



UNIVERSITY OF  
CENTRAL FLORIDA

**ANNUAL SECURITY GUIDE**  
2020-2021 | UCF POLICE DEPARTMENT

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# UCF College of Medicine



UCF College of Medicine  
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407.266.1000

## THE UNIVERSITY of CENTRAL FLORIDA

At UCF, the safety of our campus community is our top priority. We strive to serve as a model for campus safety by leveraging our strengths, including our innovation, partnerships and commitment to excellence.

We are proud to have one of the best trained university police forces in the country, and even more proud of the safe and compassionate environment they help to create for those who live, learn, work and visit here. However, it takes all of us to keep our campus secure.

Please read and follow the suggestions in this guide, and be sure to report any suspicious activity that you see. When we all work together, we can ensure UCF is the safest it can be.

Go Knights ... and Charge On!



Alexander N. Cartwright, PH.D.  
President

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The UCF Police Department is an accredited, full-service police department that provides law enforcement services to the UCF community. Our mission is to reduce crime and the fear of crime by providing a safe environment for **everyone** at UCF.

This means hiring officers and staff who fit our university; providing them with the finest training, equipment and leadership; and partnering with the campus community to achieve our safety and security goals.

With more than 69,000 students, 13,000 employees, and thousands of campus visitors, UCFPD has a big job in keeping the campus safe. We rely on our more than 80 sworn officers; an exceptional support staff; and campus, community and law enforcement partners to support the secure, inclusive and welcoming campus environment we all enjoy.

Transparency is important to me, and it is why earlier this year, we launched a new transparency website, <https://www.ucf.edu/safety/police-transparency>, to more openly communicate about our policies, training and initiatives. The Annual Security and Fire Safety Guide is another way we keep the community informed about crime and safety resources.

Though our offerings have been different this year due to COVID-19, we provide regular programming to increase the campus community's knowledge of safety and crime prevention, and we take proactive steps to address crimes that are not uncommon on a college campus.

My goal for UCFPD is to become the most professional, progressive and innovative campus police department in the country, and I believe we are well on our way to reaching it. I encourage you to use this guide to advocate for your own personal safety and to assist us in keeping UCF safe.

Charge On!



Chief Metzger, Chief of Police

## CAMPUS SECURITY & FIRE SAFETY STATISTICS

The University of Central Florida Annual Security and Fire Safety Guide is published by the UCF Police department in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act.

### 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 own health and safety.
- Publish on-campus housing fire statistics from the three most recent calendar years, 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 <https://police.ucf.edu/crime-statistics>. The Police Department policy requires campus crime data, relative to the Clery Act, be compiled electronically and submitted annually to the Federal 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 the campus. Campus crime statistics include those reported to the UCF Police Department, designated campus security authorities as defined under the Clery Act and local law enforcement agencies. 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](mailto:clery@ucf.edu).

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## UCF POLICE DEPARTMENT MISSION, VALUES, VISION & GOALS

### MISSION

To reduce crime and the fear of crime by providing a safe environment for our students, faculty, staff and visitors and the safeguarding of constitutional rights.

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

This mission is accomplished through the direct provision of traditional law enforcement and emergency services, and the design and delivery of proactive educational, outreach and crime prevention programs for a broad and diverse campus community. The UCF Police Department maintains excellent working relationships with local law enforcement agencies, including but not limited to Orange County Sheriff's Office, Orlando 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. The crime statistics in this report include those crimes on non-campus and public property reported to the UCF Police Department.

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:

**Integrity** - The community's trust and confidence in the police department will be earned in large part by the integrity of its officers. All officers are expected to adopt the highest moral standards, at all times conducting themselves in a manner which is fair, ethical, legal and which portrays a sense of duty and honor toward the entrusted position in which they hold.

**Justice** - The administration of law and order is based on the constitutional ideal of justice for all. Toward fulfillment of that ideal, the department is committed to the protection of every citizen and strives to ensure that every citizen will be treated with dignity, fairness and respect.

**Service** - As members of a law enforcement agency, the department recognizes that department employees are servants of the public. As such, we are bound to the highest level of community service in the protection of life and property.

**Trust** - The community has entrusted the department to exercise its authority with wisdom, compassion and commitment to honesty and justice. Through the individual efforts of all members of the department, we strive to be worthy of the confidence and trust of the students, faculty, staff, and general public.

## **VISION**

With community service as the foundation, the department is driven to enhance the quality of life; investigating problems as well as incidents; seeking solutions and fostering a sense of security through programs reflecting the needs and desires of the community. The Department nurtures public trust by holding itself to the highest standards of performance and ethics.

## **GOALS**

- Promote a safe and welcoming community
- Prevent, assess, and manage threats to community safety
- Work cooperatively with community partners
- Value diversity
- Value fellow department members
- Maintain public trust

**UCF ALERT (Emergency Notification)**

UCF prioritizes that the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. UCF uses the UCF ALERT system to send mass notifications via e-mail, text message, web updates, social media, and sirens. UCF ALERT is an emergency notification service available to students, faculty and staff, and constituents.

The UCF Police Department and/or other first responders may become aware of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees. Generally, the UCF Police Department becomes aware of emergencies or dangerous situations when students, employees and guests promptly report crimes in progress or other life safety issues, when they are reported to the University Police Communications Center (911) or upon discovery during patrol or other assignments.

In response to reports of potential emergencies or dangerous situations on campus, incidents will be evaluated on a case-by-case basis to determine if a significant emergency or dangerous situation exists. If, in the professional judgment of responsible authorities issuing an emergency notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the university may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the university will issue the emergency notification to the campus community.

The entire university community, will be notified when there is confirmation of a potential significant emergency or dangerous situation that threatens the operation of the campus as a whole. The threat will continue to be assessed and additional updates will be provided as they become available. UCF ALERT messages will be used only for events that present an imminent danger to the university community or that will significantly affect university operations.

Incidents which may prompt a UCF ALERT could include but are not limited to:

- A suspect at-large for murder, sexual battery, robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- 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.

The UCF Department of Emergency Management, the UCF Police Department, and UCF Communications determine which notification systems will be used during an emergency. These entities work together to provide timely and accurate information to the university community and ensure that individuals are aware of the situation and that they know the steps to take to safeguard their own personal safety and that of those in the community. The UCF Department of Emergency Management, the UCF Police Department, and UCF Communications together will determine how much information is appropriate to disseminate at different points of time.

UCF will immediately activate the notification system upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety so that individuals may take reasonable precautions for safety, unless the notification at that time will compromise efforts to contain the emergency. Depending on the scale and type of emergency, one or more of the notification systems will be used for emergency notification. Only authorized personnel can operate, activate, or deactivate 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.edu 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.

UCF Alert features several communication tools, including emails, text messages, web updates, social media, sirens, and more (see full notification list below). Generally, emails and text messages will be used only for events that present an imminent danger to the campus community or that significantly impact university operations.

In accordance with federal law, at least annually, UCF will test the emergency response and emergency notification procedures. The test may be announced or unannounced and is designed for assessment of emergency plans and capabilities and measures pre-defined goals. The test will identify coverage concerns, identify maintenances issues, and conduct follow through activities. UCF will document each test conducted and retain test documentation that includes a description of the exercise, (i.e. the test) the date the test was held, the start and end time of the test, and if the test was announced or unannounced, a summary of at least one test will be published on an annual basis. Announced testing of the UCF Alert System will be conducted during scheduled times and dates. A timely announcement will be made to inform the university community of the upcoming test. All members of the UCF community whose UCF Alert contact information is up to date and who have not opted out of receiving emergency messages should receive both. UCF Mobile app users who have opted into push notifications also will receive a message through the app. In preparation for the testing, students and faculty and staff members are encouraged to log in to myUCF and review their UCF Alert settings to ensure that contact information (email, cell phone number and mobile provider) is correct.

## **PRIMARY NOTIFICATIONS**

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

**Text Messaging:** If you did not opt out, you will receive emergency notification via a text message on your cellphone. The UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department Emergency Management, and UCF Communications have the authority to create messages for this system. Police dispatchers, the UCF Department of Emergency Management, and UCF Communications 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. The UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Emergency Management, and UCF Communications have the authority to create messages for this system. Police dispatchers, the UCF Department of Emergency Management and UCF Communications have the authority to send messages using this system.

**UCF Emergency Home Page ([ucf.edu](http://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 UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Security and Emergency Management, and UCF Communications have the authority to create and send messages using this system.

**Mass Notification System (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 UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, and the UCF Department of Emergency Management have the authority to create messages for this system. Police dispatchers and the UCF Department of Emergency Management, 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 Forecast Office in Melbourne, FL 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.

**UCF Main Phone Line (407-823-2000):** Recorded messages of current events and instructions will be posted here. The UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Emergency Management, and UCF Communications have the authority to create messages for this system. The UCF Department of Emergency Management and UCF Communications 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 UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, and the UCF Department of Emergency Management have the authority to create messages for this system. Police officers and the UCF Department of Emergency Management have the authority to send messages using this system.

**Media Release or Press Conference:** Local media are likely to post breaking news or periodic updates regarding an emergency at UCF. The UCF Police Department command staff, the police supervisor on duty, the UCF Department of Emergency Management, and UCF Communications have the authority to provide information to media, and in an emergency would proactively reach out to media with updates, answer questions, and correct misinformation. Protocols for working with media are listed in the Emergency Communications Plan portion of UCF's Comprehensive Emergency Plan.

**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 UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Emergency Management, and UCF Communications 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:** During an emergency official and consistent updates can be found on [www.facebook.com/UCFPolice](http://www.facebook.com/UCFPolice) and [www.facebook.com/UCF](http://www.facebook.com/UCF). The UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Emergency Management, and UCF Communications, have the authority to create messages for this system. UCF Communications has the authority to send messages using this system.

**Twitter:** Keep up with UCF news and receive emergency notifications through social media by following @UCF and @UCFPolice on Twitter. The UCF Police Department command staff, the police supervisor on duty, the senior police dispatcher on duty, the UCF Department of Emergency Management, and UCF Communications, have the authority to create messages for this system. UCF Communications has the authority to send messages using this system.

## **TIMELY WARNING**

In an effort to provide timely notice to the UCF community the university of Central Florida will issue a timely warning notice to the campus community for reported criminal incidents that continue to pose an imminent threat to the campus community.

Timely Warning notices are issued by UCF Communications to the university community to notify members of the community about specific Clery Act Crimes that have been reported to the UCF Police Department and that have occurred on campus or on non-campus property or public property, where it is determined that an incident may pose a serious or continuing threat to members of the university community. Timely warning notices may be distributed for any of the following Clery Act crimes: Murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking.

The decision of whether or not to issue a timely warning will be decided by the UCF Police Department on a case by case basis in light of all the facts surrounding the crime. These include the nature of the crime, the continuing danger to the university community and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other university community members and a timely warning would not be distributed. Sex offenses will be considered on a case-by-case basis depending on when or where the incident occurred, when it was reported, the amount of information known by UCF Police, and the determination of an ongoing threat to the UCF Community.

Timely Warnings messages will be distributed as soon as pertinent information is available, to enable people to protect themselves and prevent similar crimes from occurring, using one or more of the universities notification systems, in an effort to reach the entire university community. The timely warning message will include information that would promote safety and that would aid in the prevention of similar crimes from occurring, as well as information about the crime that triggered the warning, but will never include the victim's personal identifying information. A timely warning is sent primarily by email blast to members of the university community.

The UCF website [www.ucf.edu](http://www.ucf.edu) is a source for official news and information. The site may 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 above.

For questions about UCF Alert and how it is used, contact the UCF Department of Emergency Management at 407-882-7111.

### **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 receive one 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 them of 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

### **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 and doors
- Facilities Operations 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 Operations 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](http://ucf.edu) for university updates.

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## 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 advocates provide free, **CONFIDENTIAL** services and are 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 or by texting 407-823-6868. 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.

### 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

Victim Services hosts special events and presentations virtually and in-person to educate the campus community, and to promote the awareness of sexual assault/sexual harassment, and other forcible and non-forcible sexual offenses, dating violence, stalking, and violence prevention and bystander intervention.

Additional information regarding services, events and programs 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 by calling 407-823-1200 or text 407-823-6868. 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 or TEXT 407-823-6868**.
- 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**

**TEXT 407-823-6868**

12201 Research Parkway, Suite 450

Orlando, FL 32826

Main Office: 407-823-2425

Office Hours: Monday – Friday 8 a.m. to 4:30 p.m.

By Appointment Only

Virtual Appointments are available

[victimservices.ucf.edu](http://victimservices.ucf.edu)

### **THE CAMPUS SEX CRIMES PREVENTION ACT**

(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campuses. To search for an offender by name, neighborhood, university, or email/IM please visit <http://offender.fdle.state.fl.us/offender/Search.jsp>. For more information, please visit <http://offender.fdle.state.fl.us/offender>, or contact the Florida Department of Law Enforcement at:

Florida Department of Law Enforcement (FDLE)

Missing Persons and Offender Registration

2331 Phillips Road

Tallahassee, FL 32308

1-888-357-7332

[sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us)

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## 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 cell phone. Stay on the line until the dispatcher identifies your location and tells you to hang up.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, the 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 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 an emergency notification or 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 <https://police.ucf.edu/crime-activity-log>.

### BLUE LIGHT PHONES

Located throughout campus, these phones provide direct contact to the UCF Police Department dispatcher. They are located 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 or by texting 407-823-6868. When contacting UCF Victim Services your information is automatically confidential, without having to indicate that you would like to remain confidential. 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. Pastoral and professional counselors acting in the scope of their professional license are not considered CSAs and are not required to report crimes for inclusion into this report. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which pastoral and professional counselors are in fact under a legal obligation to report a crime. When deemed appropriate they may inform individuals of procedures to report crimes on a voluntary confidential basis.

## **Access to and Security of Campus Facilities and Residence Halls**

Many social, cultural, and athletic events held at university facilities are open to the public. Other facilities, such as the bookstore, libraries, and dining halls are also open to the public. Access to academic and administrative buildings is generally open to students, employees and visitors for the purpose of study, work, teaching and conducting university business during normal business hours (typically Monday through Friday, from 7am – 10pm, except holidays) and are secured during the late evening hours, depending upon special event scheduling and community usage. The designated academic buildings are typically secured from 10pm to 6am each night and on weekends and holidays, and access is gained during these times via mechanical key or the electronic access control system. Security in academic and administrative facilities is conducted through routine security patrols by UCF Police officers.

## **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. The university follows a preventative scheduled maintenance plan as required by the state, proactively addressing physical safety concerns on campus. It is helpful when other members of our campus community report equipment problems to the UCF Police Department or UCF Facilities & Safety. Non-Emergency safety concerns for lighting, locks on doors, windows, and shrubbery blocking clear sight lines can be reported by calling Facilities Operations Work Control Center at 407-823-5223 or submitting an online work request form <https://fo.ucf.edu/customer-request-form>

## **SPECIALTY POLICE UNITS**

**Criminal Investigations Division:** CID conducts follow-up investigations on police reports completed by the Patrol Division of the UCF Police Department. The investigators assigned to this division have a wealth of experience, including the investigations of sex offenses and interpersonal violence crimes.

**Law Enforcement Analysts:** 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.

**Threat Management Unit:** Detectives and analysts of the TMU follow-up on any reported threats to the UCF community from individuals or groups. This group focuses on non-criminal incidents or incidents involving concerns of mental health, working with community partners to identify the most effective way to mitigate risk and provide aid to those in need of services.

**K-9 Units:** UCFPD employs multiple officers and K-9 partners to assist in the detection of dangerous or explosive materials. A demonstration may be requested for your organization via the UCF Police Department website at <https://police.ucf.edu/university-police-specialty-units>.

**Forensic Technicians:** 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.

**Professional Standards Division:** The Professional Standards Division houses the Accreditation program, all areas of policy development, Internal Affairs, and the Training Section. This highly qualified team, ensures that UCFPD remains the most professional, ethical, and highly competent organization.

**Training Section:** Professional trainers provide the agency with the necessary knowledge, skills, and resources to perform at a superior level for our campus community. UCFPD leads the way in areas of mental health, de-escalation, general customer service, and response to any active threats in the community.

**Community Partnerships Section:** Our experienced community partnerships law enforcement officers actively engage with the community, providing safety programming and serving as a bridge between the agency to the community. The Community Partnerships office is located at the heart of campus, inside the Student Union.

For more information on crime statistics on and near campus, go to <https://police.ucf.edu/crime-statistics>

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## **CRIME PREVENTION & SECURITY AWARENESS SERVICES**

### **SAFETY ESCORTS**

UCF offers and encourages members of the campus community to utilize the SafeWalk digital escort tool. It can be accessed through the UCF Mobile App available in the Apple and Android app stores, with more information available at <https://ucfmobile.ucf.edu/>. Those who prefer an in-person safety escort, can call the UCF Police Department at 407-823-2424 to request a walking escort from a police representative when you are on the Main Campus, UCF Downtown, UCF College of Medicine or the UCF Rosen College of Hospitality Management.

### **PROPERTY REGISTRATION**

The UCF Police Department encourages you to register or record your property information, to include the make, model, value, color and serial number of valuables. One method of doing so is using online property registration system called Protech DNA, which can be accessed at <https://police.ucf.edu/bikeproperty-registration>. This system works very well for bicycle registration as bike theft is one of our top property crimes.

If you report theft of your property but 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, which creates a description of your property and its serial number, the odds of recovering it is much higher.

After entering the item's serial number into the database, law enforcement agencies are then able to retrieve the information so that the stolen item may be recovered and returned to you. Any item with a serial number, such as radios, TVs, computers and cell phones, are eligible. With this system, items without serial numbers are also able to be registered due to the innovative technology provided by Protech DNA.

### **ORIENTATIONS AND CRIME PREVENTION PROGRAMS**

During new student orientation, the UCF Police Department partners with the Office of First Year Experience to speak with students and their families about social behavior, crime prevention, and services offered by the UCF Police Department. Students and parents receive information about preventing property crimes such as theft and vehicle burglaries, self-defense classes, the safety escort program, and more. After the presentation, parents have the ability to speak to UCF police officer's one-on-one.

UCF's employees are the campus' greatest assets against crime. In partnership with UCF Human Resources, a UCF Police Department Community Partnership Section officer provides crime prevention and safety information about keeping our campus safe. Employees are asked to report suspicious people and activity to police immediately, as well as assist students in need of police or medical attention.

### **MIGHTY KNIGHTS SELF DEFENSE**

Mighty Knights is a basic self-defense course, which provides educational awareness and crime-victim prevention tips. This class provides individuals with strategies, techniques, and information that may reduce their risk of exposure to violence, and introduces them to the physical aspects of self-defense. The virtual session is about an hour long and in person sessions are approximately 2 hours long.

## PHYSICAL SECURITY ANALYSIS

UCF Police Department Community Partnership officers provide evaluations of buildings and departments on campus to help make the campus a safer environment. Departments can request an evaluation by emailing the Community Partnership Section at [policeCR@ucf.edu](mailto:policeCR@ucf.edu).

## OTHER SERVICES

- **What if...?: Community Partnership officers** 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** – Hear suggestions on how to stay 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.
- **Active Assailant** – Community Partnership officers discuss and offer suggestions for dealing with an active threat.
- **Concealed Weapons**– Hear a brief overview on laws regarding concealed firearms and concealed weapons both on and off campus.

For more information regarding these programs and services, please visit [police.ucf.edu](http://police.ucf.edu). To reach UCF Police Department Community Partnership Section email [policecr@ucf.edu](mailto:policecr@ucf.edu).

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## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The University of Central Florida is committed to maintaining a safe and nondiscriminatory learning, living and working environment for all students, employees, registered student organizations, DSOs, and third parties. These commitments are informed by state and federal law, including Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013. All members of the university community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment, or retaliation.

The university does not discriminate in any of its education or employment programs and activities on the basis of sex. Prohibited forms of sex-based discrimination include sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In alignment with its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community, the university informs the community of its comprehensive plan to address reports of sex-based discrimination and sexual misconduct, including educational programs and procedures to respond to reports of sexual assault, domestic violence, dating violence, and stalking reported to university officials, whether the incident occurs on or off campus.

The university has a website dedicated to the prevention of and response to sexual misconduct and related interpersonal violence, which includes campus policies, programs and prevention strategies, reporting options, and information regarding on- and off-campus resources. The website address is [www.letsbeclear.ucf.edu](http://www.letsbeclear.ucf.edu).

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

The following UCF policies and regulations govern the university's response to sexual misconduct and related interpersonal violence:

- Regulation 3.001 (Non-Discrimination; Affirmative Action Programs) <https://regulations.ucf.edu/chapter3/documents/3.001NonDiscrimAffirmActionsProgramsFINALOct20.pdf>
- Regulation 3.0134 (Complaints and Grievances Alleging Discrimination, Discriminatory Harassment or Retaliation) <https://regulations.ucf.edu/chapter3/documents/3.0134GrievancesAllegingDiscriminationFINALAug20.pdf>
- Policy 2-004 (Prohibition of Discrimination, Harassment and Related Interpersonal Violence) <https://policies.ucf.edu/documents/2-004.pdf>
- Policy 2-012 (Title IX Grievance Policy) <https://policies.ucf.edu/documents/2-012.pdf>

### University Definitions

There are numerous terms used by University of Central Florida in our policies and procedures. Because both employees and students can file a complaint regarding sexual misconduct and can navigate both university administrative resolution processes as well as a criminal resolution process, UCF is providing the following definitions of terms used in Regulation 5.006 (Student Rights and Responsibilities), located in the Golden Rule Student Handbook, UCF Policy 2-012 (Title IX Grievance Policy), and UCF Policy 2-004 (Prohibition of Discrimination, Harassment and Related Interpersonal Violence, or Nondiscrimination Policy). Questions regarding any terms used in this document related to sexual misconduct and related interpersonal violence should be directed to UCF's Title IX Coordinator.

A **Complainant** is an individual who discloses having been subjected to any prohibited conduct under university policy (including sexual assault/misconduct, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, retaliation), regardless of whether that person makes a report or seeks action under applicable university policies or regulations. For consistency, the university uses the term Complainant to maintain the neutrality of policies and procedures.

A **Respondent** is any individual or group who has been accused of prohibited conduct (including sexual assault/misconduct, sexual exploitation, relationship violence, stalking, sexual or gender-based harassment, or retaliation, or other forms of prohibited conduct under university policies or regulations). For consistency, the university uses the term Respondent to maintain the neutrality of policies and procedures.

**Preponderance of Evidence** means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within the Student Conduct Review Process and within Title IX investigations.

**Sexual assault** as defined by UCF Policy 2-004 consists of sexual contact that occurs without consent. Sexual contact includes but is not limited to the following behaviors:

1. touching, kissing, fondling (whether over or under clothing) of an individual for the purpose of sexual gratification; and/or
2. contact, however slight, between the mouth, anus, or sex organ of one individual with either the anus or sex organ of another individual; and/or
3. contact, however slight, between the anus or sex organ of one individual and any other object.

**Consent** is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be obtained by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity. The lack of a negative response, lack of protest or resistance, silence and passivity are not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Past consent to sexual activity does not imply ongoing future consent. It is the responsibility of the initiator of the sexual activity to obtain clear and affirmative responses of a willingness to

participate at each stage of sexual involvement.

**Incapacitation** is a state where an individual cannot make rational, reasonable decisions because of age, mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated due to the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated lacks the capacity to give consent because they cannot understand the facts, nature, or extent of the sexual interaction. An individual may be incapacitated by force, threat, coercion, manipulation, reasonable fear of injury, intimidation, use of position of influence, or through the use of one's mental or physical helplessness or incapacity.

**Sexual exploitation** as defined by UCF Policy 2-004 is purposely or knowingly doing or attempting to do any of the following:

- Exposing of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive;
- Voyeurism, including trespassing, spying, or eavesdropping for the purpose of sexual gratification;
- Soliciting sex acts from a minor by oral, written, or electronic means;
- Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without consent;
- Allowing third-parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Subjecting another person to human trafficking; or
- Exposing another person to a sexually transmitted infection or virus without the other's knowledge.

**Relationship violence** as defined by UCF Policy 2-004 includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Relationship violence may include any form of Prohibited Conduct under this Policy, including sexual assault, stalking, and physical assault. Relationship violence may involve a pattern of behavior used to establish power and control over another person through fear and intimidation or may involve one-time conduct. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional, and/or physical and may be directed towards the former partner, their property, or other individuals. Examples of relationship violence may include, but are not limited to:

- Slapping;
- Pulling hair;
- Punching;
- Damaging another person's property;
- Driving recklessly to scare someone;
- Name calling;
- Humiliating another person in public;
- Harassment directed toward a current or former partner or spouse;
- and/or
- Threats of abuse such as threatening to hit, harm, or use a weapon on another (whether Complainant or acquaintance, friend, or family member of the Complainant), or other forms of verbal threats.

**Stalking** as defined by UCF Policy 2-004.1 occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others, or to experience substantial emotional distress. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact. Stalking may include, but is not limited to:

- Non-consensual communications (face-to-face, telephone, email);
- Threatening or obscene gestures;

- Surveillance/following/pursuit;
- Showing up outside the targeted individual's classroom or workplace;
- Sending gifts and/or notes (romantic, bizarre, sinister, or perverted); and/or
- Making threats.

**Title IX Sexual Harassment** as defined by UCF Policy 2-012 involves any conduct Any conduct on the basis of sex which occurs within the university's education program or activity that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo, or where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a university program or activity (e.g., campus housing));
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual contact that occurs without consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any act of violence or threatened act of violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and, (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Florida statute or 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 Florida.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

And also meets the following criteria:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred against a person located in the United States; and,
3. The conduct is alleged to have occurred in or as part of the university's education program or activity.

### Federal Definitions

The following definitions are used by the U.S. Department of Education and the Department of Justice (Uniform Crime Reporting, or UCR) and other applicable regulations. These definitions inform how UCF tabulates its Clery compliance data, including the statistics found later in this report, as well as defining complaints that may be subject to the Title IX Grievance Policy (UCF Policy 2-012).

### Sexual Assault

"Sexual assault" is defined by the U.S. Department of Education as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes:

**Rape** is defined as 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. This offense includes the rape of both males and females.

**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.

### **Domestic Violence**

The U.S. 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.

### **Dating Violence**

The U.S. 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.
- 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.

### **Stalking**

The U.S. Department of Education defines the term “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.

### **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 as well as ongoing awareness and prevention campaigns for students and employees that:

- Identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- Define, 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;
- Define what behavior and actions constitute consent to sexual activity in the State of Florida and the Rules of Conduct;
- Provide 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.

<b>Primary Prevention and Awareness Programs</b>	
UCF offers the following primary prevention and awareness programs, which are designed to introduce participants to information, resources, support and action steps before an incident of sexual or interpersonal violence occurs. Completion of these programs is required for new students and employees.	
<b>Being a Responsible Knight</b>	This presentation, given to all new undergraduate students during New Student Orientation, covers information regarding students' rights and responsibilities, UCF's prohibition of sexual and interpersonal violence, preventing and responding to crimes, bystander intervention, and information on UCF Police, Student Care Services, Student Conduct and Academic Integrity, and Title IX. (This session is required of all students.)
<b>Helping Your Student Be a Responsible Knight</b>	This presentation covers similar information to Being a Responsible Knight but is geared to parents and families who attend New Student Orientation. (This session is optional for parents and families and complements the Being a Responsible Knight session.)
<b>Let's Be Clear Online Module</b>	This online education module covers the definitions of sexual assault, domestic violence, dating violence, stalking and related behaviors prohibited under university policy, as well as information about navigating issues of consent and university resources, bystander intervention, and options available to students who have been impacted by sexual or interpersonal violence. (This module is mandatory for all incoming undergraduate and graduate students, who must pass a summative assessment upon completion of the module.)
<b>UCF Actions to Prevent and Correct Discrimination</b>	This online education module covers all aspects of UCF's Nondiscrimination Policy and Regulation, including but not limited to UCF's prohibition on sexual and interpersonal

	<p>violence, reporting obligations for responsible employees, rights and responsibilities related to nondiscrimination and related concerns, and resources and support available at UCF. (This module is mandatory for all new employees and must be completed in the first week of employment.)</p>
<p align="center"><b>Ongoing Prevention and Awareness Programs</b></p> <p>UCF offers a range of educational programs and events throughout the year with a goal of raising awareness and preventing sexual and interpersonal violence on- and off-campus. The following are examples of ongoing prevention and awareness programs offered by the university and its various offices.</p>	
<p><b>Violence Prevention Certificate Series</b></p>	<p>This certificate is offered jointly by the Office of Student Rights and Responsibilities and the Office of Institutional Equity each semester. Any enrolled UCF student can attend a series of four workshops (four hours total), a two-hour bystander intervention workshop hosted by Green Dot, and be in good disciplinary standing to earn the certificate. Topics in this trauma-informed certificate series include relationship skills, boundary setting, consent, Title IX policies and processes, and topical information on sexual and relationship violence and stalking. This program is designed for undergraduate and graduate students.</p>
<p><b>One Billion Rising</b></p>	<p>Established on February 12th, 2012, One Billion Rising is the biggest mass action to end violence against women — including cisgender, transgender and those who hold fluid identities that are subject to gender-based violence — in human history. The campaign began as a call to action based on the staggering statistic that 1 in 3 women on the planet will be beaten or raped during her lifetime. With the world population at 7 billion, this adds up to more than one billion women and girls. This event is presented by UCF Victim Services and consists of guest speakers, spoken word, art, and a flash mob to advocate for survivors of violence. In addition, campus and community partners table to provide their information to students, faculty, and staff. This program is open to all students and employees.</p>
<p><b>Denim Day</b></p>	<p>Established in 1999, Denim Day is a social marketing campaign that addresses the social norm of tight clothing serving as consent. The international day of awareness encourages all students, faculty, and staff to wear jeans in support of survivors of sexual assault. The event happens in April and is coupled with a signed proclamation by the UCF president that proclaims April Sexual Assault Awareness Month and publicly supports all victims of sexual violence and the work of UCF Victim Services. Students, faculty, and staff are encouraged to take pictures of themselves wearing denim and post a picture on social media, proclaiming their support for Sexual Assault Awareness Month.</p>
<p><b>Campus Safety Fair</b></p>	<p>Established in 2009, The Campus Safety Fair is an interactive safety extravaganza featuring safety demonstrations, games, informational displays, and prizes. The Pegasus Ballroom of the Student Union will be filled with a variety of on and off-campus organizations and resources dedicated to keeping students safe. Among other</p>

	<p>topics, information on Victim Services, Green Dot, Title IX, and UCF Police is presented. The fair, which is now in its tenth year, is held each September in honor of National Campus Safety Awareness Month. This program is open to all students and staff.</p>
<b>In Her Shoes</b>	<p>In Her Shoes is an interactive exercise allowing for participants to move, act, think, and make choices as a person experiencing an abusive relationship. Participants come face-to-face with some of the challenges and obstacles of intimate partner violence. After the exercise, the facilitator will moderate a group discussion to further explore key themes, issues, and reactions of participants. This training takes between 1.5-2 hours to complete. This program is geared toward students.</p>
<b>The Vagina Monologues</b>	<p>The Vagina Monologues is a play written by playwright and activist Eve Ensler in 1994. Based on dozens of interviews Ensler conducted with women, the play addressed women's sexuality and the social stigma surrounding rape and abuse, creating a new conversation about and with women. V-Day, a global activist movement started by Ensler, demands that violence against women and girls must end. To do this, once a year, in February, Ensler allows groups around the world to produce a performance of the play and use the proceeds for local individual projects and programs that work to end violence against women and girls. This event is presented by UCF Victim Services and consists of guest speakers, spoken word, and art to advocate for the end of violence against women. In addition, campus and community partners table to provide their information to students, faculty, and staff. This program is open to all students and staff.</p>
<b>Let's Be Clear Trainings</b>	<p>The Let's Be Clear training is offered by the Office of Institutional Equity to groups of students, faculty, or staff upon request. This training provides an overview of UCF's Title IX program, the expectations and responsibilities of every member of our community, and ways to report sexual and interpersonal violence, stalking, and sexual harassment. Upon request, the employee version of this training also includes a Clery Act overview which helps CSAs understand their responsibilities as they respond to instances of crimes which are reported to them. This program is open to all students and staff.</p>
<b>Let's Be Clear Tabling Events</b>	<p>If you walk around campus at all, you've likely noticed one of our Let's Be Clear tables! Let's Be Clear is a campus-wide initiative that started in 2018 to raise awareness of resources, support, and options for reporting sexual harassment, sexual violence, relationship violence, stalking, and related concerns. Students can take away some Let's Be Clear swag by engaging with a peer educator or professional staff member about this important campaign. This program is open to all students and staff.</p>

**Bystander Intervention Programs**  
 UCF is a Green Dot campus. Green Dot is a nationally recognized bystander intervention

training program that aims to reduce power based personal violence on campus by training students, faculty, and staff how to become active bystanders. Green Dot uses the concept of displacing Red Dots (potential/real acts of violence) with Green Dots (actions taken to eliminate/prevent Red Dots, like those listed above). Actions could be reactive or proactive. Green Dot Bystander Intervention programming lets everyone know that violence is not tolerated on UCF's campus. The original Green Dot program was conceived in the college setting to prevent dating violence, sexual violence, and stalking. It relies on the premise that if everyone does their small part and commits to individual responsibility, the combined effect is a safe campus culture that is intolerant of violence. The college-based curriculum draws heavily on the experiences of college students and the reality of this issue in their lives. This curriculum uses interactive activities to reinforce core concepts and encourages students to envision their future and the world in which they want to live, then aligns their bystander behavior with that vision. More information on Green Dot, and information on becoming Green Dot trained, can be found at [www.greendotucf.com](http://www.greendotucf.com). Additionally, UCF Athletics Association offers Huddle Up for all student-athletes, coaches, and administrators.

<p><b>Green Dot Overview</b></p>	<p>Green Dot serves as UCF's official bystander intervention training program. The Green Dot overview is a 1-hour presentation that provides a summary of the Green Dot program and encourages students, faculty, and staff to register for the training certification. Overviews happen at least twice a month, as well as by request.</p>
<p><b>Green Dot Bystander Intervention Training</b></p>	<p>The Green Dot Bystander Intervention Training is a 6-hour course that provides in-depth knowledge and tactical-based skills to empower the UCF community to be an active bystander. The training is presented as a group discussion, incorporated with group and individual activities, that give participants space to dissect the different types of violence that they might see and how to safely intervene using a direct, delegate, or distracting method. The training concludes with a call to action for bystanders to be reactive and proactive. Trainings are provided at a minimum once a month, as well as by request. This training is open to students and employees.</p>
<p><b>Green Dot Bystander Booster Session</b></p>	<p>The Green Dot Bystander Booster Session is a 2-hour continuing education course that can be taken after the successful completion of the Green Dot Bystander Intervention Training. The booster session provides skills-based training scenarios in a safe environment where participants can practice the skills that they learned in the training course. Instructors provide feedback about intervention tactics and discussion is facilitated about confidence to intervene. Booster sessions are provided at a minimum once a month, as well as by request. This training is open to students and employees.</p>
<p><b>Huddle Up</b></p>	<p>This interactive program, geared to student-athletes, coaches, and athletics administrators, leverages the transcendent power of sport to eradicate gender violence, in all of its forms, and the sexism underpinning this abuse. Huddle Up addresses the full continuum of abusive behaviors and empowers participants to understand how misogynistic language, sexual harassment, gendered bullying, sexual assault, rape and domestic violence are linked together. This understanding inspires participants to have the courage to challenge behaviors on all levels of the</p>

## Procedures for Reporting Sexual Assault, Relationship Violence, or Stalking

If you have experienced domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the university's Title IX Coordinator or to the UCF Police Department, or both.

Matt Ricke, Ph.D.  
Assistant Director/Title IX Coordinator  
Office of Institutional Equity  
Barbara Ying CMMS, Building 81, Suite 101  
University of Central Florida  
Orlando, FL 32816  
(407) 823-1336  
Matt.Ricke@ucf.edu  
<https://letsbeclear.ucf.edu> (online reporting form)

UCF Police Department  
*In an emergency, call 911*  
3610 Libra Drive  
Orlando, FL 32816  
(407) 823-5555  
<https://police.ucf.edu>

**Confidential Reporting:** Individuals may also contact a confidential victim advocate with UCF Victim Services to discuss their reporting options and resources available to them. A confidential victim advocate can be reached 24/7 at 407-823-1200 (for phone calls) and/or 407-823-6868 (for text messages).

### Filing with UCF Title IX

To file an electronic report regarding sexual assault, domestic violence, dating violence, or stalking, please visit <https://letsbeclear.ucf.edu> and click "File a Report" on the top right corner of the page. This report is sent directly to the Title IX coordinator, who then coordinates outreach to the Complainant. A Complainant may also contact the Title IX Coordinator directly at the contact information above to file a report or to request appropriate services or resources. Even after a report is filed, the Complainant retains the ability to request that OIE not investigate their grievance. A Complainant's request for anonymity and/or inaction may hinder or limit a response by the university.

UCF's Title IX program will work with the Complainant to provide, in writing and verbally, resources, on campus, off campus or both, to include changes to academic, living, working, or transportation situations as well as medical, health, counseling, advocacy, financial aid, legal assistance, and visa & immigration assistance to persons who have experienced of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who are alleged to have violated university policies or regulations. UCF Title IX staff will provide information on how to file a police report and can assist individuals in filing with an appropriate law enforcement jurisdiction (UCF employees will not file a police report on behalf of a victim of a crime). The procedures set forth below are intended to afford a prompt, fair, neutral, and impartial response to allegations 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 those found in violation of this policy.

There is no time limit for a Complainant to report prohibited conduct to the university; however, the university's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the university. If the Respondent is no longer a student, employee, or DSO, the university will provide reasonably appropriate remedial measures, assist the Complainant in identifying external reporting options, and take reasonable steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

To encourage reporting, any individual (including a bystander or third-party) who makes a good faith report of Prohibited Conduct will not be subject to disciplinary action by the university for the reporter's own personal use of alcohol or drugs at or near the time of the incident provided any such violations did not harm or place the health or safety of any other person at risk. The university may offer support, resources, and educational counseling to such an individual.

## **Filing with UCF Police or Other Law Enforcement Agencies**

Individuals who have experienced sexual assault, domestic violence, dating violence, or stalking are encouraged to contact law enforcement as soon as possible. For criminal complaints, 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, the individual nevertheless should consider speaking with the UCF Police Department or other law enforcement to preserve evidence in the event that the victim chooses to pursue charges at a later date, including completing a forensic examination at a Sexual Assault Treatment Center. When an individual speaks with UCF Police about sexual assault, domestic violence, dating violence, or stalking, they will be asked if they wish to speak with a confidential victim advocate. UCF Police will notify the University's Title IX Coordinator of a criminal complaint involving sexual assault, domestic violence, dating violence, or stalking.

## **University Response and Investigation Procedures**

The following information summarizes the general procedures used by OIE to respond to and investigate allegations of sexual assault, domestic violence, dating violence, and stalking. Investigative procedures for Title IX sexual harassment, including sexual assault, domestic violence, dating violence, and stalking, are found in UCF Policy 2-012 *Title IX Grievance Policy*. Procedures for sexual misconduct and related interpersonal violence which occur outside of UCF's programs or activities, or off campus, are found in the *Golden Rule Student Handbook* (if the Respondent is a student) or in OIE's investigation procedures in Policy 2-004.1 (if the Respondent is an employee).

The Office of Institutional Equity (OIE) is responsible for conducting administrative investigations into allegations of sexual assault, domestic violence, dating violence and stalking when the Respondent is a UCF student, employee, Direct Support Organization (DSO) employees, or third parties in certain circumstances. Complainants, respondents, and witnesses have the right to have one support person/advisor of their choice accompany them to any meeting with OIE related to a report or investigation. Complainants also have the right to file an external complaint with an applicable state or federal agency. All records pertaining to investigations in these matters are maintained by OIE. The privacy of investigative records is governed by Florida Statute 119, the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable university recordkeeping policies.

Investigations into sexual assault, relationship violence, and stalking are conducted by individuals who have received specialized training in these types of investigations on an annual basis. Training topics include, but are not limited to, legal report writing, effective questioning, conducting internal investigations, trauma-informed principles, Title IX and Title VII legal standards, de-escalation, campus sexual assault, determining remedial measures, and responding to sexual and interpersonal violence in various communities (international students, students of color, LGBTQ+ students).

All investigations are conducted in a thorough, fair, neutral and impartial manner. The university strives to conclude each Title IX investigation within 90 calendar days of issuing notice to the Respondent. The adjudication review timeline varies depending upon the circumstances. The university reserves the right to extend investigations beyond this timeframe based on various circumstances (i.e., breaks between academic semesters, holidays, emergency university closings, compliance of involved parties, etc.). All student conduct hearing officers who review sexual and relationship violence cases receive a minimum of eight (8) hours of training on an annual basis, in addition to their training to serve as hearing officers generally. This training includes, but is not limited to, student conduct review procedure, trauma-informed questioning, UCF Title IX and nondiscrimination policies and applicable Rules of Conduct, determining violations based on the preponderance of the evidence, sanctioning recommendations, and rationale writing.

The following are the steps taken by OIE when a report is received:

1. OIE will notify a Remedial Measures Specialist who will contact the Complainant – first by phone, then by email – to discuss interim remedial and protective measures, support resources, and reporting options. This designee will provide, in writing by email, a list of resources and reporting options to every Complainant.

2. Interim Actions: If the Director of Student Conduct and Academic Integrity or designee, upon notifying the Vice President of Student Development and Enrollment Services or designee, decides that a threat of imminent harm to persons or property exists, an interim suspension may be imposed on a student or registered student organization who is suspected of violating the Rules of Conduct or Organizational Rules of Conduct as outlined in the Golden Rule [section UCF-5.009 (1) (a), UCF-5.013 (1) (a)]. Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant and/or Respondent, of others, of the university, or of property. Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the student or registered student organization conduct matter.
3. OIE will review any report made to its office to determine whether OIE has jurisdiction to investigate as well as the applicable investigative process. If not, the Complainant will be advised that OIE does not have jurisdiction to investigate. Complainants are still entitled to remedial and supportive measures regardless of whether OIE has jurisdiction to investigate and whether the Complainant requests an investigation or not.
4. An investigator from OIE will contact the complainant to discuss their rights and options. OIE will interview the Complainant about the incident(s) and review relevant documentation provided by the Complainant.
  - a. If the Complainant requests an investigation following the Complainant's substantive interview, OIE will then conduct a review of the allegations to determine whether the conduct at issue, if it occurred as alleged, would constitute a violation of university policies or regulations. To make this determination, OIE's analysis is guided by state and federal law. If OIE determines that the conduct would not violate university policies and procedures even if all the allegations are credited, OIE will advise the Complainant of its determination and will not undertake further investigation. OIE may notify other individuals (including the Respondent) or offices within the university of the reported allegations in order to mitigate the impacts of any potentially discriminatory conduct. If, based on the allegations, OIE determines that the alleged conduct may violate university policies or regulations, the investigation will proceed as follows. If a complaint is dismissed under UCF's Title IX Grievance Policy, the Complainant has the right to appeal the decision and will be notified in writing of how to pursue an appeal. All other OIE dismissals or assessments are final.
  - b. If the Complainant does not respond to OIE's outreach, responds and indicates a desire to not participate in the university's investigative process, or responds and requests that an investigation not be conducted, the OIE's staff will consult with the Title IX Coordinator regarding whether the university is compelled to investigate despite the Complainant's decision to not participate in the process or request that an investigation not be conducted. In this regard, OIE and the Title IX Coordinator will consider the reasons for the nonparticipation or request, including but not limited to concerns about continued safety of the person reportedly harmed and members of the campus community. OIE and the Title IX Coordinator also must balance considerations about the continued health and safety of members of the community against a Complainant's desire not to have the report investigated. In cases when a Complainant does not want to have a report investigated, but OIE has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, OIE may initiate private consultation, as described above, with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. The Title IX Coordinator will make the ultimate decision about whether to move forward with an investigation or respond to the report in another manner. It is important to note that a Complainant's request for anonymity and/or inaction may hinder or limit a response by the university.
5. Title IX Investigators and/or the Title IX Coordinator will notify the Respondent of the investigation. The Remedial and Protective Measures Designee will contact the Respondent to discuss interim remedial and protective measures, support resources, and information regarding the university's investigative process.
6. The Title IX Investigators and/or the Title IX Coordinator will conduct individual interviews with the Complainant, Respondent, and witness(es) (if applicable), and collect all relevant evidence. The Complainant or the Respondent will not be permitted to participate in each other's interview process. All

interviews will be documented in written form and each party will be provided with the opportunity to review their respective interview summaries to ensure accuracy and provide any additional information.

7. Both the Complainant and Respondent are permitted to have an advisor or support person of their choosing accompany them throughout the entire process. None of these parties can also serve as a witness. No other parties may be present for the investigative interviews and meetings with OIE. In cases reviewed under the Title IX Grievance Policy, the Complainant and Respondent are permitted to have one advisor plus one support person throughout the investigation and live hearing process.
8. Persons requiring a reasonable accommodation based on disability throughout the process must alert the Title IX Investigator or Title IX Coordinator of their need/request prior to the start of any meeting and provide supporting documentation. Requests will be reviewed on a case-by-case basis.
9. Both the Complainant and Respondent will have equal access to review and comment upon any information independently developed during the university investigation process prior to a final investigative report being submitted by the Title IX Investigator(s)/Title IX Coordinator to the Deputy Title IX Coordinator for Students (in the case of Student Respondents) or to management (in the case of employee Respondents).
10. *If the Respondent is a student in a sex-based misconduct (non-Title IX sexual harassment) matter:* At the conclusion of the investigation, the Title IX Investigator(s)/Title IX Coordinator will submit a final investigative report, which will summarize all interviews and relevant information (as determined by the Title IX Investigator(s)/Title IX Coordinator) and set forth the investigator's factual findings to the Deputy Title IX Coordinator for Students. Both the Complainant and Respondent have the right to file a response to the investigative report with OIE.
11. *If the Respondent is an employee in a sex-based misconduct (non-Title IX sexual harassment) matter:* OIE will notify the parties of its findings in writing at the conclusion of its investigation (Investigative Report). OIE also will notify the Office of the President, Provost or appropriate Vice President, and any other individual or office that may need to know the information (including but not limited to, Human Resources or Academic Affairs). Both the Complainant and Respondent have the right to file a response to the investigative report with OIE.
12. *In cases of Title IX sexual harassment (as described above):* OIE will notify the parties of the conclusion of the investigation and provide both the Complainant and Respondent ten (10) business days to inspect and review the evidence and submit a written response to the investigator. The investigator will then finalize and issue an investigative report which fairly summarizes relevant evidence and provide the report to the Complainant and Respondent prior to initiating the live hearing process. In these cases, the Complainant and Respondent are afforded the right to appeal the investigative findings and will be provided written notice of the appeal process.

## **University Adjudication Following an Investigation**

### ***When a Student is the Respondent in Sex-Based Misconduct Cases (Non-Title IX Sexual Harassment)***

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. Complainants may choose how to proceed within the student conduct process, although UCF can proceed with conduct action without the Complainant's consent in certain circumstances, such as 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 the alleged conduct otherwise adversely affects the Respondent's suitability as a member of UCF community. Consistent with due process, a charged student (Respondent) is not in violation until a preponderance of evidence proves otherwise.

Complainants and Respondents 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 (Complainants) protections under Title IX ([http://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)) and the Campus SaVE Act (<http://campussaveact.org/>). To ensure fairness to both Complainants and Respondents throughout the disciplinary process, UCF has established the following provisions:

1. Both the Complainant and Respondent are permitted to have an advisor or support person accompany them throughout the university's investigative process and student conduct review process. This person will not represent the Complainant or Respondent, address witnesses, investigator(s), the hearing body, any other party, or otherwise directly participate throughout the university's investigative process and/or student conduct review process. In addition, if the selected person is a witness, the person cannot be an advisor or support person.
2. Both the Complainant and the Respondent have the right to remedial and protective measures and shall be notified of available assistance at the university.
3. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and during a formal hearing. Prior to the initiation of the student conduct review process, the investigator has the discretion to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, the investigator will not consider statements of personal opinion, rather than direct observations or reasonable inference from the facts, or statements as to any party's general reputation for any character trait.
4. If the investigative process results in a recommendation to initiate the student conduct review process, both the Complainant and Respondent will receive notice to attend a preliminary conference meeting with the Office of Student Conduct and be informed of the available resolution options in the student conduct review process.
5. During the Student Conduct Review Process, both the Complainant and Respondent shall be informed of the Administrative Hearing Officer assigned to the case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification.
6. Both the Complainant and Respondent will be afforded similar and timely access to any information made available through the investigative process and/or that will be used during the student conduct review process.
7. If the matter proceeds to a formal hearing, both the Complainant and Respondent may submit a list of proposed questions related to the alleged incident to be asked during the formal hearing. The relevancy of proposed questions will be determined by the hearing body. During a formal hearing, all questions shall be asked through the hearing body. Both Complainant and Respondent should not be questioned directly by one another.
8. Both the Complainant and Respondent will have equal opportunity to present relevant witnesses and other information during the investigative process and a formal hearing. Relevancy and timeliness will be determined by the investigator(s) and/or hearing body.
9. Both the Complainant and Respondent may not have irrelevant past conduct, including sexual history, discussed during the formal hearing. The issue of relevancy shall be determined by the hearing body.
10. Both the Complainant and the Respondent will be provided access to participate, during the entire formal hearing in person, via videoconference, by telephone, or by other means available.
11. At least five (5) business days before the formal hearing, the Complainant may submit a written statement describing the impact of the Prohibited Conduct on the Complainant and expressing a preference about the sanction(s) to be imposed. At least five (5) business days before the formal hearing, the Respondent may submit a written statement explaining any factors that the Respondent believes should mitigate or otherwise be considered in determining the sanction(s) imposed. The Office of Student Conduct will ensure that the Complainant and the Respondent each have an opportunity to review any statement submitted by the other party before the formal hearing. The purpose of the statement(s) is to assist the hearing body in proposing a sanction. Therefore, the statement(s) will be given to the hearing body for consideration only if the hearing body makes a proposed finding of in violation on one or more allegations of sexual misconduct and/or interpersonal violence addressed in the formal hearing.
12. Both the Complainant and Respondent will be informed, concurrently and in writing, of the outcome of the investigative process, the Student Conduct Review Process, and the outcome of the appeal process, in accordance with federal guidelines.
13. Both the Complainant and the Respondent have the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the applicable Student Conduct Appeals section UCF-5.010 (individual student UCF-5.013 (registered student organizations)).

14. Both the Complainant and Respondent will be given periodic status updates throughout the investigative process and the Student Conduct Review Process.

***When an Employee is the Respondent in Sex-Based Misconduct Cases (Non-Title IX Sexual Harassment)***

OIE does not determine corrective actions for personnel, which may include discipline. The President, Provost or appropriate Vice President (or designee) will determine what corrective action will be taken and assign implementation of the corrective action.

1. All written responses will be added to and maintained with OIE's file pertaining to the outcome.
2. Notice of the outcome and applicable sanctions will be provided, concurrently and in writing, to both the Complainant and Respondent.
3. There is no appeal step within OIE's procedures. Disciplinary actions which rely on an OIE investigative report may be appealed through existing disciplinary processes. State or federal civil rights agencies may be contacted by the Complainant as appropriate.
4. Corrective actions may include but are not limited to a specific remedy for the Complainant, policy changes, disciplinary action against the Respondent, reconsideration of an action, or other remedies. A monitoring schedule also may be prescribed.

***When a Student or Employee is the Respondent in Title IX Sexual Harassment Cases***

Under Title IX of the Education Amendments of 1972 and its implementing regulations, cases involving Title IX Sexual Harassment as defined in UCF Policy 2-012 are afforded additional rights during the adjudication of a Title IX Sexual Harassment matter in addition to the rights listed above. Unlike other forms of sex-based misconduct, cases involving Title IX Sexual Harassment are required to go through a formal hearing to determine if any university policies or regulations were violated. Prior to a Title IX Sexual Harassment investigative report being forwarded to the appropriate hearing authority for review, the Complainant and Respondent will have ten (10) business days to inspect and review the evidence and submit a written response to the investigator.

During a live hearing for Title IX Sexual Harassment cases only, the Complainant and Respondent must have an advisor. If they do not have an advisor, one will be appointed by the university will appoint an advisor to the individual, at no fee or charge, for the purpose of conducting cross-examination. During this live cross-examination the Advisor will ask the other individual and any Witnesses relevant questions and follow-up questions authored by the Complainant or Respondent (including those questions challenging credibility) directly, orally, and in real time. Before any cross-examination question is answered, the Decision-Maker will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Decision-Maker may be deemed irrelevant if they have been asked and answered. Cross-examination questions which call into question prior sexual history of the Complainant may also be deemed irrelevant.

The university may still proceed with the live hearing in the physical absence of a Complainant or Respondent and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that individual. For example, a verbal or written statement constituting part or all of the Title IX sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. The university will not threaten, coerce, intimidate or discriminate against the Complainant or Respondent in an attempt to secure their participation in the live hearing. Should the Complainant, Respondent, or their Advisor choose not to cross-examine an individual, the Complainant and/or Respondent shall affirmatively waive cross-examination through a written or oral statement to the Decision-Maker. A Complainant's and/or Respondent's waiver of cross-examination does not eliminate the ability of the Decision-Maker to use statements made by the individual who would have been subject to that cross-examination.

Possible Sanctions in Student Conduct Cases <i>UCF Regulation 5.009</i>	
<b>Disciplinary Warning</b>	An official warning that the student's behavior is in violation of the UCF Rules of Conduct, and that if the student is subsequently found in violation of a rule while on Disciplinary Warning, subsequent action may be more severe.
<b>Disciplinary Probation</b>	Disciplinary Probation status shall be for a specific length of time in which any further violation of the Rules of Conduct puts the student's status with the university in jeopardy. If the student is found "in-violation" for another violation of the Rules of Conduct, while on Disciplinary Probation, more severe sanctions may be imposed. Restrictive conditions may be imposed and vary according to the severity of the offense. While on Disciplinary Probation, restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; denial of the privilege to occupy a position of leadership or responsibility in any university registered student organization, publication, or activity, or ability to represent the university in an official capacity or position; trespass of university facilities or other areas of campus or contact with another specified person(s). 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. While on Disciplinary Probation, a hold will be placed on a student's record for record keeping purposes.
<b>Deferred Disciplinary Suspension</b>	Deferred Disciplinary Suspension is used for offenses found serious enough to warrant Disciplinary Suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Deferred Disciplinary Suspension is a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Rules of Conduct. During Deferred Disciplinary Suspension, the student will be officially suspended from the university, but the suspension will be deferred, meaning that the student may continue to attend classes. The suspension will be enforced for failure to complete any assigned educational sanctions by the deadline(s) and/or for any subsequent violation of the Rules of Conduct, unless the Director of SCAI determines otherwise in exceptional circumstances. If the student is found in violation for any violation(s) of the Rules of Conduct that occurred while on Deferred Disciplinary Suspension status, including failure to complete any assigned educational sanctions by the deadline(s), the student will be suspended for a minimum of one (1) semesters, in addition to the educational sanctions imposed for the subsequent violation. Students placed on Deferred Disciplinary Suspension will have a conduct overlay placed on their transcripts for the period of time that the Deferred

	<p>Disciplinary Suspension is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Deferred Disciplinary Suspension may include the denial of specific university privileges, including but not limited to loss of good standing, which may become a matter of record; denial of the privilege to occupy a position of leadership or responsibility in an university registered student organization, publication, or activity, or ability to represent the university in an official capacity or position; trespass of university facilities or other areas of campus or contact with another specified person(s). The duration of any Deferred Disciplinary Suspension period and the specific restrictions imposed will be determined by SCAI on a case-by-case basis. While on Deferred Disciplinary Suspension, a hold will be placed on a student's record for record-keeping purposes.</p>
<p><b>Disciplinary Suspension</b></p>	<p>A student involved in an offense warranting consideration of action more serious than Deferred Disciplinary Suspension or one involved in repeated misconduct may face Disciplinary Suspension. During the period of Disciplinary Suspension, a student may not be enrolled in 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 SCAI. Upon being withdrawn, the student may no longer enroll in classes, may not be an active member of a Registered Student Organization, may no longer use university facilities, must vacate university owned housing, may no longer be permitted on university property, may not be employed by the university, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal. In determining if and to what extent suspended students shall be authorized to be on university premises, the Director of SCAI or designee shall consider whether the suspension creates an undue hardship on the disciplinary suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. Students placed on Disciplinary Suspension will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Suspension is in effect. The conduct overlay is a notation indicating that the student is not in good standing. 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.</p>
<p><b>Disciplinary Dismissal</b></p>	<p>Disciplinary Dismissal is a sanction which removes the student from the individual's academic program and separates the student from the university for a period of at least two years and up to seven years. A dismissed student</p>

	has none of the rights or privileges of a student of the university. Following Disciplinary Dismissal, the individual must apply for readmission to the university. Readmission is possible but not guaranteed and will only be considered after the two to seven-year time allotted from the effective date of the Dismissal, based on meeting all readmission criteria and obtaining clearance from the Associate Vice President and Dean of Students or designee. This may include restricted access to campus and/or other specified activities. Students placed on Disciplinary Dismissal will have a conduct overlay placed on their transcript for the period of time that the Disciplinary Dismissal is in effect. The conduct overlay is a notation indicating that the student is not in good standing. Further, while on Disciplinary Dismissal, 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 Dismissal; otherwise the Disciplinary Dismissal will remain in effect.
<b>Delayed Conferral of Degree</b>	Delay of issuance of a student's diploma for a specified period of time or until the student meets certain conditions.
<b>Recommendation for Degree Revocation</b>	The University of Central Florida reserves the right to revoke any UCF degree awarded to any student. Reasons for degree revocation may include academic dishonesty, grade change, administrative error, disciplinary misconduct, or student request (see UCF Policy 4-406).
<b>Disciplinary Expulsion</b>	Disciplinary Expulsion is a sanction which removes the student from the individual's academic program and permanently separates a student from the university without opportunity to graduate or re-enroll at the university 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.
<b>Educational Sanctions</b>	In conjunction with a sanction listed above, a student found to have been in violation of any of the Rules of Conduct will be assigned educational requirements such as, but not limited to, reflective/research papers, classes/seminars, community service, interviews, etc. Educational sanctions are intended to provide a student with opportunities to repair the harm of their actions and to engage in meaningful developmental experiences that will help the student in avoiding future violations of university policy.

<b>Possible Sanctions in Student Organization Conduct Cases</b> <i>Regulation 5.013</i>	
<b>Organizational Warning</b>	An official warning that the organization's behavior is in violation of the Organizational Rules of Conduct and that if the organization is subsequently found in violation of a rule, subsequent action may be more severe.
<b>Organizational Probation</b>	A period of time during which any further violation of the Organizational Rules of Conduct puts the registered student organization's status with the university in jeopardy. Restrictive conditions may also be imposed as part of

	<p>organizational probation and will vary according to the severity of the offense. Restrictive conditions may include barring or limiting some or all of the organization's activities and/or privileges (including, but not limited to: social activities; intramural competition; organizational competition; Homecoming; eligibility to receive any university award or honorary recognition; privilege to occupy a position of leadership or responsibility in any university registered student organization governing body, publication, or activity; or ability to represent the university in an official capacity or position). If a registered student organization is found "in violation" for another violation of the Organizational Rules of Conduct while on organizational probation, more severe sanctions may be imposed.</p>
<p><b>Organizational Deferred Suspension</b></p>	<p>Organizational deferred suspension is used for offenses found serious enough to warrant organizational suspension, but where the specific circumstances of the case mitigate the offense or for repeated offenses of a less serious nature. Organizational deferred suspension is a designated period of time during which a registered student organization is given the opportunity to demonstrate the ability to abide by the community's expectations of behavior articulated in the Organizational Rules of Conduct. During an organizational deferred suspension, the registered student organization will be officially suspended from the university, but the organizational suspension will be deferred, meaning that the registered student organization may continue to operate with sanction-specific restrictions. Organizational suspension will be enforced should the registered student organization fail to complete any of the assigned sanctions by the deadline(s) and/or for any subsequent violation of the Organizational Rules of Conduct unless the Director of SCAI determines otherwise in exceptional circumstances. If the registered student organization is found in violation for any violation of the Organizational Rules of Conduct that occurred while on deferred suspension status, including failure to complete any assigned sanctions by the deadline(s), the registered student organization will be suspended for a minimum of two (2) semesters in addition to any educational sanctions imposed for the subsequent violation. Registered student organizations on organizational deferred suspension may be limited in their abilities to represent the university in intramural sporting events, extracurricular activities, or official functions. The duration of any organizational deferred suspension period and the specific restrictions imposed will be determined by SCAI on a case-by-case basis.</p>
<p><b>Organizational Suspension</b></p>	<p>While on organizational suspension the registered student organization loses its university recognition and/or registration for a temporary period of time. While an organization is suspended, it may not use university resources or participate as an organization in any university</p>

	activities or events unless authorized in writing in advance under conditions approved by the Director of SCAI or designee. Additional provisions may be assigned that further outline university expectations while on Organizational Suspension Status.
<b>Revocation of UCF Registration</b>	Permanent severance of the organization's relationship with UCF.
<b>Recommendation for Charter Revocation</b>	An official request to a national office that the local chapter's charter be revoked.
<b>Educational Sanctions</b>	In conjunction with any sanction listed above, a registered student organization found to have been in violation of any of the Organizational Rules of Conduct will be assigned educational sanctions that are proportional to the violation such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a registered student organization has any outstanding educational sanctions at the conclusion of organizational probation or organizational suspension, the organizational probation or organizational suspension will remain in effect pending completion of the educational sanctions.

Sanctions for university employees, including faculty and instructors, are subject to administrative discretion, employee classification, and relevant collective bargaining agreements. Employees found responsible for violations of these policies may be subject to a range of discipline up to and including termination of employment.

### **Appeals**

Upon completion of the adjudication or sanctioning of any incident of sexual assault, domestic violence, dating violence, or stalking, parties may retain certain appeal rights. The following chart summarizes the ability for parties to appeal in these matters. In cases involving student Respondents in non-Title IX sex-based misconduct cases or in cases involving Title IX Sexual Harassment, outcomes of the appeal process, including any change to the result and/or sanctions, will be issued simultaneously and in writing to both the Complainant and Respondent. Decisions of the appellate officer reflect final agency action. Any decision by an appellate officer to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision. In cases involving employee Respondents in non-Title IX sex-based misconduct cases, the Respondent will be notified of the outcome of any grievance procedure pursuant to the appropriate university regulation.

	<b>Sex-Based Misconduct (Non-Title IX) where Respondent is a Student</b>	<b>Sex-Based Misconduct (Non-Title IX) where Respondent is an Employee</b>	<b>Title IX Sexual Harassment</b>
<i>Who can appeal?</i>	Both Complainant and Respondent may appeal	Respondent may have the right to grieve discipline through the appropriate process for their classification	Both Complainant and Respondent may appeal
<i>What can be appealed?</i>	a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the		a. Procedural irregularity that materially affected the outcome of the matter (i.e., a failure to follow the university's own

	<p>hearing.</p> <p>b. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.</p> <p>c. The sanction(s) are extraordinarily disproportionate to the violation(s).</p>		<p>procedures);</p> <p>b. New evidence that was not reasonably available at the time the Determination of Responsibility was made, that could materially affect the outcome of the matter;</p> <p>c. The Decision-Maker(s) had a conflict of interest or bias for or against the Complainant or Respondent, or for or against Complainants or Respondents in general, that materially affected the outcome of the matter;</p> <p>or</p> <p>d. For students, any other ground for appeal established in an applicable student appeal procedure in university policy or regulation.</p>
<i>How long do they have to appeal?</i>	<p>Appeal must be made in writing to the Appellate Officer (VP of SDES or designee) within ten (10) business days after the date the student was notified of the decision by the Director of Student Conduct and Academic Integrity (SCAI) or designee</p>		<p>Must submit its written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal, to the designated appeal officer</p>
<i>For more information, see</i>	UCF Regulation 5.010	Applicable regulations regarding employee grievance rights	UCF Policy 2-012

**Standard of Evidence**

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). Specific information on the use of this standard of evidence is found in the Golden Rule Student Handbook, UCF Policy 2-012 and in UCF Policy 2-004.

### ***Nonresponse to Outreach***

If the Complainant does not respond to Title IX outreach, responds and indicates a desire to not participate in the university's investigative process, or responds and requests that an investigation not be conducted, the Title IX staff member will consult with the Title IX Coordinator regarding whether the university may be required to continue with the investigation despite the Complainant's decision to not participate in the process or request that an investigation not be conducted. In this regard, OIE and the Title IX Coordinator will consider the reasons for the nonparticipation or request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The Title IX Coordinator also must balance considerations about the continued health and safety of members of the community against a Complainant's desire not to have the report investigated.

In cases when a Complainant does not want to have a report investigated, but OIE has concerns that not taking formal action might endanger the health or safety of members of the campus community, OIE may initiate private consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Deputy Title IX Coordinators, Director of OIE, Associate Vice President and Dean of Students, Students of Concern Team, Title IX Response Team, UCF Police, licensed psychological health professional, Executive Director of Housing and Residence Life, Chief HR Officer, Director of Student Conduct and Academic Integrity, and/or General Counsel. The university may need to proceed with investigating and adjudicating the case regardless of the wishes of the Complainant in those cases where the situation is determined to pose a significant danger to the university community, including, but not limited to: cases involving significant violence, cases in which the university has reason to believe that the Respondent has harmed more than one individual, or cases in which there is deemed to be a threat to the campus community. The Title IX Coordinator will make the ultimate decision about whether to move forward with an investigation or respond to the report in another manner.

### ***Seeking Medical Attention***

After an incident of sexual assault or 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>.

### ***Preservation of Evidence***

It is important to preserve evidence in case a victim decides to pursue criminal charges or file an injunction, even if a victim is unsure if they want to pursue these options right away. 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, **Office of Institutional Equity** of the call, but a victim's personal identifying information would never be publicly disclosed.

### ***Guidance for Victims of Sexual Assault and Relationship Violence***

- It is important that a victim of sexual assault or relationship violence 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.

### Assistance for Victims: Rights & Options

Regardless of whether an individual elects to pursue a criminal or university complaint or whether the offense is to have occurred on or off campus, UCF will assist individuals impacted by sexual assault, domestic violence, dating violence, and stalking and will provide each individual with a written explanation of their rights and options for reporting and resources. Rights and options are also available at [www.letsbeclear.ucf.edu](http://www.letsbeclear.ucf.edu).

### Injunctions (Restraining Orders)

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.

<b>Domestic Violence Injunctions</b>
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.
<b>Repeat Violence Injunctions</b>
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.
<b>Sexual Violence Injunctions</b>
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.
<b>Dating Violence Injunctions</b>
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.
<b>Stalking Violence Injunctions</b>
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/enr/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, **Office of Institutional Equity**. 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. If an individual feels that the injunction has been violated, they should immediately contact 9-1-1 (if an emergency) or local police (if a non-emergency).

UCF cannot apply for a legal order of protection (injunction) on behalf of a victim. 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.

**Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

**On-Campus**

<u>Resource</u>	<u>Address/Location on Campus</u>	<u>Phone Number</u>
Campus Faith 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
Wellness and Health Promotion Services	12800 Gemini Blvd. S. Orlando, FL 32816	407-823-5841
UCF Global	4356 Scorpius Street Building GB 139 Orlando, FL 32816-0130	407-823-2337
Multicultural Academic & Support Services	12715 Pegasus Drive, Suite 154 Orlando, FL 32816	407-823-2716
Office of Diversity and Inclusion	Barbara Ying Center 12701 Scholarship Drive Orlando, FL 32816	407-823-6479
Student Conduct and Academic Integrity	4145 Pyxis Lane, Suite 227 Orlando, FL 32816	407-823-4638
Office of Student Financial Assistance	4365 Andromeda Loop, N, Rm. 107 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	12701 Scholarship Drive, Suite 101 Orlando, FL 32816	407-823-1336
Student Care Services/UCF CARES	4145 Pyxis Lane, Ferrell Commons 7G-196 Orlando, FL 32816	407-823-5607
Student Health Services	4098 Libra Drive Orlando, FL 32816	407-823-2701
University Police	3610 Libra Drive Orlando FL 32816	Non-emergency: 407-823-5555 Emergency: <b>911</b>
Victim Services – Main Office M-F 8 AM – 4:30 PM	12201 Research Parkway, Suite 450 Orlando, FL 32826	Main: 407-823-2425 <b>24/7 HOTLINE: 407-823-1200</b> <b>TEXT: 407-823-6868</b>

### Off-Campus

<u>Resource</u>	<u>Address/Location off Campus</u>	<u>Phone Number</u>
Counseling and Mental Health Mental Health Association of Central Florida	1525 E Robinson Street Orlando, FL 32801	407-898-0110
Advent Health East Orlando - Hospital	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 Aid Society of Orange County Bar Association, Lawyer Referral Service	100 E. Robinson St Orlando, FL 32801	407-841-8310
Orange County Courthouse	425 North Orange Avenue Orlando, FL 32801	407-836-2026
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 Treatment Center, Seminole County	Confidential Location, must call hotline first	Hotline: 407-497-6701
Women's Center (Brevard County) – Includes referrals to Sexual Assault Treatment Center	1425 Aurora Road Melbourne, FL 32935	Hotline: 321-784- 4357
The LGBT Center of Central Florida	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

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

[www.letsbeclear.ucf.edu](http://www.letsbeclear.ucf.edu) – UCF's central website dedicated to preventing and responding to sexual misconduct and related interpersonal violence

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

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

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

### **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. Active bystanders are students, faculty and staff who intervene, either directly or indirectly, when they see something happening that may cause harm to a member of our community. They may not be involved in the harm, but as a witness to the incident they have the choice to 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.letsbeclear.ucf.edu](http://www.letsbeclear.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. **Direct:** Take the direct approach. If you see someone who looks like they could be in trouble or need help, ask if they are ok. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated. Speak up when someone discusses plans to take sexual advantage of another person. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
2. **Delegate:** Sometimes the direct approach can be intimidating. Call someone else for assistance, such as a friend or law enforcement. Refer people to on- or off-campus resources listed in this guide for support in health, counseling, or with financial or legal assistance. Get others involved to help diffuse a situation.
3. **Distract:** Interrupt situations where you see problematic behavior. Make an excuse by asking an unrelated question, like “do you know what time it is?” or stating, “hey, I need to borrow this person for a minute.” By distracting someone from doing something they may later regret, you help everyone involved.

## Risk Reduction

No individual deserves to be sexually assaulted. While only perpetrators are responsible for the commission of a crime, we can all take steps to increase our safety and security. 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](http://www.rainn.org)).

1. **Know your resources.** Make sure you are familiar with campus safety and security resources as well as other support services that may be able to help someone who has experienced a sexual assault. The UCF mobile app has contact info for multiple emergency and non-emergency resources.
2. **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.
3. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
4. **Walk with purpose.** Even if you don’t know where you are going, act like you do.
5. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
6. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
7. **Make sure your cell phone is with you** and charged and that you have cab money.
8. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
9. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
10. **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.
11. **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.).
12. **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.
13. **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.
14. **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.
15. **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).
16. 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.

17. **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?

18. **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.

### **Florida Statute Definitions**

The following Florida statutes are enforced by UCF Police Department and other law enforcement agencies throughout the state of Florida. These statutes are used to guide the assessment of criminal activities, their investigation by law enforcement, and potential prosecution by criminal courts in Florida.

#### **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) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the

first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(d) A person commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), and such person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a lewd act under s. 800.04 or s. 847.0135(5);
2. Section 787.01(3)(a)2. or 3.;
3. Section 787.02(3)(a)2. or 3.;
4. Section 800.04;
5. Section 825.1025;
6. Section 847.0135(5); or
7. This chapter, excluding subsection (10) of this section.

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

1. The victim is physically helpless to resist.
2. 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 reasonably believes that the offender has the present ability to execute the threat.
3. 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.
4. 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 that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer as defined in s. 943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under 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) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older, without that person's consent, and in the process 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.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process 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.

(d) A person commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury and the person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a

lewd act under s. 800.04 or s. 847.0135(5);

2. Section 787.01(3)(a)2. or 3.;

3. Section 787.02(3)(a)2. or 3.;

4. Section 800.04;

5. Section 825.1025;

6. Section 847.0135(5); or

7. This chapter, excluding subsection (10) of this section.

(6)(a) The offenses described in paragraphs (5)(a)-(c) are included in any sexual battery offense charged under subsection (3).

(b) The offense described in paragraph (5)(a) is included in an offense charged under paragraph (4)(a).

(c) The offense described in paragraph (5)(b) is included in an offense charged under paragraph (4)(b).

(d) The offense described in paragraph (5)(c) is included in an offense charged under paragraph (4)(c).

(e) The offense described in paragraph (5)(d) is included in an offense charged under paragraph (4)(d).

(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 younger than 18 years of age which constitutes sexual battery under paragraph (1)(h) commits a felony of the first degree, punishable by a term of years not exceeding life or 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)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) which involves an offense committed under any of the circumstances listed in subparagraph (4)(e)7., 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) A person who falsely accuses a person listed in subparagraph (4)(e)7. or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) commits 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 provided 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.

**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.

**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.

**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:

1. 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; or
2. To access, or attempt to access, the online accounts or Internet-connected home electronic systems of another person without that person’s permission, causing substantial emotional distress to that person and serving no legitimate purpose.

(2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person’s property, knowingly,

willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(5) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks a child under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(6) A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.

(7) A person who, after having been sentenced for a violation of s. 794.011, s. 800.04, or s. 847.0135(5) and prohibited from contacting the victim of the offense under s. 921.244, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks the victim commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(8) The punishment imposed under this section shall run consecutive to any former sentence imposed for a conviction for any offense under s. 794.011, s. 800.04, or s. 847.0135(5).

(9)(a) The sentencing court shall consider, as a part of any sentence, issuing an order restraining the defendant from any contact with the victim, which may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any such order be based upon the seriousness of the facts before the court, the probability of future violations by the perpetrator, and the safety of the victim and his or her family members or individuals closely associated with the victim.

(b) The order may be issued by the court even if the defendant is sentenced to a state prison or a county jail or even if the imposition of the sentence is suspended and the defendant is placed on probation.

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## **Alcohol & Other Drug Prevention and Intervention Services**

Substance Use Disorders Prevention, Treatment & Recovery Services are available to both students and employees at the UCF Student Health Center. A variety of health promotion services, including education, assessment for substance use disorders, interventions, treatment and recovery support are provided to UCF students by clinicians at Student Health Services. Confidential screening and assessment is available for students who are interested in feedback regarding risk and protective factors associated with their self-reported substance use. In compliance with the Drug Free Schools and Campuses Act a description of drug and alcohol policies and abuse education programs is available at <https://studenthealth.ucf.edu/drugfreepolicy/>

Student Health partners with other campus and community entities to support services that encourage individuals and student organizations to make safer, responsible choices that enhance their personal and academic success at UCF.

UCF prohibits the unlawful possession, use, or distribution of drugs or alcohol by students, faculty or staff. Violations of these prohibitions will result in disciplinary action by the university.

<https://studenthealth.ucf.edu/DrugFreePolicy/>

<https://regulations.ucf.edu/chapter3/documents/3.0191DisciplinaryActionUSPSFINALOct20.pdf>

In accordance with Regulation UCF-4.035, the University of Central Florida prohibits the unsafe or unlawful service, distribution, possession, or consumption of alcoholic beverages on campus. Members of the university community, vendors, and visitors are obligated to adhere to the requirements of state statutes, local ordinances, and university regulations and policies that regulate the service, possession, and consumption of alcoholic beverages. The university will cooperate in the enforcement of these legal requirements.

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.

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 Student Health website at <http://studenthealth.ucf.edu> for more information on additional programs, resources 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 conduct a toxicology test.

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## **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.

**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).

**Weapon 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 Sexual Assault, Domestic Violence, Dating Violence, and Stalking section of this guide.

## CAMPUS SECURITY AUTHORITIES

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

### Crimes reported at UCF COLLEGE OF MEDICINE

	On Campus			Non-campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	1	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	2	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	2	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrest	0	0	0	0	0	0	0	0	0
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0

## UNFOUNDED CRIMES

If a Clery Act crime is reported to University Police as occurring in any of the institutions Clery Act geographic locations, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded”. Only sworn commissioned law enforcement personnel may unfound a crime after a thorough investigative process. Under the Clery Act UCF must disclose statistics for “unfounded” crimes.

Unfounded Crimes	
2017	There were no unfounded crimes for calendar year 2017.
2018	There were no unfounded crimes for calendar year 2018.
2019	There were no unfounded crimes for calendar year 2019.

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## REPORTING HATE CRIMES

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

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

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

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Under the Clery Act, only the following eight categories of bias are reported.

**Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

**Gender identity:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

- **Gender non-conforming** describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing

makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Protestants, atheists, etc.

**Sexual orientation:** a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Ethnicity:** a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National origin:** a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**Disability:** preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**For the last three years the following hate crimes were reported:**

<b>Hate Crimes</b>	2017	No hate crimes reported.
	2018	No hate crimes reported.
	2019	No hate crimes reported.

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**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 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 one 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 <https://police.ucf.edu/bikeproperty-registration>.
- You can also register your property on the UCF Mobile app, which can be downloaded at <https://ucfmobile.ucf.edu>. Once downloaded, open the app, select the "Safety" module, then "Crime Prevention," then "Property Registration." From there, you'll be directed to the website, where you can register your items.

## **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 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.