



COLLEGE *of*  
CENTRAL  
FLORIDA

*—an equal opportunity college—*

## Public Safety

### 2012 Annual Security Report and Campus Safety Guide

Published October 2013

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or [smithc@cf.edu](mailto:smithc@cf.edu).

## Public Safety Office Locations

Ocala Campus – Building 55, located between Buildings 5 and 6

Appleton Museum of Art – Main Lobby

Citrus Campus – Bldg. L4, Rm. 106A

Hampton Center – Main Lobby

Levy Center – Main Lobby

## Ocala Campus

Main Number 352-237-2111

Public Safety 352-873-5841 or 352-237-2111, ext. 1261 or 1422

Academic Affairs 352-873-5840

Access Services 352-854-2322, ext. 1580; TDD 873-5854

Administration and Finance 352-873-5823

International Education 352-854-2322, ext. 1624

President's Office 352-873-5835

Student Affairs 352-873-5828

Student Support Services 352-854-2322, ext. 1761

## Appleton Museum

Main Number 352-291-4455

Public Safety 352-237-2111, ext 1848

## Hampton Center

Main Number 352-873-5881

Public Safety 352-237-2111, ext 5043

## Citrus Campus

Main Number 352-746-6721

Public Safety 352-237-2111, ext 6135

Counseling 352-249-1202

Campus Vice President 352-249-1209

## Levy Campus

Main Number 352-493-9533

## BayCare Information

BayCare Behavioral Health is a free confidential service for CF employees and students. For support, advice or just a friendly ear, help is just a telephone call away.

- Emotional/Family Trouble
- Peer Pressure
- Academic Stress
- Alcohol/Drug Use

BayCare Behavioral Health has 24/7 Crisis Support and may be contacted at 800-878-5470 or you may access their website at [www.baycare.org/sap](http://www.baycare.org/sap).

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### Message from the Manager of CF Public Safety

The CF Public Safety Department is committed to providing a safe and secure learning environment for all student and staff. The department takes pride in being a customer orientated service department.

We **F.O.C.U.S.** on our mission:

- Friendly
- Open
- Caring
- Understanding
- Student-Centered

CF Public Safety will continue to provide educational programs to the campus aimed at increasing the safety awareness of our students, faculty and staff. The Department has added new web based information on the following topics;

- Clery Act Training
- Campus Security Authority certification
- List of our Certified Campus Security Authority (CSA) Personnel
- Protection of Vulnerable Persons law
- Active Shooter Profile, Behavior and Policy
- Surviving an Active Shooter Incident; Run-Hide-Fight video,
- Tips on Preventing an Auto Break-in.

The mission of the CF Public Safety Department is to support and assist the administration in the accomplishment of the goals and objectives of the college. The department is responsible for maintaining a reasonable safe and secure campus where diverse social, cultural and academic values are allowed to develop and prosper.

Don Ugliano  
Manager of Public Safety

## College Mission Statement

College of Central Florida offers educational opportunities, which are accessible, affordable and high quality. In a climate that nurtures excellence, CF provides undergraduate instruction and awards associate degrees, baccalaureate degrees and certificates; prepares students for careers requiring professional and technical training; encourages student success through a variety of support services; and promotes the economic, social and cultural development of the community.

## **The Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act**

CF prepares this annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This full text report is available on our website at [www.cf.edu/departments/admin/public\\_safety/](http://www.cf.edu/departments/admin/public_safety/) and in print upon request at our Public Safety offices. The report is also linked from the main Public Safety Web page.

CF's 2012-2013 Annual Security Report and Campus Safety Guide is prepared in cooperation with the local law enforcement agencies surrounding our Ocala Campus and additional sites. Campus crime, arrest and referral statistics for 2010, 2011 and 2012 are included in this report. These statistics include those reported to the CF's Public Safety Department, designated campus officials, and local law enforcement agencies surrounding our Ocala Campus and additional sites.

Notification of the availability of the Annual Security Report and Campus Safety Guide is sent via email to all current CF students each semester. A link to the full text document online is included in the required online orientation for all new students. The college prints Notices of Availability each year and distributes these notices to students as they receive their required CF ID cards. These printed notices are also distributed at other locations on campus such as the Admissions and Registration offices, as well as public locations such as the Bryant Student Union and Patriot Cafe. The printed notices are also included in recruitment packages to prospective students. Notification of the availability of the Annual Security Report and distribution of the printed notices are part of the Public Safety orientation for all new employees, and printed notices are available to prospective employees in the Human Resources Office and upon request at Public Safety.

## About the Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, named in memory of a student who was slain in her dorm room in 1986, is an amendment to the Higher Education Opportunity Act (Public Law 110-315). Commonly referred to as the Clery Act, this amendment requires colleges and universities that participate in Title IX student financial assistance programs to do the following:

- Collect, classify and count crime reports and crime statistics. This includes statistics for certain categories of crimes (referred to as Clery Act crimes) which occur on campus, at off-campus facilities controlled by the college or university, and public property contiguous to campus. The Clery Act crime categories include Murder/Non Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non Forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Arrests and Disciplinary Referrals for Weapons, Alcohol, and Drug Law Violations. Institutions that maintain a campus police or security department also must record all alleged criminal incidents and keep a daily crime log of these incidents that is open for public inspection.
- Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, colleges and universities must:
  - Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees
  - Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus
- Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees. Policy statements include:
  - Policies and procedures for reporting crimes and other emergencies and the college's response to these reports
  - The law enforcement authority of Public Safety personnel
  - The relationships between Public Safety and local law enforcement agencies
  - The security of and access to campus facilities
  - Crime prevention
  - Classes and seminars designed to increase awareness of safety and security
  - The issuing of timely warnings for crimes that may pose a serious or continuing threat to the campus community
  - Emergency response including procedures for evacuation, sheltering in place, and notifying the campus community of an immediate threat
  - Sex offenses and obtaining registered sex offender information
  - Alcohol and drugs
  - Weapons

Institutions also must inform prospective students and employees about the availability of the report.

- Submit crime statistics to the DOE. Each year Clery Act crimes must be submitted to a Web-based data collection survey maintained by the Department of Education to disclose crime statistics by type, location and year. The comprehensive user's guide for the survey is located online at: <https://surveys.ope.ed.gov/security>.
- In addition to the requirements listed above, institutions with any on-campus student housing facilities must disclose:
  - Missing student notification procedures that pertain to students residing in those facilities.
  - Fire safety information related to those facilities. This includes keeping a fire log that is open to public inspection, publishing an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility, and submitting fire statistics each fall in the Web-based data collection.

For more information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, visit <http://www2.ed.gov/admins/lead/safety/campus.html>.

*Some Title IX institutions that are “distance education-only” or foreign institutions are exempt from Clery Act requirements.*



## **Public Safety Authority and Relationship with Law Enforcement**

CF employs Public Safety officers and supervisors under the direction of the manager of Public Safety. All Public Safety personnel are required to obtain a current Florida Class D Security License within six months of their hire date. Public Safety officers receive training which includes CPR/AED training, FEMA National Incident Management System (NIMS) and Incident Command System (ICS) courses, training in CF's Emergency Notification System, emergency response procedures, crisis intervention, and the safe operation of campus vehicles.

Public Safety officers actively patrol the Ocala Campus, Citrus Campus and Appleton Museum of Art 24 hours a day and center locations during operational hours.

CF enjoys excellent cooperative relationships with the Ocala Police Department, Citrus County Sheriff's Office and Chiefland Police Department. Public Safety shares with these agencies crime prevention strategies, local crime information, and training information. These agencies will promptly respond to our campuses for emergencies, to complete police reports, and to conduct criminal investigations. CF has written Memorandums of Understanding with Ocala Police Department, Citrus County Sheriff's Office and Chiefland Police Department.

Public Safety personnel are not police officers and are not empowered as such. During the course of an incident, the responding Public Safety Officer will obtain the information necessary to make a complete report for Public Safety files. If you wish to file a police report, you will need to contact your local law enforcement department.

It is CF's policy to report all felonies occurring on campus or during off-campus college activities to the appropriate law enforcement agency.

## Reporting Criminal Incidents and Other Emergencies

CF strongly encourages anyone who is a victim of or witness to a crime to promptly report the incident to Public Safety. Students, employees and guests should immediately report crimes in progress, accidents and other emergencies by dialing **911**, (**remember to dial 9-911 from a campus telephone**), or by contacting Public Safety.

Individuals also may report incidents that are no longer in progress by contacting Public Safety, either by telephone or in person at the Public Safety office at your campus or center.

### Tips for Reporting Crimes or Emergencies

- **Don't hang up.** Stay on the line unless doing so places you in immediate danger. 911 operators are trained to get as much information as possible to determine the nature of the problem and its seriousness. On emergency calls, the operator already has sent the information to a dispatcher while continuing to ask additional questions. Stay on the line and answer the operator's questions until he or she terminates the call.
- **Be ready to give your location.** Learn the campus, especially the areas you frequent. Take note of parking lot names (e.g. Lot 2), building numbers, and landmarks which will help a law enforcement officer or Public Safety Officer find you.
- **Provide as much detail as possible.** Take note of age, height, weight, hair color, clothing description, mode and direction of travel. When describing a vehicle, try to include the make, model, color, license plate number, etc. If your property is stolen, provide a complete description, times you left the property and discovered it missing, serial and model numbers (if known), estimated value, and any other information that could assist in recovery.

If the situation changes before help arrives, call 911 or Public Safety again and update the operator.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of CF policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

*The rulemaking committee defines counselors as:*

**Pastoral Counselor:** An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Confidential Reporting**

CF encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, reports made to police departments cannot hold reports of crime in confidence; however, state law protects the identity of the victims of sex crimes.

The Department of Public Safety has implemented the Silent Witness Form to be used by any student, staff or faculty member. The idea behind the program is to get people to report suspicious and/or criminal activity to the Public Safety Department without having to file an official report. If people can report crime or activity anonymously, they may be able to help us to investigate suspicious activity and crimes. The information provided to us will be checked and we will use the reports for investigations and statistical data. We hope that all members of the faculty, staff and student body will use this tool to help make CF a much safer place.

Individuals wishing to confidentially report a crime may do so in two manners. They may come into a Public Safety office and complete a witness statement or they may complete a silent witness form online at [www.cf.edu/departments/admin/public\\_safety/witness.htm](http://www.cf.edu/departments/admin/public_safety/witness.htm); the form is then submitted electronically to the Public Safety department.

### **Emergency Telephone System**

Emergency telephones with direct access to the Public Safety office are located throughout the CF Ocala and Citrus campuses and in all elevators. Emergency telephones can be activated by picking up the handset and being connected directly to Public Safety or by dialing ext. 1261, or 1422, for the Ocala Campus and ext. 6135 at the Citrus Campus. Elevator telephones may be activated by pushing the button or lifting the handset. When used, the Public Safety operator will answer will ask if you need assistance or help. Please remain at the location until an officer arrives (if the situation is safe). These telephones are for emergency use only.

### **Campus Security Authority**

CF has fully implemented the Campus Security Authority program (CSA) for collection of Clery Act related crime statistical reporting. There are over 115 fully trained CSA representatives on campus and they're names are published on the CF Public Safety web site for easy access to CF Staff and Students for assistance and crime reporting.

## **Student Disciplinary Procedures**

CF is responsible for providing a safe learning environment in which all of its students can realize their academic and career goals and participate in the teaching and learning experience. The college experience is a privilege that is afforded to students. All students are expected to abide by and are held accountable for violations of the College Student Code of Conduct. Students who choose to be a member of the college community accept the responsibility to be informed and acquainted with college regulations, to comply with these regulations and to respect the personal rights and property of other members or guests of the College community.

CF reserves the right to determine when its Student Code of Conduct has been violated and to administer disciplinary actions for conduct that is inconsistent with the college's acceptable behavioral policies, procedures and practices. Students who are accused of violating the Student Code of Conduct may be provided an opportunity to personally respond or submit a written response to an allegation unless a campus/college restriction is authorized by the Public Safety Office, Student Affairs Office, law enforcement officials and/or the vice president of Student Affairs or his/her designee.

The college is committed to providing a workplace and learning environment for its employees and students which is safe, secure and respectful. This means an environment that is free from threat of violence and violence of any kind. Behaviors and actions that are indicative of threats and/or violence that are potentially damaging to college employees, students, guests or property are strictly prohibited. The college reserves unilaterally an unlimited right to waive, suspend, alter, or amend any policies, procedures, or guidelines to ensure the public safety of students, employees, guest and the community.

### **Code of Student Conduct Procedures**

Students who are in violation of the Student Code of Conduct may be subject to a Student Conduct Hearing. Hearings shall be conducted by a Student Conduct Administrator. If, in the opinion of the Student Conduct Administrator, the infraction could reasonably result in either suspension, expulsion or other serious sanction, the Student Conduct Administrator may form and chair an Ad Hoc Student Conduct Committee. The committee shall include up to a total of three representative college community members (employees and students). The role of the committee members is to act in an advisory capacity to the student conduct administrator who has sole responsibility and authority to determine whether or not the student is responsible for violation the Code of Student Conduct and to assign the appropriate sanctions for those found responsible for violating the Code of Student Conduct. Committee members do not vote.

For more information of the student disciplinary process and student due process procedures, access the Student Handbook at <http://www.cf.edu/departments/sa/12-13StudentHandbook.pdf>.

## **Sexual Offender/Predator Registration**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders/predators may be obtained. The act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education in that state at which the offender/predator is employed, carries on a vocation, or is a student. In accordance with Florida State Statute 775.21 (The Florida Sexual Predators Act) and Florida State Statute 943.0435, convicted sex offenders in Florida must register with the Florida Department of Law Enforcement within 48 hours of establishing permanent or temporary residence. The FDLE makes information concerning the presence of registered sexual offenders/predators available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of predators (only) in a manner deemed appropriate by the sheriff or police chief.

CF is required to inform members of the campus community where to obtain information about such offenders/predators. Any member of the CF community who wishes to obtain further information regarding sexual offender/predators in our area may refer to the FDLE website at [www.fdle.state.fl.us](http://www.fdle.state.fl.us), call 1-888- FL-PREDATOR / 1-888-357-7332), or utilize the FDLE website searchable database at <http://offender.fdle.state.fl.us/offender/Search.jsp>. The FDLE searchable database may be used to find all registered sex offenders in any city, county or zip code in the state.

## **Protection of Vulnerable Persons Act**

This Act (HB1355) was enacted in October or 2012 by Governor Scott. The act requires mandatory reporting of any suspected or actual crimes committed against vulnerable persons to the DCF Hotline. CF has met the requirements of this bill with the publication of the Vulnerable Persons web based training document, presentation of the act to key public safety management and key administrative management personnel and general release of the Protection of Vulnerable persons requirements, potential fines and contact information that accesses the DCF Helpline to faculty and students.

## **Sexual Assault and Misconduct**

CF values the health and safety of every person in the community. The college does not tolerate any sexual assault or misconduct. The term “sexual assault,” as used by the college and in this document, includes sexual battery, rape, date or acquaintance rape, inappropriate touching, or any other nonconsensual sexual activity. Sexual assault as defined by Florida law is “oral, anal, or vaginal penetration by or union with the sexual organ of another, or the anal or vaginal penetration by another with any other object performed without consent” (Florida State Statute 794.011).

Any known violation of state, federal or civil law regarding sexual assault and misconduct occurring on college property or at any college-related function will be reported to the appropriate law enforcement agency.

Violations of college policy are referred to the Office of Student Affairs for due process. Both the accuser and the accused must be informed of any institutional disciplinary proceeding that is brought alleging a sex offense. Incidents involving a disciplinary hearing may have the following outcomes: unfounded-not guilty, warning, reprimand, probation, loss of privileges, restitution, suspension or expulsion from CF.

During all phases of the disciplinary process, the accused and accuser are entitled to the same opportunities to have others present with them. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual.

CF is obligated by the Clery Act to honor requests by students who are victims of sexual assault to change their living situation and academic situations if those changes are reasonably available.

## What to Do If You Are Sexually Assaulted

**Get to a safe place.** For your protection, **call 911 immediately**, especially if the assailant is still nearby. Stay on the telephone with the dispatcher as long as you can until help arrives. Remember that the police will help you whether or not you choose to prosecute the assailant. Call a trusted friend or family member for support and/or the victim-assistance services offered by community or law enforcement agencies. (Some local agencies are listed below.)

**Get medical attention immediately.** A medical examination is to check for physical injury, the presence of sexually transmitted diseases, or pregnancy as a result of the assault. A medical examination will also aid in the police investigation and legal proceedings.

**Don't bathe or douche.** Bathing or douching might be the first thing you want to do, but you may be washing away valuable evidence. Wait until you have a medical examination. Also, do not change or alter the crime scene.

**Save your clothing.** Changing your clothes is alright, but save the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag and give them to the police. Your clothing could be used as evidence for prosecution.

We encourage you to report the incident to police and Public Safety. This is entirely your choice. In order for the college to effectively deal with sexual assaults and other related offenses, it is vital that these incidents be reported to the Public Safety and /or law enforcement. Often, victims of sexual assault feel embarrassed, guilty or fear retaliation or possible humiliation if word gets around she/he has been the victim of a sex offense. These are normal emotions. Know that law enforcement and the college can guide you to professional victim support resources that can help you deal with these emotions. Please also keep in mind that reporting is not the same thing as prosecution. Prosecution can be determined later. Also know that it is a violation of Florida state statute for any agency or media outlet to release the identity of a victim of sexual assault.

## **What to Expect from Public Safety**

- Public Safety personnel will ensure that the victim's immediate medical needs are addressed by contacting the appropriate emergency services.
- Public Safety personnel will notify the appropriate law enforcement agency on the victim's behalf and provide all available information to them.
- Preservation of the crime scene will be maintained until law enforcement personnel arrive.
- In reports of a sexual assault received by the Public Safety Department, the victim will be treated with courtesy, respect, dignity and sensitivity. Officers will ensure that a victim advocate is available throughout the process to address a victim's needs and concerns as well as those of significant others.
- Officers will act thoughtfully without prejudging or blaming a victim.
- Assistance will be rendered to serve the needs of the victim as well as maintaining his/her confidentiality as provided by law.
- Victims will be interviewed in a private location. If the victim wishes, they can request to be interviewed by a person of the same gender.
- Students who report a sexual assault that has occurred off campus or at a prior time on campus will be assisted in contacting the appropriate legal authorities and/or service agencies.

## **Where to Go for Help**

While seeking the support of trusted family or friends is helpful, we encourage you to talk to a knowledgeable professional about your reactions to being victimized. Law enforcement and the college can refer you to agencies and services designed to assist victims in overcoming the trauma of the attack and proceeding with their lives. If you were the victim of a sexual assault in the past, it may still be helpful to talk to someone about it. Talking about a past sexual assault may help you resolve trauma and feelings that may still be affecting your life.



## Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the manager of Public Safety, constitutes a serious or continuing threat to the College Community or to those in the immediate area, a campus wide timely warning will be issued. The manager of Public Safety will consider whether a timely warning is issued on a case-by-case basis in light of the circumstances and facts surrounding a crime, including factors such as:

### **The nature of the crime**

- Crimes falling under the categories of Clery Act crimes which represent a serious or continuing threat to the college community.
- Other crimes involving serious bodily injury or the threat of bodily injury

### **The continuing danger to the college community**

- Suspects have not been identified or apprehended
- There is a pattern of crimes against persons or property and a timely warning will help members of the campus community protect themselves and/or their property

### **Any circumstance in which a timely warning will aid in the prevention of similar occurrences**

Should the manager of Public Safety decide to issue a timely warning, the warning will include information that will promote safety and aid in the prevention of similar crimes. The timely warning will also include known information about the crime that triggers the warning, which may include the date and time the crime occurred, the location, and the type of crime which occurred.

The manager of Public Safety, in determining the content of a timely warning notice, will consider whether information may compromise law enforcement efforts, for example, by disclosing law enforcement tactics or policies.

Under current CF policy, the manager of Public Safety may use the following to issue a timely warning:

- The college email system to faculty and staff
- Posted bulletins in common areas of the campus
- An email to currently registered students
- The RAVE emergency notification system
- The CF and/or CF Public Safety website
- The MyCF student and employee portal (on the Web).
- Other means deemed effective by the manager of Public Safety

## Notification to the CF Community About an Immediate Threat

The CF Public Safety Department, under the direction of the manager of Public Safety or his designees, is responsible for assessing situations and determining if it is necessary to initiate emergency mass notification procedures.

In addition to the Public Safety Department, members of the Emergency Response Management Team may initiate these procedures. The Public Safety Department and the Emergency Response Management Team maintain open channels of communication with and receive information from Public Safety personnel, other various offices/departments at the college, city, county, state, and federal law enforcement and emergency management agencies, and the safety and security departments of other higher education institutions in the area.

If Public Safety or the Emergency Response Management Team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CF, Public Safety or Emergency Response Management Team officials will:

- **Determine the content of the message**
- **Determine the segment of the college community to be notified**
- **Use some or all of the systems described previously to communicate the threat**

Public Safety and the Emergency Response Management Team will initiate emergency notification of an immediate threat without delay and taking into account the safety of the college community, unless issuing a notification will, in the judgment of the first responders, (including Public Safety, law enforcement and emergency services personnel), compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

CF's emergency mass notification system is built upon a platform of multiple first and second tier emergency mass notification systems. The following systems are used as part of a comprehensive and overlapping emergency mass notification system, to issue a notification of an immediate threat:

“First Tier” refers to scalable, zoneable area alerting in real time and include:

- Cisco IP Telephone “Voice Over IP ” (VOIP )
  - A system which utilizes the Cisco IP telephones throughout the entire college as voice warning system

“Second Tier” refers to personal notification systems, not necessarily in real time and includes:

- **RAVE Messaging System**
  - Emergency messaging system available to all CF employees and current students
- **Email alerts to students and employees**
- **Social media alerts via the official CF Facebook and Twitter accounts**
- **The CF website**

## Emergency Response

CF maintains an Emergency Response Plan, ERP, which includes policies and procedures for responding to emergencies and notifying the College community during an emergency. The college's ERP relies on two fundamental operational concepts, those given under FEMA's National Incident Management System, NIMS, as incorporated in the National Response Plan, NRP, and the "Emergency Support Function," ESF, concept, which classifies common operations into organizational groups.

General information about the emergency response and evacuation procedures for CF are publicized each year as part of the institution's Clery Act compliance efforts.

When a serious incident occurs that causes an immediate threat to the campus, the critical incident commander, the vice president of Administration and Finance or his designee, will be responsible for command and control of all aspects of the emergency response, including quickly assessing the emergency situation, determining the level of impact, assessing the effect, containing the incident and assigning the proper resources.

The college president or designees will have the role of policy and major decisions normally centered on planning and preparation prior to and recovery from the incident. The critical incident commander is responsible for keeping the president up to date on all important matters pertaining to the incident.

The first responders to an emergency are usually CF Public Safety officers, law enforcement and local emergency services.

Depending on the nature of the incident, other CF departments and other local or federal agencies could also be involved in responding to the incident.

CF Public Safety officers are trained in the emergency response and emergency notification procedures stated in the ERP.

All members of the CF community are notified on an annual basis that they are required to notify the CF Public Safety Department and local law enforcement, (**through 911**), of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. These agencies have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, these agencies responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Two common practices for emergency response used by CF are evacuation and lockdown, (also known as shelter-in-place).

## Evacuation Plan

In a number of situations, it may be necessary to evacuate a college building. This decision is the responsibility of the incident manager (vice president of Administration and Finance).

Evacuations may be conducted under **non-emergency** and **emergency** conditions.

**Non-emergency evacuations** will be required when the threat of a potentially dangerous situation or condition exists. The evacuation is conducted as a precautionary measure and the speed of the evacuation is not critical.

Staff, students and faculty will be advised by Public Safety to evacuate a building or an area in a calm, clear tone of voice. Buildings will be evacuated from the bottom to the top floors. Staff and faculty will be advised of the nearest available exit doors and stairwells. Elevators will be for the exclusive use of disabled persons.

Staff and faculty will remain with their class or group as it exits the building. Evacuees will be directed away from buildings (at least 300 feet) to one of the parking lots, clear of any emergency vehicles, where they will await instructions.

When the building or area has been evacuated, Public Safety will monitor the building or area to prevent re-entry into the area.

**An emergency evacuation** is required when an imminent threat of danger exists. Speedy evacuation is required to remove the occupants from a dangerous situation. Occupants will be alerted by the sounding of the fire alarms. Staff and faculty will be responsible for an orderly evacuation.

As occupants leave the buildings, they will receive directions from staff members.

During an emergency evacuation, the elevators may be operational. If so, they will be used exclusively for faculty and staff to provide special assistance for disabled persons. If elevators are not operational, faculty members have the initial responsibility for disabled persons in their charge. Hearing impaired students should be made aware of the situation and remain with the group as it exits the building.

### Evacuation Instructions

If an evacuation is ordered, the following steps should be followed:

- a. Instructors must bring their class roster with them when evacuating their classroom/building.
- b. Instructors should ensure all students are out of the classroom and adjoining bathrooms.
- c. Instructors and supervisors are requested to shut off any gas jets in their classrooms prior to evacuation.
- d. Instructors should close doors and windows prior to following their students out of the building. (Doors should be left unlocked.)
- e. Instruct the first student evacuating to hold open exit doors until all persons in the class have evacuated.

- f. Evacuation from upper floors of buildings will be by the way of the stairwells. The elevators will NOT be used as a route of egress during evacuation procedures for able bodied persons.
- g. Instructors and supervisors shall provide assistance and direction in the safe evacuation of any handicapped students or employees in their area, utilizing other students or employees as needed.
- h. Students should take backpacks and personal property with them if possible.
- i. Classes proceed to the predesignated holding area/assembly point. Once there, instructors should make note of students who are not present and maintain order.
- j. The list of missing students should be given to Public Safety so a search can be conducted.
- k. Instructors should remain with their classes until an “all clear” signal is sounded or an administrator gives other instructions.

### Predesignated Assembly Points

The following is a list of predesignated holding area/assembly points for the Ocala Campus:

Building	Parking Lot
Founders Hall	1
2	2
3	2
Fine Arts Center	4
5	6
6	6
7	8
8	8
9	9
10	9
11	9
12	12
13	13
14	24
15	24
16	16
17	17
18	18
19	19
31	31

Building	Parking Lot
32	32
33	32
34	32
35	32
36	32
37	33
38	32
39	32
Ewers Century Center	40
University Center	41
Enterprise Center	42
52	8
53	6
57	9
Webber Center	4A
Baseball	6
Greenhouse	24
Public Safety	6
Softball	24

For the **Citrus Campus** Building 1, Dorothea G. Jerome, Building 3, and Citrus Learning and Conference Center occupants should evacuate to the main parking lot and reassemble.

The **Levy Center** occupants should evacuate to the main parking lot and reassemble.

The **Hampton Center** occupants should evacuate to the main parking lot and reassemble.

The **Appleton Museum** occupants should evacuate to the main parking lot and reassemble.

**Emergency Evacuation Chairs**

Should it become necessary to evacuate a person with a handicap and no help is available, emergency evacuation chairs have been placed at the following locations:

Founders Hall	Second floor, elevator hallway
Building 2	Second floor, east stairwell
Building 3	Second floor, main stairwell
Fine Arts Center	Second floor, east stairwell
Building 5	Second floor, north stairwell
Building 7	Second floor, south stairwell
Ewers Century Center	Second floor, east and west stairwells Third floor, east and west stairwells
University Center	Second floor, north stairwell
Enterprise Center	Second floor, south stairwell

## College Lockdown — Shelter in Place

A crisis on campus may require the college to implement emergency lockdown of specific areas of campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate. The following procedures have been developed to effectuate a campus lockdown.

### Types of Events Triggering Lockdown

The types of events that could require lockdown include situations such as the following:

- Active shooter/mass shooting
- Hostage situation
- Riot/large uprising
- Other emergency situation where evacuation may pose greater risk than sheltering in place

### Lockdown Procedures

When an announcement is made to initiate an emergency lockdown, the following steps should be followed:

- Evacuate the campus, if it is possible to do so safely.
- If unable to leave, direct the population to an area that can be secured.
- All doors into the area should be locked. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into corridors. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Move people to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
- Close blinds and drapes for concealment.
- Turn off lights. Put cell telephones on vibrate, and if communication is needed, use text messaging only.
- Remain under lockdown until advised by Public Safety, senior administration or law enforcement personnel that the crisis has been resolved.
- After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.

## Shelter-in-Place Procedures

The term shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-In-Place should only be used when an evacuation is not safe. In-place sheltering usually lasts no more than a few minutes to a few hours, and preparations, made in advance, can ensure that the event is as comfortable as possible. Each department should determine its sheltering location prior to an incident occurring. The preferred shelter-in-place location would be an interior room with no windows. The location should have access to restroom facilities and drinking water when possible.

### Shelter-In -Place (Weather) Recommendations

There may be situations when it's best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or chemical incident, when specifically how and where you take shelter is a matter of survival.

- Determine where you will take shelter if instructed to do so.
- Go to an interior room on the lowest floor possible.
- In a multi-floor building, move to an interior stairwell, or small interior room on the lowest floor possible.
- Stay away from windows, doors, and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
- Stay in the shelter location until the danger has passed.

### Shelter-in-Place (Violent Person) Procedures

- **First, ensure your own safety.**
  - Move to the nearest location that can be secured by a locked door.
  - If a locked door is not available, move as far away from the threat as is safely possible. Isolate yourself and restrict entry any way that is possible.
  - Remain quiet and do not do anything that will draw attention to you.
- **Notify Public Safety.**
- **Assist Others.**
  - Allow other trusted individuals into your secure location.
  - Instruct them to remain calm and quiet.
  - If you know where the intruder (or source of the security threat) is, contact the Public Safety Office immediately. When the security threat is over, Public Safety Officers and police will move through the entire building and notify everyone that the threat is gone.



**Active Shooter Policy**

This Policy deals specifically with an Active Shooter event and the need for individuals to be prepared for the worst. If you are in the middle of an active shooter situation your survival may depend on whether or not you have a plan.

In addition to support by our Public Safety Dept. and local Police, CF has implemented two programs (RAVE and EETS) that are designed to provide Timely Warnings that can provide information to reduce confusion, aid in rapid evacuation, or alert people to avoid entering a dangerous area while First Responders are on the way.

**While waiting for First Responders to arrive;**

Be aware of your environment.

Victims are usually chosen randomly. An event is unpredictable and may change quickly.

Always have a plan.

First Responders are not there to assist you; they are there to confront the shooter.

**Active Shooter Survival Plan:**

The plan need not be complicated. There are three things you can do to help you survive an active shooter event. Run – Hide – Fight. View our Run Hide Fight video at

[http://www.cf.edu/departments/admin/public\\_safety/index.htm](http://www.cf.edu/departments/admin/public_safety/index.htm) link Run > Hide > Fight

**Run: This is the best path to Survival! Get out immediately!**

If there is an escape path use it whether others agree or not;

- Encourage others to escape but don't let them slow you down.
- Leave personal belongings behind. Your safety is most important.
- Prevent others from entering the area.
- When safe call 911.

**Hide:**

Find a place to hide, only if evacuation is not possible.

Your hiding place should;

- Be out of shooter view.
- Provide protection if shots are fired in your direction.
- Not trap or prohibit your option for movement.

**Fight:**

As a last resort and only if your life is in danger;

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your action.
- When First Responders are on the scene;
- Follow their instructions.
- Keep your hands in plain sight.
- Avoid pointing or yelling.
- Remain alert, the First Responders are there to stop the shooter.

## **Access to College Facilities**

### **College Property**

No college property may be removed from the campus without express written permission from the department chairperson or area supervisor. Unauthorized removal of college property from the campus is a violation of CF policy and a violation of the law.

### **Access to Campus Facilities**

Most college buildings are open Monday through Friday from 7:30 a.m. to 9 p.m. All CF students and staff members are issued identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Individuals who need to be in campus buildings or other areas during other than regularly scheduled work hours must obtain permission for that date and time from the department chairperson or supervisor, and notify the Public Safety Department of their presence.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights and close windows. College Public Safety and maintenance staff will check many of the areas during off hours, but the primary responsibility for security lies with the user.

If you have a need to gain entry to a campus building or classroom during off hours, contact the Public Safety Department at the following numbers:

- Ext. 1261 or 352-873-5841 on the Ocala Campus
- Ext. 6135 or 352-302-6081 on the Citrus Campus
- 352-427-4640 at the Hampton Center

### **Campus Keys**

Keys are provided to individual staff members on a need-to-enter basis as determined by the director of Plant Operations. Lost keys must be reported immediately to one's supervisor and to the facilities department.

Keys should never be loaned to other staff members or students. Public Safety personnel will confiscate any keys which have not been specifically issued to a particular individual. Unauthorized duplication of college keys is a violation of CF policy.

### **CF Identification Cards**

All employees and students are issued identification cards. Public Safety officers regularly check for this identification prior to allowing entrance when the campus or a building is not occupied, especially during non-business hours or in secluded locations. There may be circumstances when it becomes necessary for a Public Safety officer to request proper college identification from an individual. These checks are necessary for the protection of everyone on campus. It is the policy of CF that employees and students are to be cooperative with the Public Safety officer during such requests. ID cards may be obtained at the Public Safety office at the Ocala and Citrus

Campuses as well as the Levy Center. Employees of the Appleton Museum of Art may obtain an ID card from the Public Safety Office at the museum.

### **Reporting Intruders or Suspicious Activity**

If a person seems out of place or like they do not belong in an area, do not confront them or chase them if they flee. Take note of the individual's description, including age, height, weight, hair color, clothing description and direction of travel.

Contact Public Safety as quickly as possible.

### **Safety and Security Awareness Programs**

Periodic classes and seminars are conducted on a variety of subjects designed to increase student and employee awareness of safety and security. The CF Public Safety website, at [http://www.cf.edu/departments/admin/public\\_safety/prevention.htm](http://www.cf.edu/departments/admin/public_safety/prevention.htm), maintains and updates crime prevention tips and information.

All new CF employees are presented with a Public Safety orientation, which includes crime safety and security information such as contacting Public Safety, crime prevention information, safety tips, etc.

A common theme of our awareness and crime prevention programs is to encourage students and employees to be mindful of their own safety and the safety of others.

## **Crime Prevention and Safety Tips**

### **Personal Safety**

- There is safety in numbers. Walk in a group or at least with a friend. Walk only in well-lighted areas.
- Never lend out keys. Keys can be duplicated.
- When leaving your office or work area, tell someone where you are going and when you will return.
- Don't offer a ride to any individual you don't know, even if the person claims to be a student.
- Report to Public Safety any malfunctioning corridor, hallway or exterior lighting.
- Trust your intuition! If you do not feel comfortable, call Public Safety for an escort.

### **Parking Lots**

- Try to park in well-lit areas. If you arrive during the day and work until after dark, consider moving your car closer during daylight hours.
- Always lock your car doors.
- Be aware of the locations of emergency telephones in parking lots and call boxes on buildings.
- Be aware of the name of the lot in which you are parked, or the surrounding buildings, so you can give your location quickly during an emergency call.
- Carry a whistle attached to your keychain.
- Have keys ready. Be prepared to enter car quickly and lock doors immediately.
- Be all thumbs.
  - Carry cell telephone with 911 entered and thumb on Send.
  - Carry keyless remote in hand with thumb on panic button.
- Trust your intuition! If you do not feel comfortable, call Public Safety for an escort.

### **Elevators**

- If you are in an elevator and someone suspicious enters, stand near the controls.
- If necessary, use the emergency alarm.
- The telephone in the elevator automatically dials the Public Safety office when the button is pushed or the handset is lifted.
- Trust your intuition! If you feel uncomfortable, you do not have to use the elevator. Go back to an office or classroom and call Public Safety.

## **Preventing Theft**

- Do not leave valuables unlocked or unattended, even for short periods of times. It only takes a thief seconds to steal your property.
- If you are an employee, lock doors when leaving your office, classroom or lab. If you do not have a key, call Public Safety for a key assist.
- Do not prop doors open. If a lock is not working properly, report it to Public Safety.
- Engrave or mark valuables with your driver's license number.
- Keep a list of your debit/credit card numbers in a safe place. Never loan debit/credit cards or identification cards to anyone.
- Do not carry large amounts of cash.
- Use a good, sturdy bicycle lock. Solid locks are the best. Most cables are easily cut by thieves.

## **Auto Burglary and Theft**

- Do not leave valuables or important papers in your vehicle on campus. Especially don't leave any valuables or indication that valuables may be in the car (e.g., mounts for navigation systems) in visible locations.
- Lock all doors and windows.
- Use an alarm or wheel-locking device (e.g. The Club), and install an anti-theft device such as a starter-disabler, kill switch, or fuel shut off switch.
- Never leave your vehicle running while unattended.
- Report any individuals who appear to be wandering through lots or looking into vehicles.
- Photocopy your registration and insurance information and leave it in a secure place other than your vehicle.
- Report all other suspicious activity to Public Safety.

## Missing Student Notification Policies and Procedures

CF does not maintain on-campus housing facilities, and therefore, is not subject to the Clery Act guidelines for policy disclosure on missing students.

However, CF holds in highest regard the safety of each and every student. To this end, CF has established the following policies and procedures for attempting to locate any CF student who, based on known facts and circumstances, has been determined to be missing.

If an individual has information that a student is or may be missing, he or she may report this information to CF Public Safety or by visiting the Public Safety Office.

Any CF employee receiving information that a student is or may be missing should immediately report the situation to Public Safety.

At the beginning of each academic semester, each student residing in off-campus housing owned by CF is presented the option to register a contact person whom the student wishes to be notified. CF will notify the designated contact person within 24 hours of a determination that the student is missing. This contact person's information will be registered confidentially, accessible only to authorized CF officials, and will only be used in the event that the student is determined missing. The contact person's information will be disclosed only to law enforcement personnel in the furtherance of a missing person investigation.

CF will notify the appropriate law enforcement agency within 24 hours of the determination that a student residing in CF housing is missing. If the student residing in CF housing is under 18 years of age and not emancipated, CF Public Safety, in addition to notifying law enforcement and any designated contacts, will notify the student's custodial parent or legal guardian within 24 hours of the determination that the student is missing.

CF will observe the following procedure for a missing student who resides College-owned housing.

Once a CF employee receives information that a student is or may be missing, Public Safety will be contacted and an incident report will be made. The following College personnel will be notified of the situation:

- **The Public Safety Manager on duty or his or her designee**
- **The Public Safety Deputy Chief**
- **The Public Safety Chief**

**Upon notification from any entity that any student may be missing:**

- Authorized CF personnel, for the purpose of attempting to locate the student, will access the student's information in the College database including designated contact information and academic schedule information.
- Public Safety may try to contact known friends, family, or faculty for last sighting or other contact information.
- A picture ID of the student may be generated and distributed to Public Safety officers and other College personnel.
- Public Safety may search for the student on campus.
- Academic departments may be contacted to seek information on last sighting or other contact information.
- Public Safety may access computer login information from college computers and systems to attempt to establish last known whereabouts.
- Public Safety may access vehicle registration information for vehicle location and distribution to law enforcement authorities.

**Upon investigation, if Public Safety determines that a student residing in CF-owned property has been missing for more than 24 hours:**

- Authorized CF personnel will notify local law enforcement no later than 24 hours after the student is determined missing.
- Authorized CF personnel will notify any contact person designated by the student no later than 24 hours after the student is missing.

In the event that the student is under 18 years of age and not emancipated, authorized CF personnel will attempt to contact a custodial parent or legal guardian.

## **Drug and Alcohol Policies**

In compliance with the Federal Drug Free Schools and Campuses Regulations (34 CFR Part 86), CF prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campuses or at any college-related activities. Any student who reports for class or performs his/her duties while under the influence of alcohol or other drugs will be in violation of this policy. This policy applies to all employees and students. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, termination, probation, loss of financial aid and/ or a requirement of satisfactory participation in a college-approved alcohol or drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy. The college will impose sanctions consistent with local, state and federal law upon all employees and students who violate these standards of conduct. Students who violate this policy will be referred to the vice president of Student Affairs for appropriate disciplinary action. Employees will be referred to their vice president and/or Human Resources for appropriate disciplinary action. Drug testing may be required if the college develops a "reasonable suspicion" that the student has used drugs in violation of the campus policy. Reasonable suspicion will be based upon objective facts such as causing or contributing to an accident at the college, exhibiting abnormal conduct, erratic behavior or manifestations of using drugs or being under the influence of a drug. Students will be referred to Student Affairs, which will consult with appropriate officials to determine the need for drug testing. All students receiving financial aid will notify the college within five days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture, or distribution of illegal drugs or controlled substances.

### **Provisions of Florida's DUI Law**

The following includes highlights of Florida's DUI law. All provisions of the law can be found online at: [www.flhsmv.gov/ddl/duilaws.html](http://www.flhsmv.gov/ddl/duilaws.html). Under Florida law, DUI is one offense, proved by impairment of normal faculties or unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of the manner in which the offense is proven.

#### **State of Florida Fines**

- First Conviction: Not less than \$500 or more than \$1,000. With Blood/Breath Alcohol Level (BAL ) of .15 or higher or minor in the vehicle: Not less than \$1,000 or more than \$2,000.
- Second Conviction: Not less than \$1,000 or more than \$2,000. With BAL of .15 or higher or minor in the vehicle: Not less than \$2,000 or more than \$4,000.
- Third Conviction (More than 10 years from Second Conviction): Not less than \$2,000 or more than \$5,000. With BAL of .15 or higher or minor in the vehicle: Not less than \$4,000.
- Fourth or Subsequent Conviction: Not less than \$2,000.

### **Community Service and Probation**

First Conviction: Mandatory 50 hours of community service or additional fine of \$10 for each hour of community service required. First conviction, total period of probation and incarceration may not exceed one year.



## Imprisonment

At court's discretion, sentencing terms may be served in a residential alcoholism or drug abuse treatment program, credited toward term of imprisonment.

- First Conviction: Not more than six months. With BAL of .15 or higher or minor in the vehicle: Not more than nine months.
- Second Conviction: Not more than nine months. With BAL of .15 or higher or minor in the vehicle: Not more than 12 months. If second conviction within five years, mandatory imprisonment of at least 10 days. At least 48 hours of confinement must be consecutive.
- Third Conviction: If third conviction within 10 years, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive. If third conviction more than 10 years, imprisonment for not more than 12 months.
- Fourth or Subsequent Conviction: Not more than five years or as provided in s.775.084, Florida Statutes, as habitual/violent offender.

## Driver's License Revocation Periods

Conviction	Sentencing
First Conviction	Minimum 180 days revocation, maximum one year
Second Conviction Within 5 Years	Minimum five years revocation. May be eligible for hardship reinstatement after one year. Other second offenders same as first conviction.
Third Conviction Within 10 Years  Other	Minimum 10 years revocation. May be eligible for hardship reinstatement after two years 3rd offenders same as first conviction; one conviction more than 10 years prior and one within five years, same as second conviction
Fourth Conviction, (Regardless of When Prior Convictions Occurred) and Murder with Motor Vehicle	Mandatory permanent revocation. No hardship reinstatement.
DUI Manslaughter	Mandatory permanent revocation. If no prior DUI related convictions, may be eligible for hardship reinstatement after five years.
Manslaughter, DUI Serious Bodily Injury, or Vehicular Homicide Convictions	Minimum three-year revocation. DUI Serious Bodily Injury having prior DUI conviction is same as "B-D" above.

**Legal Sanctions for Alcohol and Illicit Drugs**

Florida state law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or a fine of \$1,000. It is similarly prohibited and punishable to distribute alcohol to persons under age 21. State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances). The crimes range from second-degree misdemeanors (up to 60 days and \$500 fine) to first-degree felonies (up to 30 years and \$10,000 fine). Distributing large quantities of various controlled substances is punishable, depending on the particular drug and quantity involved, by first offense range from not more than five years imprisonment and fine of not more than \$100,000 to 40 years to life and \$200,000 fine. Even first offenders may face 15-year mandatory sentences if the quantity of drugs is large enough. Subsequent convictions are punishable by not less than five years imprisonment and not more than \$8 million fine.

## **Drug and Alcohol - Health Risks**

### **Amphetamines** (Cocaine, Crack)

Cocaine use leads to increased alertness, agitation, apathy, dilated pupils, elevated heart rate and respiratory rate, increased body temperature and with olfactory use can cause stuffy and runny nose and perforated nasal septum. Depression follows use along with the strong desire to repeat usage. Crack can cause delirium, hallucinations, blurred vision, chest pain, muscle spasms, convulsions and death. These drugs are highly addictive.

### **Other Amphetamines** (Methamphetamine, Ritalin, Speed, Ecstasy)

Amphetamines are highly addictive and have the ability to cause euphoria, increased pulse rate and blood pressure, loss of appetite, excitation, increased body temperature, hallucinations, irrational behavior, convulsions and upon withdrawal causes long periods of sleep, irritability, depression, tremors, loss of coordination, collapse and death. Amphetamines are addictive.

### **Hallucinogens** (Peyote, PCP, Mescaline)

Hallucinogens produce hallucinations, panic, confusion, suspicion, anxiety, loss of control, flashbacks and an altered perception of time and distance. They produce a blocking of pain receptors and affect the center of the brain that controls intellect and keeps instincts in check. The use of hallucinogens can cause death.

### **Marijuana**

Marijuana is classified as a hallucinogen. It causes euphoria, relaxed inhibitions, fatigue, paranoia, altered sense of time, reduced coordination, increased appetite and impaired comprehension and memory. The immune system of users is lowered and there is an increased risk for lung diseases. The active ingredient, THC, is stored in the fatty tissue of the brain and reproductive system for a minimum of 28-30 days.

### **Steroids**

Steroids have many legitimate health benefits in the hands of medical professionals. However, abuse of these powerful drugs can cause irreversible damage to your body. Androgenic steroids, which are related to male sex hormones, are commonly abused for the purpose of gaining muscle mass and enhancing athletic performance. Well documented research shows that the long-term health risks of taking these drugs far outweigh any athletic benefits. Health risks include testicular atrophy, reduced sperm count and increased risk of prostate cancer for men. For women, the risks include growth of facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle. Liver tumors and kidney damage in both men and women have been linked to steroid use. Aggressive behavior and other psychiatric side effects have also been documented in both men and women steroid abusers.

### **Depressants** (Valium, Librium, Phenobarbital, Roofies, Quaaludes)

Depressants slow body functioning and cause slurred speech, disorientation, drunken behavior, shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, anxiety, insomnia, tremors, delirium, convulsions, coma and death. Depressants produce high to moderate levels of tolerance and addiction.

**Alcohol**

Although responsible and legal consumption of alcohol is a common social custom in America and many other countries, alcohol is also considered one of the most widely abused drugs in the world. Classified as a depressant, alcohol affects the nervous system, impairing speech, vision and other motor skills. It can impair judgment and abstract mental functioning, including the ability to learn and remember. Alcohol abuse has been associated with increased violent or aggressive acts such as spouse/child abuse, sexual assaults, vandalism and fights. Consumption of large quantities of alcohol (binge drinking) can cause fatal alcohol poisoning. Alcohol is highly addictive and its withdrawal can be life threatening. Use during pregnancy can cause permanent birth defects. Children of alcoholics are at greater risk for alcoholism. Alcohol abuse can cause permanent damage to vital organs, such as the brain and liver and has been associated with various types of cancers.

**Opiates (Demerol, Dilaudid, Heroin, Methadone, Codeine, Morphine, Oxycontin)**

Opiates are narcotics, painkillers, which cause diminished perception of pain, euphoria, drowsiness, nausea, constricted pupils, reduced heart rate and depression. Narcotics are highly addictive and an overdose can result in death.

**Inhalants (Paint, Glue)**

Inhalants can cause nosebleeds, nausea, loss of consciousness and with prolonged use cause damage to the nervous system and other organs. High doses can result in loss of consciousness. The use of inhalants is psychologically addicting.

**Tobacco Products**

Although state law defines legal uses of tobacco products, health care experts consider tobacco use to be the leading preventable cause of disability, disease and death in the United States. Nicotine, the active drug in all tobacco products, is considered as addictive as heroin and cocaine.

## **Weapons Policy**

Florida State Statute 790.115, and CF's policy prohibit the possession, control or display of any firearm, electric weapon or device, destructive device, or other weapon defined in Florida Statute 790.011, while on College property. Individuals who possess a State of Florida Concealed Weapons permit are not exempt. The only exceptions are duly sworn law enforcement officers. CF maintains a zero tolerance policy on violations of weapons law and policy.

## Campus Crime Statistics

The Clery Act requires colleges and universities to publicly publish three years of campus crime statistics.

CF crime statistics have been disclosed in compliance with the Clery Act.

### Definition of Clery Crimes:

**Aggravated Assault:** is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson:** to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Burglary:** the unlawful entry of a structure to commit a felony or theft.

**Drug Law Violations:** the unlawful cultivation, manufacture, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance.

**Forcible Sex Offenses:** is defined as any sexual act directed against another person, forcibly and /or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

**Hate Crimes:** any of the aforementioned offenses and any other crime where victim intentionally selected based on race, gender, religion, sexual orientation, ethnicity/national origin or disability.

**Liquor Law Violations:** the violation of laws, ordinances, or College policy prohibiting the sale, purchase, possession or use of alcoholic beverages.

**Motor Vehicle Theft:** the theft of a motor vehicle.

**Murder/Manslaughter:** defined as the willful killing of one human being by another.

**Negligent Manslaughter:** is defined as the killing of another person through gross negligence.

**Non-Forcible Sex Offense:** unlawful, non-forcible sexual intercourse. Including, incest and statutory rape.

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

**Weapons Law Violations:** the violation of laws, ordinances, or College policy prohibiting the manufacture, distribution, sale, purchase, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

<b>Grand Totals for All Locations</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0
Aggravated Assault	1	0	0		0	0	0		0	0	0
Burglary	1	0	0		0	3	0		0	0	0
Motor Vehicle Theft	1	0	1		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	1	0		0	0	0
Drug Law Arrests	0	0	1		0	0	3		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	1		0	0	0		0	0	0

<b>Ocala Campus</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	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	1	0	0		0	0	0		0	0	0
Motor Vehicle Theft	1	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	0	0		0	0	0
Drug Law Arrests	0	0	1		0	0	0		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0



<b>Collage Square Apartments</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	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	0	0		0	3	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	1	0		0	0	0
Drug Law Arrests	0	0	0		0	0	3		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0

<b>Citrus Campus</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	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	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	0	0		0	0	0
Drug Law Arrests	0	0	0		0	0	0		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	1		0	0	0		0	0	0

<b>Levy Center</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0
Aggravated Assault	1	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	0	0		0	0	0
Drug Law Arrests	0	0	0		0	0	0		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0

<b>Hampton Center</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	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	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	1		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	0	0		0	0	0
Drug Law Arrests	0	0	0		0	0	0		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0

<b>Appleton Museum of Art</b>											
	On Campus				Non-Campus				Public Property		
	2010	2011	2012		2010	2011	2012		2010	2011	2012
Murder	0	0	0		0	0	0		0	0	0
Manslaughter Non-Negligent	0	0	0		0	0	0		0	0	0
Manslaughter Negligent	0	0	0		0	0	0		0	0	0
Sex Offense Forcible	0	0	0		0	0	0		0	0	0
Sex Offense Non Forcible	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	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Weapons Law Arrests	0	0	0		0	0	0		0	0	0
Liquor Law Arrests	0	0	0		0	0	0		0	0	0
Drug Law Arrests	0	0	0		0	0	0		0	0	0
Weapons Law Referrals	0	0	0		0	0	0		0	0	0
Liquor Law Referrals	0	0	0		0	0	0		0	0	0
Drug Law Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0