



## Public Safety

# 2015 Annual Security Report and Campus Safety Guide

October 2016

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 the Bryant Student Union and Gymnasium.

Appleton Museum of Art lobby

Citrus Learning and Conference Center Campus Room 106A

Hampton Center lobby

Levy Center lobby

## Ocala Campus

### 352-873-5800

Public Safety .....352-873-5841 or 352-854-2322, ext. 1472 or 1422

Academic Affairs .....352-873-5840

Access Services .....352-854-2322, ext. 1580

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

### 352-291-4455

Public Safety 352-854-2322, ext. 1848

## Hampton Center

### 352-873-5881

Public Safety 352-854-2322, ext. 5043

## Citrus Campus

### 352-746-6721

Public Safety 352-854-2322, ext. 6135

Counseling 352-854-2322, ext. 580

Campus Vice President 352-854-2322,  
ext. 6109

## Levy Center

### 352-493-9533

Provost 352-854-2322, ext. 2104

## 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 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 the website at [www.baycare.org/sap](http://www.baycare.org/sap).

## United Way

211 is a free national number providing free information and referrals.

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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 students and staff. The department takes pride in providing excellent service.

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 is to support and assist the college in accomplishing its goals and objectives. The department maintains a safe and secure campus where diverse social, cultural and academic values are allowed to develop and prosper.

Doug Prevatt  
Manager of Public Safety

## **College Mission Statement**

College of Central Florida provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, and promotes the economic, social and cultural development of our 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 <http://www.cf.edu/community/cf/safety> in the blue navigation pane and in print upon request at our Public Safety offices. The report is also linked from the Public Safety website.

CF's 2015-2016 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 2013, 2014 and 2015 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.

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 federal law addressing campus safety and security.

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 and distribute to all current and prospective students and employees an annual security report containing crime statistics and safety and security-related policy statements regarding:
  - Procedures for reporting crimes and other emergencies and the college's response to these reports
  - The Violence Against Women Reauthorization Act of 2013 (VAWA)
  - Rights, resources and assistance for survivors of sexual assault and misconduct
  - Disciplinary proceedings
  - 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
  - Procedures to follow, rights and resources for survivors of sexual assault and sexual misconduct
  - Alcohol and drugs



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

- Submit crime statistics to the Department of Education. Each year Clery Act crimes must be submitted to a Web-based data collection survey maintained by the DOE 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.*

## **The Violence Against Women Reauthorization Act of 2013**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4.) which strengthened and reauthorized the Violence Against Women Act (VAWA). Included in these changes to VAWA were amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Notably the VAWA amendments to the Clery Act:

- Require institutions to maintain statistics about the number of incidents of dating violence, domestic violence, sexual assault and stalking that meet the definitions of those terms;
- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been “unfounded” and require institutions to report to the Department and disclose in the annual security report the number of “unfounded” crime reports;
- Revise the definition of “rape” to reflect the Federal Bureau of Investigation’s (FBI) updated definition in the UCR Summary Reporting System, which encompasses the categories of rape, sodomy and sexual assault with an object that are used in the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into separate categories;
- Require institutions to provide to incoming students and new employees and describe in their annual security reports primary prevention and awareness programs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as those terms are defined in these final regulations; the definitions of these terms in the applicable jurisdiction; the definition of “consent,” in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution’s policies and procedures after a sex offense occurs;
- Require institutions to provide, and describe in their annual security reports, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution’s primary prevention and awareness program;
- Define the terms “awareness programs,” “bystander intervention,” “ongoing prevention and awareness campaigns,” “primary prevention programs,” and “risk reduction;”
- Require institutions to describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking;
- Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of sexual misconduct;
- Require institutions to describe the range of protective measures that the institution may offer following an allegation of sexual misconduct;
- Require institutions to provide for a prompt, fair and impartial disciplinary proceeding in which:
  - Officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused;

- the accuser and the accused have equal opportunities to have others present, including an advisor of their choice;
- the accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures;
- the proceeding is completed in a reasonably prompt timeframe;
- the accuser and accused are given timely notice of meetings at which one or the other or both may be present; and
- the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

## **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, 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 the Hampton and Levy centers during operational and evening 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.

### **Law Enforcement Contacts**

*Dial 911 in any emergency situation*

Ocala PD

(Non-Emergency) .....352-369-7000

(Anonymous Reporting) .....352-369-7061

Marion County Sheriff's Office .....352-732-8181

Citrus County Sheriff's Office .....352-726-4488

(Non-Emergency) .....352-726-1121

Chiefland Police Department .....352-493-6777

## 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**, and then 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.

### Campus Security Authorities

Certain campus officials are considered Campus Security Authorities (CSAs) under the Clery Act and are trained in taking reports of crime. These include but are not limited to: academic club advisors, Athletics department coaches and managers, Student Affairs managers, Judicial Affairs officers, Human Resources representatives, and College administrators (e.g. directors, deans, vice presidents and the president). While we encourage you to make a report of a crime with Public Safety and the police, all CSAs have been trained to take the proper actions to respond to your report.

A list of the CSAs can be obtained by contacting the Ocala Campus Public Safety Office.

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. (1) Come into a Public Safety office and complete a witness statement or (2) complete a silent witness form online at <http://www.cf.edu/community/cf/safety/silent-witness/index>; 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. 1472, 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 and 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 for collection of Clery Act related crime statistical reporting. There are more than 100 fully trained CSA representatives throughout CF's campuses and centers.

## **Disclosure to Victims of Crimes of Violence or Non-forcible Sex Offense**

CF will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, CF will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

For more information on the student disciplinary process and student due process procedures, access the Student Code of Conduct at <http://www.cf.edu/go/enroll/student-code-of-conduct>

### **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 (FDLE) 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 web site at [www.fdle.state.fl.us](http://www.fdle.state.fl.us), call 888- FL-PREDATOR / 888-357-7332, or utilize the FDLE web site 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.

## Sexual Misconduct and Sexual Harassment

CF does not tolerate sexual misconduct or sexual harassment. These acts are considered forms of sex-based discrimination, which is prohibited by the college. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not.

The term sexual misconduct encompasses any unwelcome behavior of a sexual nature committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders. The term sexual misconduct is used here to describe sexual assault, domestic violence, dating violence and stalking

### Definitions

**Sexual Assault:** Includes 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 and forcible fondling. Sexual assault includes unlawful, non-forcible sex offenses, including incest (non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (non-forcible sexual intercourse with a person who is under the statutory age of consent).

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permissions to participate in a college activity OR the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating or hostile academic, work or student living environment.

**Consent:** An intelligent, voluntary, informed decision by someone capable of making such a decision. Consent is based on choice. In order for there to be consent in a sexual situation, there must be an affirmative statement or action by each participant. Consent does exist if coercion, threats, intimidation, or physical force are used. Consent is not the lack of resistance. There is no duty to fight off a sexual aggressor. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions. If someone is mentally or physically incapacitated or impaired such that they are temporarily or permanently incapable of appraising the sexual situation or controlling their own conduct, there can be no consent in the situation. This includes such impairment or incapacitation resulting from the consumption of alcohol or other drugs. Whether a person has used a position of authority or influence to take advantage of another person will be a consideration in determining whether consent exists in a sexual situation. A person is legally incapable of giving consent if he or she is:

- Under 18 years of age or;
- Incapacitated or impaired as described above by alcohol or other drugs or;
- Developmentally disabled or;
- Temporarily or permanently mentally or physically unable to do so.



## **Steps to take if you have been sexually assaulted**

### **Get to a safe place**

Your immediate safety is your first priority. If you are in danger, you should call 911. Stay on the phone 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.

### **Get medical attention**

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.

### **If the assault was recent, don't bathe or douche**

Bathing or douching might be the first thing you want to do, but you may be washing away evidence needed to prosecute the assailant. 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.

## Domestic Violence, Dating Violence and Stalking

Domestic violence, dating violence and stalking are prohibited on any CF campus, property controlled by the college or college-sponsored event

**Relationship abuse** consists of a pattern of abusive or coercive behaviors used to exert power and control over a current or former intimate partner. Abuse can be emotional, psychological, financial, sexual, or physical, and can include threats, isolation and intimidation.

**Domestic violence** is a felony or misdemeanor crime 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under the Violence Against Women Act, 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 the jurisdiction. Domestic violence is a crime defined in Fla. Stat. § 741.28 and ss. 741.28-741.31.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on statements given by the person reporting the violence and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence is a crime defined in Fla. Stat. § 784.046 (1) (d).

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. A "reasonable person" under the definition of stalking means a reasonable person under similar circumstances. Acts of stalking may include acts in which the stalker, either directly, indirectly, or through a third party, follows, monitors, observes, threatens, communicates to or about a person, or interferes with a person's property. Stalking may include communication through electronic communication such as text messages or social media ("cyberstalking").

Stalking is a crime defined in Fla. Stat. § 784.048.

### **If you believe you are being stalked:**

- Report the stalking to the police, Public Safety, or a college official as soon as possible.
- If the person communicates with you, be clear that you wish to be left alone.
- Document the date, time, location and a detailed description each incident.
- For evidence, save any communications such as text messages, emails, letters, notes and gifts or other objects sent to you.

## Could you be in an abusive relationship?

- Are you afraid of your partner?
- Does your partner frequently lose his or her temper or have unpredictable outbursts of anger?
- Do you avoid saying certain things for fear that it will make your partner angry?
- Does your partner destroy your belongings?
- Does your partner humiliate or belittle you?
- Does your partner seem unusually jealous or possessive?
- Does your partner try to keep you isolated from friends or family?
- Does your partner ask you to account for your whereabouts when you are not together?

If the answer to any of these questions is yes, you may be in an abusive relationship. If so, understand that you are not at fault! A romantic partner should treat you with dignity and respect. It is a fact that emotional abuse often precedes physical abuse. If you are dealing with domestic violence or relationship abuse and are unsure of what to do, know that there are many resources for you to get help. One of your best options is the criminal justice system. The first priority of the police and legal system is to provide safety for survivors of violence and lead them to additional resources in the community, including temporary living accommodations if needed.

Another good immediate option is a temporary injunction for protection (commonly known as a restraining order). The police can help you obtain information on how to obtain a temporary injunction for protection. Call 911 and tell the dispatcher that you are in danger and need help immediately. You may call the police any time, even days or months, after being abused.

**CF honors all injunctions for protection in which the college is listed as a restricted area for the defendant.**

## **Reporting Sexual Assault and Gender-based Violence and Misconduct**

You may contact CF Public Safety 24 hours a day, 7 days a week at 352-873-5841 or 352-873-5800, ext. 1472 or 1422 . Public Safety will respond immediately to emergencies, but please note that Public Safety officers are not sworn law enforcement officers and are not empowered as such. If you are in immediate danger and need law enforcement assistance, call 911.

If you are a victim of sexual misconduct, you have several options for reporting. It is your choice whether or not to report sexual misconduct to law enforcement. You may also choose make a report anonymously. CF encourages all victims of sexual misconduct to make a report with law enforcement and Public Safety. CF officials will assist you in contacting law enforcement should you wish to do so. Reporting the incident to law enforcement will result in a more effective response and investigation. Law enforcement personnel are trained to understand that victims of sexual misconduct may be dealing with emotions such as guilt, embarrassment and fear, and are trained to handle these situations with sensitivity and compassion. Also be aware that making a report with law enforcement is not the same as prosecution, and you may determine later whether or not you want to go through with prosecution. If you choose not to make a report with law enforcement, you still have rights and will receive assistance from the college.

### **Campus Security Authorities**

It is understood that some survivors of sexual misconduct are reluctant to speak to a police officer or Public Safety officer; however, they may feel more comfortable reporting to a college official they know such as a coach, a faculty advisor to a student group, a dean of student activities. To encourage the reporting of sexual misconduct and to ensure that reports are handled correctly, Campus Security Authorities (CSA's), are trained to take reports of sexual assault domestic violence, dating violence, and stalking. Survivors who choose to report sexual misconduct to any Campus Security Authority will receive the rights and assistance afforded by the Clery Act.

For more information see the section on Campus Security Authorities contact Public Safety.

### **Title IX**

Title IX prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. Acts of sexual assault, sexual harassment, and gender-based violence and misconduct constitute such discrimination prohibited by Title IX.

You may report instances of discrimination on the basis of sex to your Title IX Coordinator. The Title IX Coordinator for CF is the Equity Officer located in the Ewers Century Center (Building 40), Room 201C at the Ocala Campus.

Contact information:

Carol W. Smith, J.D.

smithc@cf.edu

352-873-5800, ext. 1437

## **Rights of Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking**

Survivors who report sexual assault, domestic violence, dating violence and stalking have rights under the Clery Act. Note that survivors have certain rights regardless of whether or not they wish to report the crime to law enforcement, whether the sexual misconduct was recent or happened at an earlier time, or whether the incident or incidents occurred on or off campus.

- Upon receiving a report of a sexual assault or incident of domestic violence, dating violence or stalking:
- We will ensure that your immediate safety and medical needs are addressed by contacting the appropriate emergency services on your behalf.
- You will be treated with courtesy, respect, dignity and sensitivity. We will act thoughtfully without prejudging.
- We will notify you of your options for contacting law enforcement. (Public Safety officers do not have law enforcement authority and are not sworn law enforcement officers.) These options include the right not to make a report to law enforcement. If you request, we will contact law enforcement on your behalf and provide information to them on your behalf.
- If you wish to be interviewed, you will be interviewed in a private location.
- We will honor your request, whenever possible, to be interviewed by a person of the same gender.
- We will notify and instruct you verbally and in writing about the importance of preserving evidence.
- We will fully investigate your case and keep you informed with all information we can legally disclose.
- If there is a crime scene on campus, we will preserve the scene until the investigation is completed.
- We will ensure that a college victims' advocate is available throughout the process to address your concerns as well as those of significant others. You may have your own advocate present at any stage of the process.
- We will notify you verbally and in writing about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within CF and in the community.
- We will comply with Florida Law regarding injunctions for protection and notify you verbally and in writing of your options for obtaining injunctions including Domestic Violence Injunctions, Repeat Violence Injunctions, Sexual Violence Injunctions, Dating Violence Injunctions, and Stalking Violence Injunctions.
- We will maintain your confidentiality including redacting your identifying information from records to the extent permissible by law.
- We will notify you verbally and in writing of your rights and options to make reasonable changes to your academic and (if applicable) living and transportation arrangements with CF.
- We will continue to serve your needs throughout the investigation and any disciplinary process and be available to answer your questions. You may contact us at any time.

**Rights and Procedures Associated with the Disciplinary Process:**

- Accuser and accused will both have the same opportunity to have others present.
- Both accuser and accused will be notified in writing of the outcome of any disciplinary proceedings.
- Each survivor will be notified of their options for reasonable accommodations, including changes to his or her academic, residence and transportation situation.

## **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://pr.cf.edu/files/studenthandbook.pdf>.

## **Investigation of Sexual Misconduct and Sexual Harassment**

An allegation of sexual assault and/or sexual harassment that occurred on campus, at a college-owned or operated facility off the main campus, or in conjunction with a college-sponsored activity may be investigated by various departments including: the local law enforcement jurisdiction, the Public Safety Department, the Judicial Affairs Department, Human Resources, the college attorney and the Title IX Office.

The department or persons having responsibility for conducting an investigation will depend on the circumstances of the case, for example, the relationship that the victim and the alleged perpetrator have to the college (i.e. faculty, staff, student, no affiliation). The type of investigation (criminal, disciplinary, or administrative) will depend on the circumstances of the case and the entity conducting the investigation. Multiple investigations may take place. The standard of proof for a disciplinary investigation conducted by the college is a preponderance of the evidence.

For assistance in determining reporting options, students should contact Public Safety and/or the Title IX Coordinator. Faculty and staff may contact Public Safety, the Title IX Coordinator, and/or Human Resources. These offices may be a resource for students and employees even if the incident took place off campus.

### **Title IX Investigation**

A Title IX investigation is an administrative procedure, not a disciplinary process. The purpose of a Title IX investigation is to determine: whether conduct prohibited by Title IX occurred; whether there is an ongoing risk of further prohibited conduct and if so, to act to prevent its recurrence; whether accommodations for the affected party are needed to remedy the effects of the prohibited conduct (e.g. initiating a no-contact order); whether accommodations or safety precautions should be put in place to make the CF community safe; whether the conduct necessitates review by the Student Conduct Administrator for disciplinary procedure; and whether college-wide or departmental changes to policies, practices or training should be implemented.



## Reporting Child Abuse

*If you see a child in immediate danger, call 911.*

*Penalties for those who suspect a child is being abused but fail to report it have been increased from a misdemeanor to a felony.*

*Financial penalties also have increased. If you suspect or know of any child who is being harmed, report the abuse immediately.*

### What is abuse?

**For children:** “Abuse” means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child’s physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

**For adults:** “Abuse” means any willful act or threatened act by a relative, caregiver, or household member which causes or is likely to cause significant impairment to a vulnerable adult’s physical, mental, or emotional health. Abuse includes acts and omissions.

### What is neglect?

**For children:** “Neglect” occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child’s physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

**For adults:** “Neglect” means the failure or omission on the part of the caregiver or vulnerable adult to provide the care, supervision and services necessary to maintain the physical and mental health of the vulnerable adult, including, but not limited to, food, clothing, medicine, shelter, supervision, and medical services, which a prudent person would consider essential for the well-being of a vulnerable adult. The term “neglect” also means the failure of a caregiver or vulnerable adult to make a reasonable effort to protect a vulnerable adult from abuse, neglect, or exploitation by others.

### What is exploitation?

“Exploitation” means a person who: Stands in a position of trust and confidence with a vulnerable adult and knowingly, by deception or intimidation, obtains or uses, or endeavors to obtain or use, a vulnerable adult’s funds, assets, or property with the intent to temporarily or permanently deprive a vulnerable adult of the use, benefit, or possession of the funds, assets, or property for the benefit of someone other than the vulnerable adult; or knows or should know that the vulnerable adult lacks the capacity to consent, and obtains or uses, or endeavors to obtain or use, the vulnerable adult’s funds, assets, or property with the intent to temporarily or permanently deprive the vulnerable adult of the use, benefit, or possession of the funds, assets, or property for the benefit of someone other than the vulnerable adult.

**Who do you consider a child?**

A child is an unmarried person who is born, under the age of 18, and who has not been emancipated by order of the court.

**Who do you consider a vulnerable adult?**

A vulnerable adult is a person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to disability, brain damage, or the infirmities of aging.

**What should I do if I suspect a child or vulnerable adult is being abused, neglected, or exploited?**

Everyone, including professionally mandatory reporters, should contact the Florida Abuse Hotline when they know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited. The Abuse Hotline Counselor will determine if the information provided meets legal requirements to accept a report for investigation.

**When should I call?**

Any person, including professionally mandatory reports, should contact the Florida Abuse Hotline when they know or have reasonable cause to suspect that a child or vulnerable adult has been abused, abandoned, neglected, or exploited. The Hotline has counselors available 24 hours a day, seven days a week. The Hotline counselor will determine if the information provided meets legal requirements to accept a report for investigation.

## How to Report Abuse

*Florida Abuse Hotline: 800-962-2873*

*TDD (Telephone Device for the Deaf): 800-453-5145*

*This toll-free number is available 24/7; counselors are waiting to assist you.*

*Florida Law (Florida Statutes Chapters 39 <http://www.flsenate.gov/Laws/Statutes/2012/Chapter39> and 415 <http://www.flsenate.gov/Laws/Statutes/2012/Chapter415>) requires any individual who suspects that a child has been abused by any person to make a report with the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately electronically transferred to the appropriate local law enforcement agency where the child lives.*

Be prepared to provide specific descriptions of the incident(s) or the circumstances contributing to the risk of harm, including who was involved, what occurred, when and where it occurred, why it happened, the extent of any injuries sustained, what the victim(s) said happened, and any other pertinent information is very important.

Information callers should have ready includes:

- name, date of birth (or approximate age), race, and gender, for all adults and children involved;
- addresses or another means to locate the subjects of the report, including current location;
- information regarding disabilities and/or limitations of the victims (especially for vulnerable adult victims);
- relationship of the alleged perpetrator to the child or adult victim(s);
- other relevant information that would expedite an investigation, such as directions to the victim (especially in rural areas) and potential risks to the investigator, should be given to the Abuse Hotline Counselor.

For a complete list of information please see the What We Need to Know page  
<http://www.myflfamilies.com/service-programs/abuse-hotline/what-we-need-know>

### **FAX**

To make a report via fax, please send a detailed written report with your name and contact telephone or FAX contact information using the Florida Abuse Hotline's fax reporting form to: 800-914-0004.

Tips for Successful FAX Reporting

<http://www.myflfamilies.com/service-programs/abuse-hotline/tips-successful-fax-reporting>

This form is available in PDF Format, (requires that you use Adobe Acrobat to view and print).

## **Web Reporting**

Web reporting should not be used for situations requiring immediate attention. Please contact the Hotline's toll free reporting number if you believe a child or vulnerable adult is at imminent risk of harm.

To make a report via the Florida Abuse Hotline's Web reporting option, please gather all of your information in advance and go to the following page to access the Web reporting option:  
<https://reportabuse.dcf.state.fl.us/>

### **Notification of Report:**

Telephone reporters will always be told prior to concluding your conversation, whether the information provided has been accepted as a report.

Fax reporters will only be notified if they request notification in the designated area on the fax reporting form.

<http://www.dcf.state.fl.us/programs/abuse/docs/faxreport.pdf>

Please do not fax multiple allegations of abuse or neglect for multiple families at a time. By submitting them one at a time, they will likely get processed faster.

For more information on reporting child abuse, please visit:

<http://www.myflfamilies.com/service-programs/abuse-hotline> or contact Public Safety.

## 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, [www.cf.edu](http://www.cf.edu)**

## Emergency Response

CF maintains an Emergency Response Plan 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, 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	Building	Parking Lot
Founders Hall	1	31	31
2	2	32	32
3	2	33	32
Fine Arts Center	4	34	32
Bryant Student Union	6	35	32
6	6	36	32
7	8	37	33
8	8	38	32
9	9	39	32
10	9	Ewers Century Center	40
11	9	Enterprise Center	42
12	12	52	8
13	13	53	6
14	24	57	9
15	24	Webber Center	4A
16	16	Baseball	6
17	17	Greenhouse	24
18	18	Public Safety	6
19	19	Softball	24
University Center	20		

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 Campus** 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
Bryant Student Union	Second floor, north stairwell
Building 7	Second floor, south stairwell
Ewers Century Center	Second floor, east and west stairwells
Ewers Century Center	Third floor, east and west stairwells
University Center	Second floor, north stairwell
Enterprise Center	Second floor, south stairwell
Appleton Museum	#3 stairwell SE
Appleton Museum	#4 stairwell NE
Citrus Campus	Dorothea Jerome Building
Citrus Campus	Learning and Conference Building

## College Lockdown

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 and 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 department 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: 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.

Employees or contractors who need to be in campus buildings or other areas during times 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 Plant Operations 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:

- 352-873-5841 or ext. 1261 on the Ocala Campus
- 352-302-6081 or ext. 6135 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 Public Safety and to Plant Operations.

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/community/cf/safety/crime-prevention/index>, 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 your vehicle quickly and lock doors immediately.
- Be all thumbs.
  - Carry your cellphone 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 on 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 manager of Public Safety will be notified of the situation.

**Procedure for Notification of Missing Student:**

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.

**Procedure for Investigation of Missing Student:**

Upon investigation, if Public Safety determines that a student residing in college-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 Driving Under the Influence of Alcohol 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 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

First Conviction: Mandatory 50 hours of community service or additional fine of \$10 for each hour of community service required.

## Probation

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 of second conviction	Minimum 10 years revocation. May be eligible for hardship reinstatement after two years.
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 second, third or fourth conviction

**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 - 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 spousal/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 and aerosol sprays 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. The college's policy can be viewed at [http://pr.cf.edu/files/procedures/tobacco\\_free\\_college\\_3.28.pdf](http://pr.cf.edu/files/procedures/tobacco_free_college_3.28.pdf)

## **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 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.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship, and whether the victim considers herself or himself in a relationship with the assailant.

**Domestic Violence:** felony or misdemeanor crime 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, 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 the jurisdiction. Any incident that meets the definition of domestic violence is considered a crime for Clery purposes.

**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.

**Stalking:** a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**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.

## Crime Statistics Table

The following CF Campus crime, arrest and referral statistics include those reported to the CF Public Safety Office, designated campus officials, and local law enforcement agencies surrounding our main campus and regional sites. Information on CF crime statistics is also available on the Web-based data collection survey maintained by the Department of Education. The comprehensive user's guide for the survey is located online at: <https://surveys.ope.ed.gov/security>.

<b>Ocala Campus - Main</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	1	0
Dating Violence	0	0	1
Stalking	0	1	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	0
Liquor Law			
Arrests	2	0	0
Referrals	0	0	0
Hate Crimes	0	0	0

<b>Appleton Museum of Arts</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	0
Liquor Law			
Arrests	0	0	0
Referrals	0	0	0
Hate Crimes	0	0	0

<b>Citrus Campus</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	0
Liquor Law			
Arrests	0	0	0
Referrals	0	0	0
Hate Crimes	0	0	0

<b>College Square Apartments</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	5	2	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	1
Liquor Law			
Arrests	0	0	0
Referrals	0	0	0
Hate Crimes	0	0	0

<b>Commercial Truck Driving Range</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	0
Liquor Law			
Arrests	0	0	0
Referrals	0	0	0
Hate Crimes	0	0	0

<b>Hampton Center</b>							
	On Campus				Public Property		
	2013	2014	2015		2013	2014	2015
Murder	0	0	0		0	0	0
Non-Negligent Manslaughter	0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0
Sex Offenses							
Forcible	0	0	0		0	0	0
Non-Forcible	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	1
Dating Violence	0	0	0		0	0	1
Stalking	0	0	0		0	0	0
Robbery	0	0	0		0	0	2
Aggravated Assault	0	0	0		0	0	3
Burglary	0	2	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	2
Arson	0	0	0		0	0	1
Weapons Law							
Arrests	0	0	0		0	0	0
Referrals	0	0	0		0	0	0
Drug Law							
Arrests	0	0	0		0	0	0
Referrals	0	0	0		0	0	0
Liquor Law							
Arrests	0	0	0		0	0	0
Referrals	0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0

<b>Levy Center</b>			
	On Campus		
	2013	2014	2015
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-Forcible	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Weapons Law			
Arrests	0	0	0
Referrals	0	0	0
Drug Law			
Arrests	0	0	0
Referrals	0	0	0
Liquor Law			
Arrests	0	0	0
Referrals	0	0	0
Hate Crimes	0	0	0



<b>Grand Total of All Sites</b>											
	Ocala Campus				All other Campus Sites				Public Property		
	2013	2014	2015		2013	2014	2015		2013	2014	2015
Murder	0	0	0		0	0	0		0	0	0
Non-Negligent Manslaughter	0	0	0		0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0		0	0	0
Sex Offenses											
Forcible	0	0	0		0	0	0		0	0	0
Non-Forcible	0	0	0		0	0	0		0	0	0
Domestic Violence	0	1	0		0	0	0		0	0	1
Dating Violence	0	0	1		0	0	0		0	0	1
Stalking	0	1	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	2
Aggravated Assault	0	0	0		0	0	0		0	0	3
Burglary	0	0	0		5	4	1		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0		0	0	2
Arson	0	0	0		0	0	0		0	0	1
Weapons Law											
Arrests	0	0	0		0	0	0		0	0	0
Referrals	0	0	0		0	0	0		0	0	0
Drug Law											
Arrests	0	0	0		0	0	0		0	0	0
Referrals	0	0	0		0	0	1		0	0	0
Liquor Law											
Arrests	2	0	0		0	0	0		0	0	0
Referrals	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0