinez, Jr. Act of 1992."
- (8) Without regard to the willingness or consent of the victim, which is not a defense to prosecution under this subsection, a person who is in a position of familial or custodial authority to a person less than 18 years of age and who:
 - (a) Solicits that person to engage in any act which would constitute sexual battery under paragraph (1)(h) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
 - (b) Engages in any act with that person while the person is 12 years of age or older but less than 18 years of age which constitutes sexual battery under paragraph (1)(h) commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
 - (c) Engages in any act with that person while the person is less than 12 years of age which constitutes sexual battery under paragraph (1)(h), or in an attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony, punishable pursuant to subsection (2).

(9) For prosecution under paragraph (4)(g), acquiescence to a person reasonably believed by the victim to be in a position of authority or control does not constitute consent, and it is not a defense that the perpetrator was not actually in a position of control or authority if the circumstances were such as to lead the victim to reasonably believe that the person was in such a position.

(10) Any person who falsely accuses any person listed in paragraph (4)(g) or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(g) is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Fla. Stat. § 794.0115 Dangerous sexual felony offender; mandatory sentencing.

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

(2) Any person who is convicted of a violation of s. 787.025(2)(c); s. 794.011(2), (3), (4), (5), or (8); s. 800.04(4) or (5); s. 825.1025(2) or (3); s. 827.071(2), (3), or (4); or s. 847.0145; or of any similar offense under a former designation, which offense the person committed when he or she was 18 years of age or older, and the person:

(a) Caused serious personal injury to the victim as a result of the commission of the offense;

(b) Used or threatened to use a deadly weapon during the commission of the offense;

(c) Victimized more than one person during the course of the criminal episode applicable to the offense;

(d) Committed the offense while under the jurisdiction of a court for a felony offense under the laws of this state, for an offense that is a felony in another jurisdiction, or for an offense that would be a felony if that offense were committed in this state; or

(e) Has previously been convicted of a violation of s. 787.025(2)(c); s. 794.011(2), (3), (4), (5), or (8); s. 800.04(4) or (5); s. 825.1025(2) or (3); s. 827.071(2), (3), or (4); s. 847.0145; of any offense under a former statutory designation which is similar in elements to an offense described in this paragraph; or of any offense that is a felony in another jurisdiction, or would be a felony if that offense were committed in this state, and which is similar in elements to an offense described in this paragraph, is a dangerous sexual felony offender, who must be sentenced to a mandatory minimum term of 25 years imprisonment up to, and including, life imprisonment.

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

(4) The offense described in subsection (2) which is being charged must have been committed after the date of commission of the last prior conviction for an offense that is a prior conviction described in paragraph (2)(e).

(5) It is irrelevant that a factor listed in subsection (2) is an element of an offense described in that subsection. It is also irrelevant that such an offense was reclassified to a higher felony degree under s. 794.023 or any other law.

(6) Notwithstanding s. 775.082(3), chapter 958, any other law, or any interpretation or construction thereof, a person subject to sentencing under this section must be sentenced to the mandatory term of imprisonment pro-

vided under this section. If the mandatory minimum term of imprisonment imposed under this section exceeds the maximum sentence authorized under s. 775.082, s. 775.084, or chapter 921, the mandatory minimum term of imprisonment under this section must be imposed. If the mandatory minimum term of imprisonment under this section is less than the sentence that could be imposed under s. 775.082, s. 775.084, or chapter 921, the sentence imposed must include the mandatory minimum term of imprisonment under this section.

(7) A defendant sentenced to a mandatory minimum term of imprisonment under this section is not eligible for statutory gain-time under s. 944.275 or any form of discretionary early release, other than pardon or executive clemency, or conditional medical release under s. 947.149, before serving the minimum sentence.

Fla. Stat. § 794.02 Common-law presumption relating to age abolished.

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

Fla. Stat. § 794.021 Ignorance or belief as to victim’s age no defense.

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

Fla. Stat. § 794.023 Sexual battery by multiple perpetrators; reclassification of offenses.

(1) The Legislature finds that an act of sexual battery, when committed by more than one person, presents a great danger to the public and is extremely offensive to civilized society. It is therefore the intent of the Legislature to reclassify offenses for acts of sexual battery committed by more than one person.

(2) A violation of s. 794.011 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.

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

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

This subsection does not apply to life felonies or capital felonies. For purposes of sentencing under chapter 921 and determining incentive gain-time eligibility under chapter 944, a felony offense that is reclassified under this subsection is ranked one level above the ranking under s. 921.0022 or s. 921.0023 of the offense committed.

Fla. Stat. § 794.05 Unlawful sexual activity with certain minors.

(1) A person 24 years of age or older who engages in sexual activity with a person 16 or 17 years of age commits a felony of the second degree, punishable

as provided in 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.

(2) The provisions of this section do not apply to a person 16 or 17 years of age who has had the disabilities of nonage removed under chapter 743.

(3) The victim’s prior sexual conduct is not a relevant issue in a prosecution under this section.

(4) If an offense under this section directly results in the victim giving birth to a child, paternity of that child shall be established as described in chapter 742. If it is determined that the offender is the father of the child, the offender must pay child support pursuant to the child support guidelines described in chapter 61.

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

Domestic Violence

The Department of Education defines the term “domestic violence” to mean:

- 1) Felony or misdemeanor crimes of violence committed:
 - (i) By a current or former spouse or intimate partner of the victim;
 - (ii) By a person with whom the victim shares a child in common;
 - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 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.

Florida criminal law defines “domestic violence” as:

Fla. Stat. § 741.28 Domestic violence; definitions. As used in ss. 741.28-741.31:

(1) “Department” means the Florida Department of Law Enforcement.

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

(3) “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 if 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 have 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.

(4) “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. 943.13 and is certified as a law enforcement officer under s. 943.1395.

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.

Dating Violence

The Department of Education defines the term “dating violence” to mean violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

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

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

Fla. Stat. § 784.046 (1) (d) “Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
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 acquaintanceship 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 individual.

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 668.41, 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.

(1) As used in this section, the term:
 (a) “Harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
 (b) “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
 (c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.
 (d) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress

to that person and serving no legitimate purpose. 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. Cyber stalking is also included in this definition.

B. Education and Prevention Programs

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

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- 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 employees 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 intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction 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 consisting of presentations that include distribution of educational materials to new students, participating in and presenting information 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 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
"Not Anymore"	Mandatory for all incoming undergraduate and graduate students	Online	Sexual Assault, Stalking, Domestic Violence, Dating Violence

UCF offered the following primary prevention and awareness programs for all new employees in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Actions to Prevent and Correct Discrimination	Online	Online	Sexual Assault
Victim Services Information	Online	Online	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Equal Opportunity Training for New Faculty Members	August 11	Student Union Ballroom	Sexual Assault, Stalking, Domestic Violence, Dating Violence

UCF offered the following ongoing awareness and prevention programs for students in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
UCF Cares Prevention Training	January 7 – February 18	Fraternity and Sorority Life	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Stalking Awareness Month & Human Trafficking Awareness Month, weekly tabling events, Late Knights tabling event, Stalking & Pop Culture Workshop	January 8, 10, 15, 22, 28-29	Student Union Patio, Student Union Pegasus Ballroom, Student Union Cape Florida Ballroom	Sexual Assault, Stalking, Domestic Violence, Dating Violence, Human Trafficking
Dating Violence Awareness Month, weekly tabling events, Late Knights tabling event, One Billion Rising, Human Trafficking Awareness Forum, Love is Not Abuse Workshop, Know Your Rights tabling event, Know Your Rights Panel	February 5, 11-14, 18-19, 26	Student Union Patio, Memory Mall, Student Union Key West Ballroom, Student Union Room 223, Student Union Atrium, Student Union Room 218	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Weekly tabling events, Late Knights tabling event, The Vagina Monologues	March 5, 12, 14, 19, 22, 26, 28	Student Union Patio, Student Union Pegasus Ballroom	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Sexual Assault Awareness Month, Clothesline Project, SAAM Day of Action, weekly tabling events	April 2, 4, 9, 16; Clothesline Project displayed for entire month of April in Student Union Atrium	Student Union Atrium, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Weekly tabling events, Late Knights tabling event	August 19-20, 22, 27	Breezeway, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
National Campus Safety Awareness Month, Campus Safety Fair, Cupcakes for Consent Day of Action, Late Knights tabling event, weekly tabling events, Safety Drop-In tabling events, Campus Connections tabling event	September 3, 10, 12, 17, 19, 23-24	Student Union Pegasus Ballroom, Student Union Patio, Knights Circle housing complex, Towers housing complex, Northview housing complex, Library	Sexual Assault, Stalking, Domestic Violence, Dating Violence

Sexual Misconduct Training for Conduct Board Members	September 9	Health Center	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Domestic Violence Awareness Month, Light up the Night, Clothesline Project, weekly tabling events, Healthy Knights Expo, LGBTQ+ Resource Fair, CMMS Wellness Day, Revenge Porn Forum, Diversity Week Rape Culture Panel, My Costume is Not My Consent Halloween event	October 1, 6, 8, 14-16, 22, 29; Clothesline Project displayed for entire month of October in Student Union Atrium	Student Union Pegasus Ballroom, Student Union Atrium, Student Union Patio, Student Union Cape Florida Ballroom, Center for Multicultural Studies, Teaching Academy	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Sexual Assault Mock Trial, Late Knights tabling event, weekly tabling events	November 4-5, 12, 19, 21, 26	Student Union Pegasus Ballroom, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Academic presentations and workshops	Year round as requested	Campus locations	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Mentors in Violence Prevention presentations	Year round as requested	Campus locations	Sexual Assault, Stalking, Domestic Violence, Dating Violence
It's On Us tabling events supported by UCF Cares student group tabling	October 21, 28, November 7, December 4	Student Union Atrium and Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence

National Campus Safety Awareness Month, Campus Safety Fair, weekly tabling events	September 3, 10, 17, 24	Student Union Pegasus Ballroom, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Domestic Violence Awareness Month, Light up the Night, Clothesline Project, weekly tabling events	October 1, 6, 8, 15, 22, 29; Clothesline Project displayed for entire month of October in Student Union Atrium	Student Union Pegasus Ballroom, Student Union Atrium, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Sexual Misconduct Training for Conduct Board Members	September 9	Health Center	Sexual Assault, Stalking, Domestic Violence, Dating Violence
HR Benefits Fair	October 3	Student Union Pegasus Ballroom	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Academic presentations and workshops	Year round as requested	Campus locations	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Mentors in Violence Prevention presentations	Year round as requested	Campus locations	Sexual Assault, Stalking, Domestic Violence, Dating Violence

UCF offered the following ongoing awareness and prevention programs for employees in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Stalking Awareness Month, Human Trafficking Awareness Month, weekly tabling events	January 8, 15, 22, 29	Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence, Human Trafficking
Dating Violence Awareness Month, One Billion Rising, weekly tabling events	February 5, 12, 14, 19, 26	Student Union Patio, Student Union Atrium	Sexual Assault, Stalking, Domestic Violence, Dating Violence
The Vagina Monologues, weekly tabling events	March 5, 12, 19, 22, 26	Student Union Pegasus Ballroom, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Sexual Assault Awareness Month, Clothesline Project, weekly tabling	April 2, 4, 9, 16; Clothesline Project displayed entire month of April in Student Union Atrium	Student Union Atrium, Student Union Patio	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Department of Housing and Residence Life Resident Assistant Victim Services, Disclosure, and Bystander Intervention presentation; Behind Closed Doors training	May 8, August 7-8	HPA Classrooms, Nike Community	Sexual Assault, Stalking, Domestic Violence, Dating Violence
Orientation Team Leader Victim Services, Disclosure, and Bystander Intervention presentation	May 14	Student Union Garden Key Room	Sexual Assault, Stalking, Domestic Violence, Dating Violence

C. Procedures for Reporting a Complaint

UCF has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation, and 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 Maria Beckman, Director, Equal Opportunity & Affirmative Action, Title IX Coordinator at Millican Hall 330, University of Central Florida Orlando, FL 32816-0030 (407) UCF-IEEO (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 (FCASV) Hotline Number, 1-800-956-7273, 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 FCASV website also includes a search for local sexual violence treatment centers <http://www.fcasv.org/information/find-your-local-center>.

In Florida, evidence may be collected even if you choose not to make a report to law enforcement. Advocates are available 24 hours a day, 7 days a week to provide support and advocacy for survivors of sexual abuse. The UCF Police Department has trained Victim Services employees within the Police Department, who can also support

victims of sexual and/or domestic abuse. The UCF Police Department can provide transportation to the hospital 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 Title IX Coordinator, Equal Opportunity & Affirmative Action Office of the call, but a victim's personal identifying information would never be publically disclosed.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where 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. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to UCF hearing boards/investigators or police. Although UCF strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and the victim has the right to decline involvement with the police. UCF will assist any victim with notifying local police if they so desire. The UCF Police Department works with the Orange County Sheriff's Office, the Seminole County Sheriff's Office, and the City of Orlando Police Department (see "Off-Campus Resource" section for contact information for these three local police departments.) to investigate crimes when deemed appropriate.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Maria Beckman, Director Equal Opportunity & Affirmative Action, at Millican Hall 330, University of Central Florida Orlando, FL 32816-0030 (407) UCF-1EEO (823-1336) <http://www.eeo.ucf.edu/> by calling, writing or coming into the office to report in person and to the UCF Police Department (if the victim so desires.) UCF will provide resources, on campus, off campus or both, to include medical, health, counseling, advocacy, financial aid, legal assistance, and visa & immigration assistance to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the UCF Police Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of sexual assault, stalking, dating violence, 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 if needed.
2. Assess immediate safety needs of the victim/survivor.
3. Assist the victim/survivor with contacting local police if the victim/survivor requests AND provide the victim/survivor with contact information for the local police department.
4. Provide the victim/survivor with referrals to on and off campus resources as required.
5. 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 "No Contact" directives between both parties for both students and employees.
6. Provide a "No trespass" directive to the accused party if deemed appropriate.
7. Provide written instructions to the victim/survivor on how to apply for Protective Order.
8. Provide a copy of UCF policies prohibiting sexual misconduct to the victim/survivor and inform the victim/survivor regarding timeframes for inquiry, investigation and resolution.
9. Inform the victim/survivor of the outcome of the investigation, whether or not the accused will be 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 preserve evidence.
11. Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

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

D. Assistance for Victims: Rights & Options

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

Rights of Student and Employee Victims of Sexual Misconduct

Sexual misconduct is not tolerated at UCF. Reports of sexual misconduct, including, sexual harassment, sexual assault, dating and domestic violence, or stalking are taken seriously. It is important to UCF that victims are informed, protected, and respected. The following rights are afforded to any UCF student, staff, or faculty member who experiences sexual misconduct.

1. CONFIDENTIALITY. Identifying information of a victim will be protected as much as possible within legal requirements. See www.shield.ucf.edu for more information regarding confidentiality requirements.
2. TIMELY WARNINGS. Any timely warning that is broadcast through UCF websites or emails for the safety of our community will not identify a victim by name.
3. REPORTING OPTIONS. The university encourages victims to file a report so that the university may investigate, take appropriate action to protect the victim and others from additional misconduct, and take appropriate action against the perpetrator. However, ultimately, it is the victim's choice whether or not to report her or his victimization. At UCF, there are several offices to report an incident if you choose to do so. Reporting options are available at www.shield.ucf.edu.
4. NO CONTACT or PROTECTIVE ORDERS. The University will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to the University Police Department for their information and enforcement. In addition, a UCF administrative no contact order may be issued by the Title IX coordinator, deputy Title IX coordinator, or Office of Student Conduct.
5. REQUESTS FOR CHANGES. You may request a change in academic setting (class or campus), on campus housing, or work assignment in order to be separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Office of Student Conduct at 407-823-4638, Ferrell Commons Room 227, deputy Title IX Coordinator (if you are a student) at

407-823-4639, Ferrell Commons Room 227, or to the Title IX Coordinator (if you are an employee) at 407-823-1336, Millican Hall Room 330.

6. FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION. You can expect a fair and just process as your complaint is handled, either through the Office of Student Conduct or Title IX coordinator. You can obtain more information about these processes by accessing 5.006 of the Student Rights and Responsibilities sections of the Golden Rule Student Handbook when the perpetrator is a student; and if the perpetrator is a university employee, by accessing the discrimination grievance documents on the Equal Opportunity and Affirmative Action webpage at <http://eeo.ucf.edu/>.
7. RETALIATION CONCERNS. Threats, intimidation, and any form of retaliation for making a complaint of sexual misconduct are prohibited by federal law and university policy and may be grounds for disciplinary action up to and including expulsion or termination. If any retaliation occurs, it is important to contact either the Title IX coordinator, deputy Title IX coordinator, or Office of Student Conduct. .
8. COMMUNITY RESOURCES. The communities in which UCF campuses are located also offer resources to victims. Please see the Resources section on the www.shield.ucf.edu website for further information.

Injunctions

UCF complies with Florida law in recognizing orders of protection, which are called 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 throughout the State of Florida.

Domestic Violence Injunctions

You may file a Domestic Violence Injunction if there has been an incident of violence and the Respondent is your spouse, former spouse, related to you by blood or marriage, living with you or has lived with you in the past or is the other parent of your child(ren) whether you have been married or lived together.

Repeat Violence Injunctions

You may file a Repeat Violence Injunction if two or more incidents of violence have been committed against you or a member of your immediate family by another person. At least one of those acts of violence must have occurred within the last six months of filing a petition.

Sexual Violence Injunctions

You may file a Sexual Violence Injunction if there has been an incident of violence wherein a sexual act is committed or attempted. In order to receive an injunction, you must have reported the sexual violence to law enforcement and be cooperating in any resulting 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 purposely follows or harasses you repeatedly over a period of time for no legitimate reason.

Please refer to the Orange County Clerk of Court webpage for more information on the types of injunctions and the requirements for filing <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 Title IX Coordinator, Equal Opportunity & Affirmative Action Office. A victim may then meet with Police and/or a victim advocate to develop a safety action plan, which is a plan for the UCF Police Department and the victim to reduce risk of harm while on campus or coming and going from campus. This 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 7:30 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, 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 the 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, physical safety, work, and academic status 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 and immigration assistance, and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). 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.

UCF does not publish the name of crime victims nor house identifiable information regarding victims in UCF Police Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by going to the Registrar's Office and making the request. Employees should contact Human Resources for assistance.

On-Campus

Resource	Address/Location off Campus	Phone Number
Campus Faiths and Ministries	4145 Pyxis Lane, Suite 152-154 Orlando, FL 32816	407-823-5336
Counseling and Psychological Services	4090 Libra Drive Orlando, FL 32816	407-823-2811
Director of Wellness	12800 Gemini Blvd. S. Orlando, FL 32816	407-823-5841
International Services Center	12701 Scholarship Drive Orlando, FL 32816	407-823-2337
Multicultural Academic & Support Services	12715 Pegasus Drive, Suite 154 Orlando, FL 32816	407-823-2716
Office of Diversity Initiatives	12424 Research Pkwy, Suite 169 Orlando, FL 32826	407-823-6479
Office of Student Conduct	4145 Pyxis Lane, Suite 227 Orlando, FL 32816	407-823-4638
Office of Student Financial Assistance	4635 Andromeda Loop, N, Suite 120 Orlando, FL 32816	407-823-2827
Office of Student Rights and Responsibilities	4145 Pyxis Lane, Suite 227 Orlando, FL 32816	407-823-4638
Office of the Title IX Coordinator	4365 Andromeda Loop N., Suite 330 Orlando, FL 32816	407-823-1336
Student Care Services	4145 Pyxis Lane, Suite 142 Orlando, FL 32816	407-823-5607
UCF CARES	4145 Pyxis Lane, Suite 142 Orlando, FL 32816 www.ucfcares.com	407-823-5607
UCF Health Services Center	4098 Libra Drive Orlando, FL 32816	407-823-2701
University Police	3610 Libra Drive Orlando FL 32816	Non-emergency: 407-823-5555 Emergency: 911
Victim Services – Main Office M-F 8 AM – 4:30 PM	12201 Research Parkway, Suite 450 Orlando, FL 32826	Main: 407-823-2425 24/7 HOTLINE: 407-823-1200
Victim Services Outreach Office M-F 9 AM – 4:00 PM	12795 Aquarius Agora Drive, Suite 108 Orlando, FL 32816	407-823-1116

Off-Campus

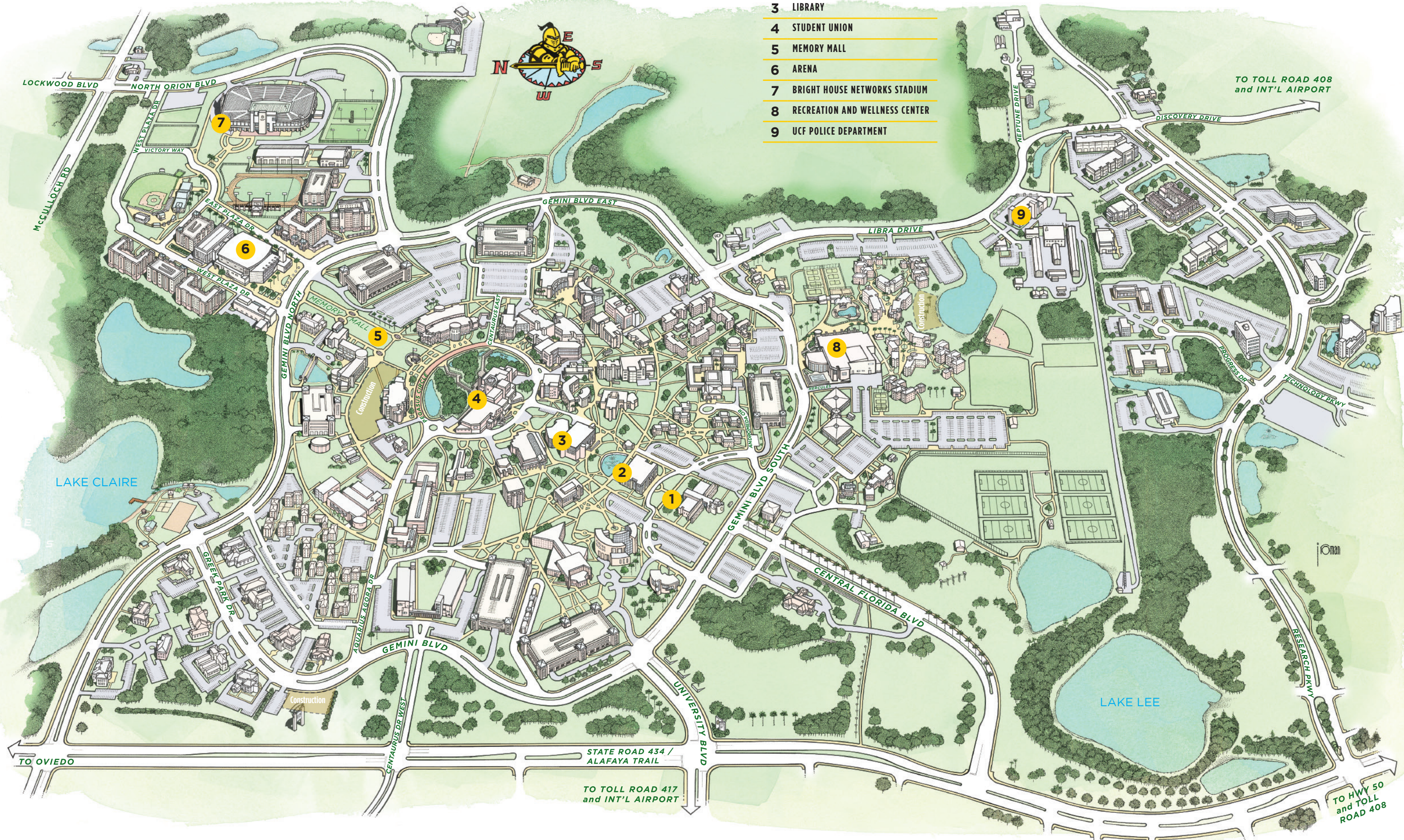
Resource	Address/Location off Campus	Phone Number
Counseling and Mental Health Mental Health Association of Central Florida	1525 E Robinson Street Orlando, FL 32801	407-898-0110
Florida Hospital East	7727 Lake Underhill Road Orlando, FL 32822	407-303-8110
Harbor House of Central Florida (DV Shelter, Orange County)	PO Box 680748 Orlando, FL 32868	Hotline: 407-886-2856
Help Now of Osceola Inc. (DV Shelter, Osceola Co.)	PO Box 420370 Kissimmee, FL 32742-0370	Hotline: 407-847-8562
Legal Assistance Orange County Bar, Lawyer Referral Service	880 N. Orange Avenue Orlando, FL 32801	407-422-4537
Orange County Courthouse	425 North Orange Avenue Orlando, FL 32801	407-836-2000
Orange County Courthouse Restraining Orders, Harbor House Office	425 North Orange Avenue Orlando, FL 32801	407-836-2001
Orange County Sheriff's Office	2500 West Colonial Drive Orlando, FL 32804	407-254-7000
Osceola County Court (injunctions for protection)	2 Courthouse Square Kissimmee, FL 34741	407-742-3500
Osceola County Sheriff's Office	2601 E. Irlo Bronson Memorial Hwy Kissimmee, FL 34744	407-348-1100
Safehouse of Seminole (DV Shelter Seminole County)	PO Box 471279 Lake Monroe, FL 32747-1279	Hotline: 407-330-3933
Seminole County Courthouse (Injunctions for Protection)	301 N. Park Avenue Sanford, FL 32772	407-665-4580
Seminole County Sheriff's Office	100 Bush Blvd. Sanford, FL 32773	407-665- 6600
Sexual Assault Treatment Center Orange County	Undisclosed Location, must call hotline first.	Hotline: 407-497-6701
Sexual Assault Treatment Center, Osceola County	Undisclosed location must call hotline first	Hotline: 407-497-6701
Sexual Assault Victim Services, Seminole County	Undisclosed Location must call hotline first	Hotline: 321-784- 4357
The Center Orlando	946 N. Mills Avenue Orlando, FL 32803	407-228-8272
Victim Service Center of Central Florida	2111 E Michigan Street, Suite. 210 Orlando, FL 32806	407-254-9415
Zebra Coalition, services for LGBT+ youth age 13-24.	911 N Mills Avenue Orlando, FL 32803	407-228-1446



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, include:

<http://www.shield.ucf.edu>
UCF website dedicated to preventing sexual misconduct

<http://www.rainn.org>
Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm>
Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html>
Department of Education, Office of Civil Rights

<https://www.notalone.gov/>
The White House

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found on the UCF website www.shield.ucf.edu. If you or someone else is in immediate danger, dial 911. 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, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this guide for support in health, counseling, or with financial or legal assistance..

Risk Reduction

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.

3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place 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 cash 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, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them

and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. **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 could 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 Harassment and Discrimination (to include Sexual Misconduct) with the Title IX Coordinator, Equal Opportunity & Affirmative Action Office alleging that a student or employee violated the institution’s policies. UCF has extensive information online to assist complainants in understanding policy and procedures. For a comprehensive list of policies and procedures related to sexual harassment, to include sexual assault, visit the Equal Opportunity & Affirmative Action Office at <http://eeo.ucf.edu>.

Rights of Students and Employees Accused of Sexual Misconduct

If you have been accused of sexual misconduct including sexual harassment, sexual assault, dating or domestic violence, or stalking, and the university is determining whether disciplinary action is appropriate, you have certain rights.

1. **CHARGES**. You have the right to be notified of the charges against you. You will be notified in writing and will be provided a copy of the complaint against you.
2. **PROMPT, FAIR, AND IMPARTIAL INVESTIGATION**. You have the right to a prompt, fair, and impartial investigation of the complaint against you, including an opportunity to present witnesses and other evidence. You may present documents, the names of witnesses, and other evidence to the investigator(s). The investigator(s) may also interview other witnesses and consider other evidence.
3. **ADVISOR**. You have the right to select an advisor to support 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 potential sanctions that may be imposed if you are found responsible for sexual misconduct. These sanctions include, but are not limited to, warnings, probation, suspension, dismissal from the university, or termination from employment.

6. **INFORMATION**. You have the right to information regarding the status of the complaint against you, including the outcome of the campus investigation and any disciplinary action, the procedures to appeal a disciplinary action, and the final outcome.

When a Student is the Accused

The following provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX. Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise.

As a public institution UCF must provide due process to students accused of violent conduct, injurious behavior, sexual misconduct, dating violence, domestic violence, and/or stalking. Alleged victims of violence may choose how to proceed within the student conduct process, although UCF can proceed with conduct action without the victim’s consent if the alleged behavior put others in reasonable fear of physical harm or created a hostile environment in which others are unable to conduct or participate in University work, education, research or other activities, or otherwise adversely affects the accused student’s suitability as a member of UCF community. Alleged victims of 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 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://campussaveact.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 her or him throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the victim or survivor. A victim or a survivor shall be notified of 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 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 charged student during the Student Conduct Review Process. All questions shall be asked through a hearing officer.
9. A victim or a survivor may make a "victim or survivor impact statement" and suggest an appropriate sanction, disciplinary warning, disciplinary probation, disciplinary suspension, and /or disciplinary expulsion (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 outcomes, and appeal process concurrently in writing, after making a commitment to protect the confidentiality for all persons involved as outlined in the Family Educational Rights and Privacy Act Regulations, 34 CFR 99(a)(13). 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)(11). 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 an incident report.

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

Student Disciplinary Process and Sanctions

The UCF disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation 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 taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy and process provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the 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 a 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. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; ineligibility 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 position. Under disciplinary 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.

Disciplinary Suspension

A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. During the period of suspension, a student may not attend classes, participate in University related activities,

whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on University premises unless authorized in writing in advance under conditions approved by the Director of the OSRR. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of the OSRR or designee shall consider whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. An overlay will be placed on a student's record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.

Disciplinary Expulsion

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

Educational Sanctions

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

When an Employee is the Accused

The following guidelines apply to the procedure referenced in UCF Regulation 3.001, Non-Discrimination and Affirmative Action. They implement UCF Regulation 3.0134, Grievances Alleging Discrimination, and they will be applied to each action filed under the UCF Discrimination Grievance Procedure. The standards used at each step are described 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 treatment of individuals with 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 discrimination. Such actions will be differentiated from corrective measures implemented based on findings of a violation.

This procedure is presented in six sections: Intake, Investigation, 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 all are examples of contacts that may be used to raise an issue.

However, only two forms of contact are recognized for entry into the UCF Discrimination Grievance Procedure: personally-identifiable contact by the grievant with the office, or written, signed contact by the grievant with the office. (Alternate formats of personally-identifiable contact may be provided 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 process is ongoing. Information contained in grievances might 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 extraneous information 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 fashioned in each case will consider the merits 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 definition to enter the 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 be used, such as 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 response.

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

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

The elements may be accomplished in varying order to best meet the demands of the investigation. It is most common to provide the respondent with the last opportunity to comment on the unresolved issues prior to preparing the report and its findings.

Interviews are commonly conducted in private, with no representatives or observers. Recording (by person or device) is not considered appropriate for this process, which is an informal, proactive administrative procedure. The Discrimination Grievance Procedure is predicated on the belief that effective personal communication in this type of investigation is one-to-one.

Similarly, those electing counsel should understand that EO/AA will be represented by UCF’s Office of the General Counsel in matters related to the investigation. Representation of grievants by private counsel

is permitted. However, it is not envisioned in this process, since no determination of corrective actions (which might include discipline) is made at this level. Administrative resolution of the grievance is the goal of the process. In any case, grievants who choose to be represented by counsel 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 is normally followed by a notification to the respondent that a grievance is being investigated. Notification to the respondent will occur no later than seven calendar days after acceptance of jurisdiction.

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

The Investigation Report will contain a Statement of Allegations, statement of the violation of regulation that is alleged, facts determined in the investigation, an indication of how the regulation applies to the situation, and findings 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 correcting discriminatory actions or patterns. 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 issues.
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 is provided a copy of the Investigation Report simultaneously at no charge.

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

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

The President’s decision is the final step in the Discrimination Grievance Procedure. Parties who believe that the investigation failed to follow the procedure may request reconsideration by the President by furnishing a detailed written statement. Discipline or other corrective measures taken by appropriate university officials after the investigation also may carry due process rights.

Participation in this process has no bearing on the freedom of grievants to pursue their civil rights in another forum. The investigation procedures are modeled on standards set by EEOC. Therefore, the Investigation Report may be used in UCF’s interaction with external forums chosen for resolution.

VI. Glossary of Related Terms

The following list contains working definitions of terms commonly used in the UCF Discrimination Grievance Procedure.

Adverse action: an action that is neutral on its face but disproportionately affects persons in a protected class. Disproportion is defined as the affected class succeeding at less than 80% of the success rate for the group used for comparison.

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

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

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

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

Findings: Statement made to the UCF president in the Investigation Report, indicating which facts have been substantiated. To be used in determining a violation of UCF 3.001 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.

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

Reports of all domestic violence, dating violence, sexual assault, and stalking made to the UCF Police Department will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, UCF's ability to respond to the complaint may be limited.

Confidentiality

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

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

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

ALCOHOL & OTHER DRUG PREVENTION AND INTERVENTION SERVICES

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



The state of Florida statutes declare that it is unlawful for any person under the age of 21 to possess, use or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on University properties, or as part of any University activity, unless they are employed under the provisions of 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.

REAL PROJECT: AOD PEER EDUCATORS

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

PROTECT YOURSELF FROM DATE RAPE DRUGS

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



INSTITUTIONAL FIRE SAFETY POLICIES FOR UCF RESIDENCE HALLS AND AFFILIATED HOUSING

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

Fire safety is a top priority in UCF residential facilities. It is vital that members of the community understand and follow all rules and regulations. In an effort to further enhance improvements to fire safety the DHRL is continually 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 the fire alarm systems in Orange, Brevard and Seminole Halls. Future upgrades will include updating the fire panels in Citrus, Flagler and Sumter Halls. The Department of Environmental 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.

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 recommend residents obtaining renter's insurance to protect against such losses. Fires are often started through carelessness with cooking, matches, and cigarettes. Many fires can be avoided by using caution and common sense. By accepting the responsibility to keep apartments safe from fire, residents are not only protecting themselves, but their neighbors, as well. With only minimal planning and awareness, residents can make the difference between safety and disaster for everyone. In addition to the information provided above the following sections also apply to affiliate housing.

FIRES AND EMERGENCY EVACUATION

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

Evacuation Procedures: When an alarm sounds, all residents and their guests must immediately evacuate the building using the nearest exit, closing doors behind you, and proceed to the building's evacuation location. Use stairwells where available instead of elevators. Do not rush out into the hallway. If the door to evacuate is closed, first, feel the door by gently applying the back of your hand. If it is hot, 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 student conduct action and/or termination of the resident's housing agreement. Stand out of the way of UCF staff and other personnel as they work to manage the incident.

If You Are Not Able to Evacuate: Smoke rises, so the 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 signal your location.

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



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

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

FIRE SAFETY EQUIPMENT

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

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

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

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

Affiliated Housing Smoke Detectors: All rooms are equipped with smoke detectors. If residents notice smoke detector(s) are beeping, they should notify the management office immediately, so that proper maintenance can be performed. They should not disable the smoke detector. Disabling or removing a smoke detector, including removing working batteries, is a violation of the law. It is the responsibility of the 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 up to a \$5,000.00 fine and/or six months jail time. The resident will also be held responsible for Fire Department fines, related clean-up costs, and student conduct violations for instances that occur as a result of accident or intentional acts of endangerment. The resident may also face immediate housing agreement termination.

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

FIRE PREVENTION COOKING AND APPLIANCES

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

Residence Halls and Fraternity/Sorority House Rooms without Kitchens:

Suites without kitchens are not able to utilize the same appliance options as apartments. For safety and sanitation reasons, the following items and similar are prohibited:

- two sided, open faced, or indoor electric grills (ex. "George Foreman Grill")
- deep fryers
- toaster ovens
- toasters
- electric skillet
- hot plates
- appliances with exposed heating coils



Permitted Appliances Outside of Kitchens: Residents are allowed to have a microwave oven (must be 1,000 watts or less), popcorn poppers, hot pots, and 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.

FIRE PREVENTION - GENERAL SAFETY

Candles, Open Flames and Incense: Due to the potential fire hazard, the use or possession of candles, incense, items that have an open flame, or other related items is strictly prohibited in all UCF residential facilities. This restriction includes unlit, unburned, and unused products.

Circuit Breakers: If an electrical circuit is overloaded, it will trip the circuit. This is a safety feature to prevent electrical fires. If a circuit is tripped, electrical appliances should be unplugged and relocated to different outlets. The resident should then notify the RA. Do not attempt to reset breaker on your own.

Curtains and Draperies: Curtains and draperies are prohibited in all UCF residential facilities. Curtains being used in hallways, closets, or as partitions in rooms or apartments are also prohibited. If a bedroom does not have doors on the closet, the resident may put up a curtain using a tension rod; however, the rod must be 20 inches from the ceiling, in order to allow the sprinkler full coverage in the event of a fire. Failing to follow these policies may result in a sanction or citation.

Decorations: Excessive decorations in rooms and common areas are prohibited. Loose items and coverings may not be placed over doorways. If you have a question about permitted decorations contact your RA. Live cut holiday type trees and excessive amounts of cut vegetation are prohibited inside all UCF residential facilities.

Electrical Cord Guidelines: Extension cords are prohibited in university housing facilities. Only 120v, listed electrical power outlet strips (surge protectors) with a built in manual reset 15-amp circuit breaker are permissible. The maximum allowable length of the cord is six feet, with a maximum of six outlets at the end of the cord. Only one outlet strip may be used per wall outlet, and power strips may not be plugged into

one another (daisy-chaining). In addition, non-circuited multi-socket cords, multi-plug adapters, anything with a frayed or damaged cord, and air fresheners or fans with an outlet are strictly prohibited as they can cause a fire. Be very cautious and ask RAs any questions. These policies are in accordance with the Florida State Fire Marshal and state policy.

Prohibited Items and Hazardous Materials: In addition, explosives, flammable or any hazardous substances, or any item or thing of a dangerous nature are strictly prohibited within DHRL facilities. This includes but is not limited to, bug bombs, gases, gasoline, solvents, lighter fluid, propane, non-life support compressed gas cylinders, dive tanks, and welding tanks (full or empty). Also see Appliances, Candles and Incense, Decorations, Electrical Cord Guidelines, Smoking, and Weapons in this guide for other prohibited items. The DHRL has the final authority in determining an item's classification as hazardous. All items deemed hazardous will be removed upon request.



Smoking: UCF is a smoke free campus. In compliance with the Florida Clean Air Act of 1992, smoking is not permitted in any residence hall, apartment room, hallway, lounge, laundry room, community center, common house space, classroom, or enclosed stairway of any building owned or managed by UCF.

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

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



facility or in the surrounding vicinity.

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

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



ON CAMPUS RESIDENTIAL FACILITY FIRE SAFETY EQUIPMENT AND DRILLS

Name of Facility	Address	Fire Alarm Monitoring Done on Site by UCF PD	Smoke Detectors	Fire Extinguishers	Full Fire Alarm Systems	Sprinkler Systems	Stovetop Extinguishers	Number of Fire Drills Conducted in 2014
Tower I	4274 West Plaza Drive	X	X	X	X	X	X	5
Tower II	4290 West Plaza Drive	X	X	X	X	X	X	4
Tower III	4167 Mensa Lane	X	X	X	X	X	X	4
Tower IV	4291 Mensa Lane	X	X	X	X	X	X	3
Lake Claire Building 55	12612 Gemini Blvd. N	X	X	X	X	X	X	2
Lake Claire Building 56	12606 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 57	12600 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 58	12592 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 59	12586 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 60	12568 Gemini Blvd. N	X	X	X	X	X	X	6
Lake Claire Building 61	12562 Gemini Blvd. N	X	X	X	X	X	X	5
Lake Claire Building 62	12556 Gemini Blvd. N	X	X	X	X	X	X	5
Lake Claire Building 63	12550 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 64	12574 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 66	12538 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 67	12532 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 68	12526 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 69	12520 Gemini Blvd. N	X	X	X	X	X	X	4
Lake Claire Building 70	12544 Gemini Blvd. N	X	X	X	X	X	X	6
Zeta Tau House	4202 Greek Park Drive	X	X	X	X	X	X	2
Scholarship House	12649 Triangulum Court	X	X	X	X	X	X	0
Delta Delta Delta House	4220 Greek Park Drive	X	X	X	X	X	X	1
Alpha Xi Delta House	4101 Greek Park Drive	X	X	X	X	X	-	0
Pi Beta Phi House	4304 Greek Park Drive	X	X	X	X	X	X	1
Alpha Delta Pi House	4207 Greek Park Drive	X	X	X	X	X	X	0
Kappa Delta House	4303 Greek Park Drive	X	X	X	X	X	X	0
Theta Chi House	4321 Greek Park Drive	X	X	X	X	X	X	2
Alpha Tau Omega House	4419 Greek Court	X	X	X	X	X	X	2
Kappa Alpha Theta House	4400 Greek Court	X	X	X	X	X	X	2
Sigma Chi House	4418 Greek Court	X	X	X	X	-	X	0
Kappa Sigma House	4322 Greek Park Drive	X	X	X	X	X	-	0
Chi Omega House	4144 Greek Park Drive	X	X	X	X	X	-	2
Kappa Kappa Gamma House	4176 Greek Park Drive	X	X	X	X	X	-	2
Nike Building 101	3740 Libra Drive	X	X	X	X	X	X	4
Nike Building 102	3732 Libra Drive	X	X	X	X	X	X	3
Nike Building 103	3724 Libra Drive	X	X	X	X	X	X	4
Nike Building 104	3756 Libra Drive	X	X	X	X	X	X	3
Nike Building 105	3748 Libra Drive	X	X	X	X	X	X	3
Nike Building 106	3708 Libra Drive	X	X	X	X	X	X	3
Nike Building 107	3716 Libra Drive	X	X	X	X	X	X	3
Hercules Building 108	4139 Ursa Minor Street	X	X	X	X	X	X	4
Hercules Building 109	4125 Ursa Minor Street	X	X	X	X	X	X	4
Hercules Building 110	4133 Ursa Minor Street	X	X	X	X	X	X	4
Hercules Building 111	4155 Ursa Minor Street	X	X	X	X	X	X	5
Hercules Building 112	4147 Ursa Minor Street	X	X	X	X	X	X	5
Hercules Building 113	4120 Ursa Minor Street	X	X	X	X	X	X	5
Hercules Building 114	4128 Ursa Minor Street	X	X	X	X	X	X	5
Neptune Building 156	3676 Libra Drive	X	X	X	X	X	X	6
Neptune Building 157	3700 Libra Drive	X	X	X	X	X	X	5
Neptune Building 158	3692 Libra Drive	X	X	X	X	X	X	5
Seminole Hall	4008 Libra Drive	X	X	X	X	X	X	2
Orange Hall	4032 Libra Drive	X	X	X	X	X	X	2
Brevard Hall	4048 Libra Drive	X	X	X	X	X	X	2
Sumter Hall	4016 Libra Drive	X	X	X	X	X	X	1
Flagler Hall	4000 Libra Drive	X	X	X	X	X	X	2
Citrus Hall	4024 Libra Drive	X	X	X	X	X	X	2
Polk Hall	4096 Pyxis Lane	X	X	X	X	X	X	1
Osceola Hall	4108 Pyxis Lane	X	X	X	X	X	X	2
Volusia Hall	4132 Pyxis Lane	X	X	X	X	X	X	1
Lake Hall	4120 Pyxis Lane	X	X	X	X	X	X	1
Knights Circle Building 1	12100 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 2	12112 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 3	12124 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 4	12136 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 5	12202 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 6	12214 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 7	12137 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 8	12251 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 9	12263 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 10	12275 Knight's Crossing Blvd.	X	X	X	X	X	-	0
Knights Circle Building 11	4503 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 12	4515 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 13	4502 Jousting Court	X	X	X	X	X	-	0
Knights Circle Building 14	12153 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 15	4525 Black Knight Drive	X	X	X	X	X	-	0
Knights Circle Building 16	12203 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 17	12215 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 18	4512 Black Knight Drive	X	X	X	X	X	-	0
Knights Circle Building 19	12227 King's Knight Way	X	X	X	X	X	-	0
Knights Circle Building 20	4501 Black Knight Drive	X	X	X	X	X	-	0
Knights Circle Building 21	4513 Black Knight Drive	X	X	X	X	X	-	0
Knights Circle Building 22	4301 Red Knight Way	X	X	X	X	X	-	0
Knights Circle Building 23	4315 Red Knight Way	X	X	X	X	X	-	0
Knights Circle Building 24	4302 Red Knight Way	X	X	X	X	X	-	0
Knights Circle Building 25	12425 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 26	12413 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 27	12401 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 28	12348 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 29	12336 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 30	12312 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 31	12300 Golden Knight Circle	X	X	X	X	X	-	0
Knights Circle Building 32	4512 Silver Knight Way	X	X	X	X	X	-	0
Knights Circle Building 33	4500 Silver Knight Way	X	X	X	X	X	-	0
Knights Circle Building 34	4511 Silver Knight Way	X	X	X	X	X	-	0
Northview	3925 Lockwood Blvd.	-	X	X	X	X	X	3

UCF RESIDENTIAL FIRE REPORT

Name of Facility	Address	Total Fires In Each Building	Fire Number	Date
Tower I	4274 West Plaza Drive	0	0	N/A
Tower II	4290 West Plaza Drive	1	1	9/17/13
Tower III	4167 Mensa Lane	1	1	9/26/12
Tower IV	4291 Mensa Lane	0	0	N/A
Lake Claire 55	12612 Gemini Blvd. N	1	1	9/24/12
Lake Claire 56	12606 Gemini Blvd. N	0	0	N/A
Lake Claire 57	12600 Gemini Blvd. N	1	1	12/2/12
Lake Claire 58	12592 Gemini Blvd. N	1	1	12/5/13
Lake Claire 59	12586 Gemini Blvd. N	0	0	N/A
Lake Claire 60	12568 Gemini Blvd. N	2	1	1/3/14
			2	8/27/14
Lake Claire 61	12562 Gemini Blvd. N	1	1	9/7/12
Lake Claire 62	12556 Gemini Blvd. N	0	0	N/A
Lake Claire 63	12550 Gemini Blvd. N	0	0	N/A
Lake Claire 64	12574 Gemini Blvd. N	1	1	7/18/12
Lake Claire 66	12538 Gemini Blvd. N	0	0	N/A
Lake Claire 67	12532 Gemini Blvd. N	0	0	N/A
Lake Claire 68	12526 Gemini Blvd. N	0	0	N/A
Lake Claire 69	12520 Gemini Blvd. N	0	0	N/A
Lake Claire 70	12544 Gemini Blvd. N	1	1	10/28/12
Greek Park 401	4202 Greek Park Drive	0	0	N/A
Greek Park 402	12649 Triangulum Court	0	0	N/A
Greek Park 403	4220 Greek Park Drive	0	0	N/A
Greek Park 404	4101 Greek Park Drive	0	0	N/A
Greek Park 405	4304 Greek Park Drive	0	0	N/A
Greek Park 406	4207 Greek Park Drive	0	0	N/A
Greek Park 407	4303 Greek Park Drive	0	0	N/A
Greek Park 409	4321 Greek Park Drive	0	0	N/A
Greek Park 410	4419 Greek Court	0	0	N/A
Greek Park 411	4400 Greek Court	0	0	N/A
Greek Park 412	4418 Greek Court	0	0	N/A
Greek Park 413	4322 Greek Park Drive	0	0	N/A
Greek Park 416	4144 Greek Park Drive	0	0	N/A
Greek Park 417	4176 Greek Park Drive	0	0	N/A
Academic Village 101	3740 Libra Drive	0	0	N/A
Academic Village 102	3732 Libra Drive	0	0	N/A
Academic Village 103	3724 Libra Drive	0	0	N/A
Academic Village 104	3756 Libra Drive	0	0	N/A
Academic Village 105	3748 Libra Drive	0	0	N/A
Academic Village 106	3708 Libra Drive	0	0	N/A
Academic Village 107	3716 Libra Drive	0	0	N/A
Academic Village 108	4139 Ursa Minor Street	0	0	N/A
Academic Village 109	4125 Ursa Minor Street	0	0	N/A
Academic Village 110	4133 Ursa Minor Street	0	0	N/A
Academic Village 111	4155 Ursa Minor Street	0	0	N/A
Academic Village 112	4147 Ursa Minor Street	0	0	N/A
Academic Village 113	4120 Ursa Minor Street	0	0	N/A
Academic Village 114	4128 Ursa Minor Street	0	0	N/A
Academic Village 116	3676 Libra Drive	0	0	N/A

Time	Nature of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
N/A	N/A	N/A	N/A	N/A
8:59 PM	Unintentional/Cooking Fire	0	0	Unknown
1:56 PM	Intentional/Cooking Fire	0	0	\$100-\$999
N/A	N/A	N/A	N/A	N/A
11:35 AM	Unintentional/Cooking Fire	0	0	\$100-\$999
N/A	N/A	N/A	N/A	N/A
3:05 PM	Unintentional/Cooking Fire	0	0	\$100-\$999
6:28 PM	Unintentional/Cooking Fire	0	0	\$0-\$99
N/A	N/A	N/A	N/A	N/A
4:48 PM	Unintentional/Cooking Fire	0	0	\$0-\$99
5:40 PM	Unintentional/Cooking Fire	1	0	\$0-\$99
11:45 PM	Unintentional/Cooking Fire	0	0	\$0-\$99
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
9:20 PM	Unintentional/Cooking Fire	0	0	\$100-\$999
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
5:13 PM	Unintentional/Cooking Fire	0	0	\$0-\$99
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

UCF RESIDENTIAL FIRE REPORT (CONTINUED)

Name of Facility	Address	Total Fires In Each Building	Fire Number	Date
Academic Village 117	3700 Libra Drive	0	0	N/A
Academic Village 118	3692 Libra Drive	0	0	N/A
Seminole Hall	4008 Libra Drive	0	0	N/A
Orange Hall	4032 Libra Drive	0	0	N/A
Brevard Hall	4048 Libra Drive	0	0	N/A
Sumter Hall	4016 Libra Drive	0	0	N/A
Flagler Hall	4000 Libra Drive	1	1	6/27/13
Citrus Hall	4024 Libra Drive	0	0	N/A
Polk Hall	4096 Pyxis Lane	0	0	N/A
Osceola Hall	4108 Pyxis Lane	0	0	N/A
Volusia Hall	4132 Pyxis Lane	0	0	N/A
Lake Hall	4120 Pyxis Lane	0	0	N/A
Knights Circle 1	12100 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 2	12112 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 3	12124 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 4	12136 Knight's Crossing Blvd.	2	1	4/11/13
			2	4/3/14
Knights Circle 5	12202 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 6	12214 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 7	12137 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 8	12251 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 9	12263 Knight's Crossing Blvd.	0	0	N/A
Knights Circle 10	12275 Knight's Crossing Blvd.	1	1	4/19/12
Knights Circle 11	4503 King's Knight Way	0	0	N/A
Knights Circle 12	4515 King's Knight Way	0	0	N/A
Knights Circle 13	4502 Joustier Court	0	0	N/A
Knights Circle 14	12153 King's Knight Way	0	0	N/A
Knights Circle 15	4525 Black Knight Drive	0	0	N/A
Knights Circle 16	12203 King's Knight Way	0	0	N/A
Knights Circle 17	12215 King's Knights Way	2	1	2/6/12
			2	1/5/13
Knights Circle 18	4512 Black Knight Drive	0	0	N/A
Knights Circle 19	12227 King's Knight Way	0	0	N/A
Knights Circle 20	4501 Black Knight Drive	0	0	N/A
Knights Circle 21	4513 Black Knight Drive	0	0	N/A
Knights Circle 22	4301 Red Knight Way	0	0	N/A
Knights Circle 23	4315 Red Knight Way	0	0	N/A
Knights Circle 24	4302 Red Knight Way	1	1	6/9/13
Knights Circle 25	12425 Golden Knight Circle	0	0	N/A
Knights Circle 26	12413 Golden Knight Circle	0	0	N/A
Knights Circle 27	12401 Golden Knight Circle	0	0	N/A
Knights Circle 28	12348 Golden Knight Circle	0	0	N/A
Knights Circle 29	12336 Golden Knight Circle	0	0	N/A
Knights Circle 30	12312 Golden Knight Circle	1	1	9/23/12
Knights Circle 31	12300 Golden Knight Circle	0	0	N/A
Knights Circle 32	4512 Silver Knight Way	1	1	1/16/12
Knights Circle 33	4500 Silver Knight Way	0	0	N/A
Knights Circle 34	4511 Silver Knight Way	0	0	N/A
Northview	3925 Lockwood Blvd.	1	1	5/9/14

Time	Nature of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
8:30 PM	Unintentional/Cooking Fire	0	0	\$100-\$999
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
6:42 PM	Unintentional/Cooking Fire	0	0	Unknown
1:23 AM	Unintentional/Electrical Fire	0	0	\$1,000-\$9,999
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
3:30 PM	Unintentional/Cooking Fire	0	0	Unknown
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
3:30 PM	Unintentional/Cooking Fire	0	0	Unknown
11:35 PM	Unintentional/Cooking Fire	1	0	\$10,000 – 24,999
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
1:30 AM	Unintentional/Electrical Fire	0	0	\$25,000-\$49,999
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
9:15 PM	Undetermined/Clothes Dryer	0	0	Unknown
N/A	N/A	N/A	N/A	N/A
9:38 AM	Unintentional/Cooking Fire	0	0	\$0-\$99
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
7:13 PM	Unintentional/Cooking Fire	0	0	\$100-\$999

DEFINITIONS

LOCATIONS

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

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

Non-campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is 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 aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

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

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

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

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

CRIMES REPORTED AT MAIN CAMPUS

	On campus			Non-campus			Public property			On-campus residential facility		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	3	5	4	1	1	1	0	0	0	2	1	2
Aggravated Assault	20	10	3	1	2	2	0	1	0	7	2	1
Burglary	25	26	21	10	6	8	0	0	0	20	16	10
Motor Vehicle Theft	11	13	10	1	0	0	0	0	1	0	0	0
Arson	1	0	0	0	0	0	0	0	0	1	0	0
Sexual Offense	11	14	15	2	1	2	0	0	0	10	10	11
Domestic Violence	N/A	1	1	N/A	0	0	N/A	0	0	N/A	0	0
Dating Violence	N/A	20	26	N/A	2	1	N/A	1	1	N/A	11	13
Stalking	N/A	12	13	N/A	3	1	N/A	0	0	N/A	2	3
Liquor Law Arrest	131	99	102	1	1	0	1	2	2	2	1	0
Liquor Law Referral	111	100	230	0	11	23	0	2	8	98	77	131
Drug Law Arrest	39	58	74	5	8	8	5	18	20	2	6	13
Drug Law Referral	76	101	165	1	3	17	0	2	7	57	67	101
Illegal Weapons Arrest	1	0	2	0	0	0	0	0	0	1	0	0
Illegal Weapons Referral	0	0	1	0	0	0	0	0	0	0	0	1

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.

UNFOUNDED CRIMES REPORTED AT MAIN CAMPUS

	On campus			Non-campus			Public property			On-campus residential facility		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	3	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offense	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	2	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0

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.



YOUR SAFETY IS OUR CONCERN

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.

PREVENT CAMPUS THEFT

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.

- Register property with a serial number on the UCF Police Department's website at <http://police.ucf.edu/PropertyReg.html> and we will store the information for four years.
- The UCF Police Department offers another property registration program called "Operation I.D." An officer will engrave your driver 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.



SEE
SOMETHING?
SAY
SOMETHING.

REPORT SUSPICIOUS ACTIVITY

For an emergency, call 911.

For a non-emergency on campus, call 407-823-5555 or 3-5555 from a campus phone.



Keep phone numbers for law enforcement in your cellphone in case you need them.

CRIMELINE—800-423-TIPS

UCF POLICE	
Emergencies	911
Non-Emergencies	407-823-5555
Victim Services	407-823-1200
Safe Escort Patrol Service	407-823-2424 or 407-823-5555

UCF RESOURCES	
Environmental Health and Safety	407-823-5323
Greek Affairs	407-823-2072
Housing and Residence Life	407-823-4663
Maintenance	407-823-5223
Parking and Transportation Services	407-823-5812
Student Counseling Center	407-823-2811
Student Health Services	407-823-2701

OTHER EMERGENCY NUMBERS	
Victim Service Center of Orange County 24-hour Hotline	407-497-6701
National Sexual Assault 24-hour Hotline	800-656-HOPE

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

OTHER IMPORTANT PHONE NUMBERS	
Casselberry Police Department	407-262-7616
Florida Highway Patrol	407-737-2200
Orange County Sheriff's Office	407-836-4357
Orlando Police Department	321-235-5300
Oviedo Police Department	407-971-5700
Seminole County Sheriff's Office	407-665-6650
Winter Park Police Department	407-644-1313
Winter Springs Police Department	407-327-1000

UCF is a smoke-free campus.





UNIVERSITY OF CENTRAL FLORIDA
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ORLANDO, FLORIDA
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F 407 823 5429
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