NORTH FLORIDA COLLEGE

Annual Security Report 2025 (Clery Act)



This Annual Security Report is published in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the 2013 Violence Against Women Reauthorization Act ("VAWA").

NORTH FLORIDA COLLEGE

Table of Contents

Emergency Contact Information 3
Introduction 4
Equal Opportunity Statement 5
General Definitions 6
Crime Statistics and Crime Log 10
Campus Law Enforcement 13
Procedures for Reporting Criminal Actions and Other Emergencies on Campus and Emergency Response/Evacuation Procedures 14
Security of and Access to Campus Facilities and Security Considerations 23
Programs Addressing Campus Security Procedures and Practices and Crime Prevention 24
Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs 25
Drug and Alcohol-Abuse Education Programs 26
NFC Sexual Offenses Prevention Program and Procedures 28
Registered Sex Offenders 38
Missing Student Notification Procedures 39
Appendix A: Definitions Applicable to Crime Statistics 40
Appendix B: Crime Statistics 46
Appendix C: Memorandum of Understanding 47

NORTH FLORIDA COLLEGE

Emergency Contact Information

City of Madison Police Department	823 SW Pinckney St Madison, FL 32340 (850) 973-4001 (Select Option 1) Office: (850) 973-5077
NFC Campus Security	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-0280
NFC Campus Escort	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-0280
Madison County Memorial Hospital	224 NW Crane Ave Madison, FL 32340 (850) 973-2271

NORTH FLORIDA COLLEGE

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092)("Clery Act"), as amended by the 2013 Violence Against Women Reauthorization Act ("VAWA"), requires that North Florida College ("NFC") prepare and publish an annual security report by no later than October 1 of each year containing information related to crimes and certain offenses. NFC Annual Security Report includes statistics for crimes and certain offenses that occur in buildings and property that are part of NFC's campus, NFC noncampus buildings and property, and public property within or immediately adjacent to and accessible from NFC campus.

NFC 2020 Annual Security Report was prepared by Larry Akers, NFC's Director of Campus Safety and Security.

NORTH FLORIDA COLLEGE

Equal Opportunity Statement

NFC is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, physical or mental disability or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@NFC.edu.

NORTH FLORIDA COLLEGE

General Definitions

Business Day

Monday through Friday, excluding any day when NFC is closed.

Campus

(1) Any building or property owned or controlled by NFC within the same reasonably contiguous geographic area and used by NFC in direct support of, or in a manner related to, NFC's educational purposes; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by NFC but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus Security Authority

(1) A campus security department of NFC.

(2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

(3) Any individual or organization specified in NFC's policies as an individual or organization to which students and employees should report criminal offenses.

(4) An official of NFC who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Clery Geography

(1) For the purposes of collecting statistics on the crimes listed in this Annual Security Report for submission to the Department and inclusion in NFC's annual security report, **Clery Geography** includes—

(a) Buildings and property that are part of NFC's campus;

(b) NFC's noncampus buildings and property; and

(c) Public property within or immediately adjacent to and accessible from the campus.

(2) For the purposes of maintaining the crime log identified in this Annual Security Report, **Clery Geography** includes, in addition to the locations in paragraph (1) of this definition, areas within the patrol jurisdiction of the campus security department.

Hierarchy Rule

A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

Memorandum of Understanding

The Agreement between NFC and the City of Madison Police Department.

Noncampus Building or Property

(1) Any building or property owned or controlled by a student organization that is officially recognized by NFC; or

(2) Any building or property owned or controlled by NFC that is used in direct support of, or in relation to, NFC's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of NFC.

Pastoral Counselor*

A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

A person whose official responsibilities include providing mental health counseling to members of NFC's community and who is functioning within the scope of the counselor's license or certification.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

(1) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that—

(a) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to NFC community needs, and informed by research or assessed for value, effectiveness, or outcome; and

(b) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, NFC community, and societal levels.

(2) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for Campus Disciplinary Action

The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

NORTH FLORIDA COLLEGE

Crime Statistics and Crime Log

Crime Statistics

NFC gathers and publishes statistics related to crimes and certain offenses[1] that are reported to a campus security authority that occur in buildings and property that are part of NFC's campus, NFC's noncampus buildings and property, and public property within or immediately adjacent to and accessible from campus. Statistics related to the following crimes and offenses are gathered and published by NFC:

- Primary Crimes, which are as follows:
    - Arson[2]
    - Criminal homicide (murder, non-negligent manslaughter, and negligent manslaughter)
    - Sex Offenses (rape, fondling, incest, and statutory rape)[3]
    - Robbery
    - Aggravated Assault
    - Burglary
    - Motor Vehicle Theft
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate Crimes
- Dating Violence
- Domestic Violence
- Stalking

[1] See, **Appendix A** for definitions of these crimes and offenses.

[2] If arson is committed, NFC will record the arson in its statistics, regardless of whether or not it occurs in the same incident as another crime.

[3] If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, NFC will record both the sex offense and the murder in its statistics.

In counting crimes when more than one offense was committed during a single incident, NFC will conform to the requirements of the Hierarchy Rule in the "Summary Reporting System (SRS) User Manual."

NFC annually requests that the City of Madison Police Department and Madison County Sheriff's Office provide crime statistics for offenses that occur in buildings and property that are part of NFC's campus, NFC's noncampus buildings and property, and public property within or immediately adjacent to and accessible from NFC's campus. NFC utilizes these statistics in preparing its Annual Security Report. NFC shall retain documentation reflecting its efforts to secure this information from local law enforcement agencies as well as any responses received by NFC.

Annual crime statistics published by NFC are based on the calendar year.

Crime Log

In the event NFC maintains a campus police or campus security department, such department(s) must maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography, and that is reported to the police or the campus security department. This log must include —

(a) The nature, date, time, and general location of each crime; and

(b) The disposition of the complaint, if known.

NFC shall make an entry or an addition to an entry to the log within two business days of the report of the information to the police or the campus security department, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. NFC shall make the crime log for the most recent 60-day period open to public inspection during normal business hours. NFC will make any portion of the log older than 60 days available within two business days of a request for public inspection.

NFC may withhold certain required information if there is clear and convincing evidence that the release of the information would —

(a) Jeopardize an ongoing criminal investigation or the safety of an individual;

(b) Cause a suspect to flee or evade detection; or

(c) Result in the destruction of evidence.

Any required information that is withheld shall be disclosed once the adverse effect is no longer likely to occur.

Preparation of Annual Disclosure of Crime Statistics

NFC's Director of Campus Safety and Security or his/her designee shall be responsible for preparing NFC's Annual Security Report which includes its annual disclosure of crime statistics.

Campus Law Enforcement

NFC has entered into a Memorandum of Understanding (**Appendix C – Memorandum of Understanding**) with the City of Madison Police Department in order to enhance the parties' ability to effectively address alleged crimes of violence. This includes sharing information about NFC's students and employees who are the victim of, a witness to, or an alleged perpetrator of an offense of violence or sex offense. The Memorandum of Understanding establishes a standard procedure for handling incidents and reports of Sexual Assaults and issuing Timely Warnings and Emergency or Immediate Notifications.

The goals of the Memorandum of Understanding are as follows:

(a) To ensure crimes committed on in NFC's Clery Geography are promptly and effectively reported, investigated and prosecuted;

(b) To enhance communication and cooperation between local law enforcement and NFC in providing services and assistance to students and employees of the College who are victims of or witnesses to crimes; and

(c) To enhance NFC's ability to alert the campus community about crimes of a serious nature posing a serious or on-going threat to public safety.

Campus Security at NFC has the responsibility to provide a safe and secure environment for students, faculty, staff, and guests. Campus Security Officers handle parking tickets, trespass warnings, escort individuals to their vehicles and other buildings, and provide assistance when safety and security concerns arise. Campus Security Officers do not have authority to make arrests for on-campus incidents.

Campus Security Officers are also responsible for encouraging accurate and prompt reporting of all crimes to appropriate police agencies when victims of crimes elect to, or are unable to, make such reports.

The Madison Police Department has primary jurisdiction related to law enforcement. Students engaging in prohibited acts off campus are still subject to the NFC Student Code of Conduct.

NORTH FLORIDA COLLEGE

Procedures for Reporting Criminal Actions and Other Emergencies on Campus and Emergency Response/Evacuation Procedures

Types of Reporting

NFC may receive reports in several different ways (the common scenarios are listed below). The manner in which the report is received will affect the response procedures applied by NFC.

(a) A complainant may call NFC to report a crime.

(b) A complainant may report a crime directly to NFC personnel.

(c) A complainant may report a crime to a "Campus Security Authority" or to a "Responsible Employee" (as defined by Title IX) and the Campus Security Authority/Responsible Employee may subsequently report the incident to the City of Madison Police Department. Campus Security Authorities and Responsible Employees on campus shall immediately report any crimes reported to them for the purpose of assessing the crime for the potential distribution of timely warning notices.

(d) A complainant may call the City of Madison Police Department to report a crime.

Report of a Recent Versus a Delayed Incident

If a complainant calls NFC or reports a crime directly to a Campus Security Authority/Responsible Employee:

(a) NFC shall immediately attempt to determine if the crime occurred in the past 96 hours or if the report is a Delayed Report (a delayed report is defined as an incident that occurred more than 96 hours from the time of the report);

(b) NFC shall attempt to determine the location where the crime occurred and if the complainant is calling from the location where the crime occurred; and

(c) NFC shall determine if the complainant is willing to directly report the crime to the City of Madison Police Department.

This information will affect the response of the City of Madison Police Department and their potential involvement. For example, if the complainant is reporting a crime that occurred six months ago, there would likely be no physical evidence to process and he/she may not want to file a police report about the crime or if the crime occurred on Spring Break while away from the campus, the City of Madison Police Department would not have jurisdiction in the case. If the complainant reported the crime to a Campus Security Authority/Responsible Employee and is not willing to report it to and identify themselves to the City of Madison Police Department, the City of Madison Police Department will not have the ability to interview the complainant or conduct an investigation. In these types of incidents, NFC will report the crime to the City of Madison Police Department. When in doubt, NFC will confer with the City of Madison Police Department.

Report of a Recent Incident

(a) When NFC receives a report of an alleged crime, violence, or sexual assault or an attempted sexual assault, the Director of Campus Safety and Security (or his/her designee in his/her absence) will be notified immediately.

(b) Upon receiving a complaint that a crime, rape, or sexual assault has been attempted or has occurred, the City of Madison Police Department will be called to secure the crime scene. Campus Security will secure the crime scene until the City of Madison Police Department arrives.

(c) If the complainant is not at the scene of the crime, NFC shall provide several options to the complainant in order to protect his/her privacy, to the extent possible, and should explain that if the City of Madison Police Department responds to his/her current location that his/her friends and bystanders will be curious about why the officers are there, and may reduce his/her privacy in the matter. NFC should then inform the complainant of the following options: (1) The City of Madison Police Department can dispatch an officer to his/her location to take a report; (2) the complainant can respond to the City of

Madison Police Department to file a report.

(d) In both cases listed above, radio communications concerning the incident should be kept to a minimum, and if practical, communications should be made either in person or via phone. As soon as the responding officer receives confirmation of a crime or sexual assault and determines the report to be a good faith report, the City of Madison Police Department will determine if a "be on the lookout" (BOLO) is appropriate, contact the investigator on-call so as to begin their preliminary investigation, offer the victim access to a rape counselor/victim advocate or friend of the complainant, if they so desire. The City of Madison Police Department will be made aware that a sexual assault was reported to NFC will provide the alleged perpetrator's name to the City of Madison Police Department if it is known at the time. NFC will always offer the complainant the option of filing the report directly with the City of Madison Police Department.

Report of a Delayed Incident

(a) When NFC receives a report (even if it is a delayed report) of an alleged crime, sexual assault or an attempted sexual assault, the City of Madison Police Department will be notified immediately.

(b) NFC will provide several options to the complainant in order to protect his/her privacy, to the extent possible and the NFC Campus Security Authority/Responsible Employee should explain that if the City of Madison Police Department responds to his/her current location, that his/her friends and bystanders will be curious about why the officers are there, which may reduce his/her privacy in the matter. The North Florida College Campus Security Authority/Responsible Employee should then inform the complainant of the following options: (1) The city of Madison Police Department can dispatch an officer to his/her location to take a report; (2) the complainant can respond to the City of Madison Police Department office to file a report.

(c) In both cases listed above, radio communications concerning the incident should be kept to a minimum, and if practical, communications should be made either in person or via phone. As

soon as the responding officer receives confirmation of a crime or sexual assault and determines the report to be a good faith report, the City of Madison Police Department will determine if a BOLO is appropriate, contact the investigator on-call so as to begin their preliminary investigation, offer the victim access to a rape counselor/victim advocate or friend of the complainant, if they so desire. NFC will provide the alleged perpetrator's name to the City of Madison Police Department if it is known at the time. NFC will always offer the complainant the option of filing the report directly with the City of Madison Police Department.

Confidential Reports ("Silent Witness")

The Silent Witness Program allows concerned NFC students, faculty, staff, victims, or witnesses a voluntary and anonymous method to report information about campus issues; violations of the law; matters of improper, behavioral, or antisocial conduct; student or employee harassment; fraud; and general safety or security concerns to the College and University Behavioral Intervention Team (CUBIT).

CUBIT consists of a group of NFC employees who are concerned about the safety and well-being of each member of the NFC family. The team is made up of members who have specific skills and backgrounds in the areas of public safety, mental health, and student affairs. Information submitted will be handled confidentially with the purpose of assisting the student, faculty member, or staff member. Although the NFC team accepts anonymous reports, it also encourages anyone to provide his/her name and contact information so that the NFC CUBIT can follow-up to gather additional information. The Silent Witness form is available at www.NFC.edu/ silent-witness-cubit.

Confidential reports of crimes shall be included in NFC's annual disclosure of crime statistics.

Timely Warnings and Emergency Notifications ("Campus Safety Alerts")

NFC, in a manner that is timely and will aid in the prevention of similar crimes, will provide information to the campus community about *Clery* Act crimes that have been reported to NFC by Local, State or Federal law enforcement agencies that are considered to represent a serious or continuing threat to the NFC community. These warnings are called "Campus Safety

Alerts" and shall be issued in accordance with the procedures described below.

e2Campus

NFC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. This system is called "e2Campus." Registering one's phone takes only a few minutes, and students may register two devices as well as an alternate email address. To register a cell phone, please visit NFC's website and click on the "Emergency Notifications" link on the main page.

Criteria for a Campus Safety Alert

The Director of Campus Safety and Security or his/her designee will develop Campus Safety Alerts for NFC about *Clery* Act crimes and certain offenses that occur in buildings and property that are part of NFC's campus, NFC's noncampus buildings and property, and public property within or immediately adjacent to and accessible from NFC's campus, when it is determined that the incident may pose a serious or ongoing threat to the NFC community.

Campus Safety Alerts are typically issued based upon a number of factors including, but not limited to, the nature of the crime, the continuing danger to the NFC community, and whether the alleged perpetrator was apprehended or the threat has been mitigated. Campus Safety Alerts may be distributed for other serious crimes if deemed warranted by the Director of Campus Safety and Security his/her designee. Campus Safety Alerts will be distributed in a timely manner and will be issued as soon as pertinent information is received and it is determined that the reported incident may pose a serious or on-going threat to the NFC community.

NFC does not employ pastoral counselors or provide pastoral counseling. Thus, any student or employee seeking confidential counseling from an individual they believe is a pastoral counselor must confer with the individual to ensure they are functioning within the scope of that recognition as a pastoral counselor. NFC employees are not to provide pastoral counseling during the course and scope of their employment.

Campus Officials not subject to the timely warning reporting requirement include licensed or certified professional counselors who are functioning in the role of providing confidential counseling to members of the College community

on behalf of the College.

Preparation of a Campus Safety Alert

NFC personnel are responsible for notifying the Director of Campus Safety and Security or his/her designee of any reported incident that may necessitate the issuance of a Campus Safety Alert. Campus Safety Alerts are generally written and distributed to the NFC community by the Director of Campus Safety and Security or his/her designee, and they are routinely reviewed and approved by the President and his/her designee prior to distribution. The Director of Campus Safety and Security or his/her designee or any Institutional Official has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

The Campus Safety Alert will include information with sufficient specificity to allow recipients to take appropriate action and to potentially aid in the prevention of similar crimes.

Content of Campus Safety Alerts

Campus Safety Alerts will include, but will not necessarily be limited to, the following information:

(a) Title of the crime reported;
(b) Date and time the Campus Safety Alert was released;
(c) Accurate date, time and location of the incident;
(d) A succinct description of the incident;
(e) Tips for maintaining personal safety;
(f) A request for information and where to direct information;
(g) Physical description of the suspect, if known; and
(h) Information about possible connection to previous incidents.

Dissemination of the Campus Safety Alert

The Director of Campus Safety and Security or his/ her designee has primary responsibility for the distribution of Campus Safety Alerts. All campus-wide Campus Safety Alerts will be sent by the Director of Campus Safety and Security or his/her designee through the campus email system and will be posted on the College's website for at least 30 days. Additional supplemental methods for disseminating Campus Safety Alerts include, but are not limited to, the following means: posting of flyers; text messaging; the campus news;

and related news media announcements. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. However, e2Campus and email are the primary and preferred method of distribution. Campus Safety Alerts may be issued for other crime classifications and incidents as deemed necessary.

If a crime is reported directly to the City of Madison Police Department that could pose a serious or ongoing threat to the NFC community, a representative of the City of Madison Police Department will notify NFC as soon as practicable about the crime and will provide sufficient detail to allow NFC to assess the crime and determine if a "Campus Security Alert" should be distributed. The City of Madison Police Department will assist NFC in its response to a crime that affects the NFC community (as deemed appropriate and as resources permit).

Emergency Notifications through the Emergency Mass Notification System

NFC has an effective campus-wide communications process in place in order to provide the greatest safety possible in the event of an emergency or incident that poses a potential immediate threat to the health and safety of the NFC community. As part of its Continuity Of Operations Plan ("COOP"), NFC has adopted a formalized procedure for issuing emergency alerts to the campus community.

When NFC personnel become aware of a situation that may warrant issuing an emergency alert, the Director of Campus Safety and Security or his/her designee or any Institutional Official will assess the situation to confirm that there is a potential threat to the health and safety of the NFC community. As part of this assessment, a determination will be made regarding whether to issue an emergency alert through NFC's emergency mass notification system ("EMNS").

NFC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

EMNS is activated using a siren and/or cell-phone text/voice messaging. NFC will notify the NFC community of the emergency situation, its exact location,

and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept.

> "Shelter-in-place" means to take immediate shelter wherever you happen to be at the time of notification. Community members should remain in a "shelter-in-place" status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s). NFC authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the NFC community. If an emergency or incident is reported directly to the City of Madison Police Department that could pose an immediate threat to the health and safety of the NFC community, a representative of the City of Madison Police Department will notify NFC as soon as practicable about the incident/situation and will provide sufficient detail to allow NFC to assess the incident/situation to determine if an emergency alert should be distributed. The City of Madison Police Department will assist with their response to an emergency on campus, as deemed appropriate and as resources permit.

In situations where an *imminent* threat is present, the Director of Campus Safety and Security or his/her designee or any Institutional Official has the ability and authority to issue an emergency alert through EMNS without further consultation with any other NFC official. A threat is imminent when the need for action is instant, overwhelming and leaves no time for deliberation. NFC will endeavor to immediately notify the NFC community upon the confirmation of a significant emergency or dangerous situation involving an imminent threat to the health or safety of students and staff. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, a hostage/barricade situation, a riot, a suspicious package with confirmation of a hazardous situation, a tornado, a fire/explosion, suspicious death, structural damage to a NFC owned or controlled facility, biological threat, a gas leak, an active shooter on or near campus, or a shooting incident on or near the campus.

NFC also has the ability to broadcast voice messages into every classroom and office simultaneously in the case of a campus emergency. Every classroom and office is equipped with a speaker telephone to allow for receipt of verbal

messages.

In addition to notifying the NFC community of emergencies, NFC shall publish on its website information related to campus emergencies so that the public at-large will have information pertaining to the emergency situation.

Testing Emergency Response and Evacuation Procedures

NFC Director of Campus Safety and Security or his/her designee shall be responsible for testing the emergency response and evacuation procedures on at least an annual basis. Testing may be announced or unannounced. NFC will to the extent practicable publish its non-confidential emergency response and evacuation procedures in conjunction with at least one test per calendar year. Tests will be documented in writing which will include, but not necessarily be limited to, a description of the exercise, the date, time, and whether it was announced or unannounced.

Responding to and Investigating Incidents of Arson

NFC will investigate any fire that is not immediately known to be accidental. NFC does not have officers/investigators trained to conduct basic arson investigations. The City of Madison Police Department will provide the necessary resources (work with the State Fire Marshall) to support NFC in conducting an investigation of a fire that is not immediately known to be accidental, if NFC needs an investigative support to meet their investigative obligations under the *Clery* Act. If the City Madison Police Department assists in conducting the investigation, it will provide a summary of the investigation with a final determination (i.e. arson, suspicious fire or unknown cause) to NFC.

Notification to Institution Officials

NFC Campus Security Authority/Responsible Employee will ensure the following Institution Officials are notified of crimes and threats to the NFC community:

(a) The President or his/her designee; and

(b) The Director of Campus Safety and Security or his/her designee.

NORTH FLORIDA COLLEGE

Security of and Access to Campus Facilities and Security Considerations

Security

NFC 145+ acre campus is located directly off U.S. Highway 90 in Madison, Florida. The campus lies in the center of NFC six county service area, off I-10 near I-75, and is near such major Florida cities as Tallahassee and Jacksonville. NFC campus is typically open to the public, although individual buildings and facilities may have set hours of operation depending on the time of year. Buildings are primarily locked, unlocked, opened, and closed by NFC Security Personnel and managers. Locking mechanisms are traditional hard locks (handle and deadbolt). Some buildings are also equipped with an alarm system and security camera. Certain locations, including data centers, are only accessible by utilizing secure "X-Keys" that are held by the Director of Campus Safety and Security and the Director of Fiscal Plant.

Any and all persons with no legitimate reason for presence on NFC property are subject to relevant local, state, and federal laws. In particular, said persons are subject to laws associated with loitering and trespassing.

Campus Security routinely patrols NFC campus; however, Campus Security is not housed in each facility or building.

NFC does not own or operate any student housing facilities.

Maintenance

NFC is proud of its beautiful, picturesque campus. As such, it is routinely landscaped and maintained in such a way that it is not only visually appealing but also to limit hazardous conditions. Campus indoor and outdoor lighting is replaced when necessary to prevent dark and/or concealed areas, hallways, sidewalks and other walkways are kept free of obstructions, and parking is routinely enforced to prevent vehicles from being blocked from entering or exiting the campus. Additionally, NFC currently practices the Crime Prevention Through Environmental Design program ("CPTED").

NORTH FLORIDA COLLEGE

Programs Addressing Campus Security Procedures and Practices and Crime Prevention

Programs Addressing Campus Security Procedures and Practices and Crime Prevention

NFC has created several avenues to inform students and employees about campus security procedures and practices and crime prevention. NFC no less than annually emails students and employees information on its security procedures and practices, posts security procedures and practices information on its official website, and informs new students at voluntary orientation where they may obtain information related to NFC security procedures and practices. These programs are further designed to encourage students and employees to be responsible for their own security and the security of others.

NFC has also created the following programs:

Campus Escorts - Campus Security will provide escorts (by foot or vehicle), upon request, to and from campus buildings and parking lots for students and employees, as time and duty permit. Contact Campus Security at (850) 973-0280.

Safety Tips – NFC publishes various safety tips on its official website addressing personal protection and safety. The safety tips provide the NFC community with information on what to do while they are out, in their automobile, or if attacked.

Communication from NFC Director of Campus Safety and Security – NFC Director of Campus Safety and Security No Less than Annually Posts Information on campus or on NFC official website addressing safety and crime issues.

NORTH FLORIDA COLLEGE

Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

NFC strongly endorses the notion that the use of drugs (excluding those prescribed by a physician to treat a specific medical condition) and alcohol can:

(a) Be detrimental to the physical and mental well-being of its students;

(b) Seriously interfere with the performance of individuals as students; and

(c) Be extremely dangerous to the student and his/her fellow students.

Students and employees are subject to discipline for the unlawful possession, use or distribution of drugs or alcohol or controlled substances as defined in Florida Statute 893.147, by any student or employee while on school property or in attendance at a school function. This constitutes grounds for suspension, expulsion or imposition of other disciplinary action. Institution-specific sanctions are in addition to legal sanctions imposed.

Desks, lockers, offices and other storage devices that are provided for the convenience of employees, remain the sole property of NFC and can be inspected at any time, with or without notice, by an agent or representative of NFC. To facilitate enforcement of this policy, NFC or its representative may conduct inspections when persons enter or leave the campus, which may include opening packages and other containers.

NORTH FLORIDA COLLEGE

Drug and Alcohol-Abuse Education Programs

To address the potential ramifications of drug and alcohol abuse, NFC has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. As part of its program, NFC shall annually distribute to students and employees the following:

(a) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on NFC property or as part of any of any NFC activity;

(b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;

(c) a description of the health-risks associated with the use of illicit drugs and the abuse of alcohol;

(d) a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

(e) a clear statement that NFC will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

NFC further conducts periodic reviews of its drug and alcohol-abuse education programs to:

(a) determine the effectiveness of and implement changes to the programs if the changes are needed;

(b) determine the number of drug and alcohol-related violations and fatalities that—

1. occur on NFC campus or as part of any NFC activity; and

2. are reported to proper NFC officials.

(c) determine the number and type of sanctions that are imposed by NFC as a result of drug and alcohol-related violations and fatalities on NFC campus or as part of any NFC activity; and

1. ensure that sanctions are consistently enforced.

Counseling for Current Students

NFC offers a free confidential service called Student Counseling Service ("SCS") to current NFC students (current NFC identification badge required; must be 18 or have custodial consent). SCS is available to help students create solutions to their personal concerns, reduce stress and successfully balance their school and home life. SCS assists students with finding resources to resolve issues with:

- Alcohol/Drugs
- Anger
- Anxiety
- Depression
- Discrimination
- Eating disorders
- Family
- Grief
- Relationships
- Self-esteem
- Sexual abuse/assault
- Stress
- Study skills
- Suicidal thoughts
- Test anxiety
- Time management

Crisis Counseling is available (on campus), by appointment, by calling Resolutions Health Alliance, 922 SW Baya Dr., Lake City Florida at (386) 754-9005. Appointments may also be scheduled at the Lake City Office. An after hours emergency hot line is available at (800) 330-5615

NORTH FLORIDA COLLEGE

NFC Sexual Offenses Prevention Program and Procedures

Dating violence, domestic violence, sexual assault, and stalking, as defined herein, are acts which NFC will not tolerate. NFC is committed to providing the NFC community with a positive, safe environment free of these acts. In order to meet this commitment, it is NFC policy to implement programs to prevent these types of acts and procedures to follow when one of these crimes is reported.

Definitions

Consent – Pursuant to F.S. §794.011, "consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Consent also occurs when individuals willingly, unambiguously, and knowingly agree to engage in sexual activity in a clear and affirmatively communicated way, understood by all of the parties involved. Consent is active, not passive. Signals of consent must be part of a mutual and ongoing process. Consent must be informed, freely given and mutual. There should be no coercion, intimidation, threats or acts of physical force. Whether a person has taken advantage of a position of influence over an alleged victim will be a factor in determining consent. The person shall not be mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to act or refuse to act in sexual contact negates consent. Silence does not necessarily constitute consent. Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear. Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual behavior. It is important to remember:

(a) Consent to one sexual act does not constitute or imply consent to another act;

(b) Previous consent cannot imply consent to future sexual acts;

(c) Consent is always required and cannot be assumed based on the parties' relationship status or sexual history together; and

(d) Consent can be withdrawn at any time before or during sexual activity by either party.

Dating Violence - Pursuant to F.S. §784.046, "dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

(a) A dating relationship must have existed within the past 6 months;

(b) The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

(c) The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

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

Domestic Violence – Pursuant to F.S. §741.28, "domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Sexual Battery (a/k/a Sexual Assault in Florida) - Pursuant to F.S. §784.011, "sexual battery" means oral, anal, or vaginal penetration by, or

union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

NFC further considers sexual battery any unwanted touching in a sexual manner.

Stalking – Pursuant to F.S. §784.048, a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking. NFC further believes that stalking can and does occur on a one time basis.

As used in this definition, the term:

(a) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic

communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Promoting Awareness of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

NFC primary prevention and awareness program is provided during voluntary orientation during which NFC addresses dating violence, domestic violence, sexual assault, and stalking with incoming students. Written brochures and packets about these prohibited acts are also provided to students. Additionally, NFC Director of Campus Safety and Security frequently communicates with students and employees via-electronic mail and through NFC official website about issues pertaining to dating violence, domestic violence, sexual assault, and stalking, which includes NFC intolerance for such acts.

New employees are also provided with an orientation which addresses dating violence, domestic violence, sexual assault, and stalking.

Additionally, in 2015, NFC sent two staff members to the Florida Attorney General's Victim Advocate School in an effort to enhance NFC educational programs and campaigns promoting awareness of dating violence, domestic violence, sexual assault, and stalking.

Bystander Intervention and Risk Reduction

NFC, through its Director of Campus Safety and Security, communicates to students and employees safe and positive options for bystander intervention, information on risk reduction, and NFC programs related to dating violence, domestic violence, sexual assault, and stalking.

> **Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Examples of safe and positive options for bystander intervention include:

- Identify and be aware of situations which may potentially result in harm or danger.
- Trust your gut and intervene if necessary.
- Be proactive. You might be the only person who can intervene.
- Think before you intervene. Be aware of your physical surroundings, including the outside environment and, if you are inside, the layout of the building. Be aware of other individuals and objects around you.
- Diffuse situations before they become heated.
- Be a good witness – do not get involved in confrontations; instead, call for help.

    - If you witness a confrontation between students or other individuals that warrants action, do not personally get involved.
        - Call 911 for assistance.
        - Then call Campus Security - Telephone *(from campus)*: 8-850-973-0280

    - If You Are The Witness To A Crime
        - Remain calm but be as alert and observant as possible.
        - Do not try to be a hero. You may jeopardize your own or someone else's safety.
        - Make as many mental notes as possible to help identify the suspect(s).
        - Try to determine age, height, and weight by comparing the suspect to yourself or someone you know.
        - Note any peculiarities such as tattoos, scars, birthmarks and prominent physical features.
        - Note the type, style, and color of clothing.
        - Note any special jewelry such as rings or objects with names or initials.
        - Note the type, style, and color of the weapon.
        - If you can get a look at the vehicle, note the make, model, color and tag number if possible.

- Report the crime immediately and stay close by until authorities arrive!

Examples of ways to reduce risk include:

- Before going out, make arrangements with friends on how to reach each other, where you want to go and at what times, whether you intend to drink, whether you plan on hooking up with someone, and where to meet;
- Never leave your drink unattended;
- Be aware and alert to your surroundings;
- Trust your instincts;
- Pay attention to individuals acting strangely;
- Yell if needed and make sure others around you notice you;
- Travel in groups whenever possible;
- Call Campus Escort if you need a ride to a safe location;
- Avoid dark alleys and walking alone at night.

Procedures for Reporting Dating Violence, Domestic Violence, Sexual Assault and Stalking

Individuals who believe they are the victim of dating violence, domestic violence, sexual assault or stalking should contact **911** in the event of an emergency. In non-emergency situations, individuals should contact the City of Madison Police Department and NFC Campus Security via-telephone as follows:

City of Madison Police Department Dispatch	(850) 973-4001 Select Option #1
NFC Campus Security	(850) 973-0280

If you are concerned about contacting the City of Madison Police Department, you may contact NFC Campus Security who will assist you in notifying the City of Madison Police Department. You also have the option of declining to contact the City of Madison Police Department.

If you are the victim of these offenses, it is critically important that you preserve any evidence related to the offense. Preservation of evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order. In the event a lawful "no-contact" order or restraining order is issued by an appropriate court, NFC will adhere to such order in accordance with Florida law.

Confidentiality

NFC will make every effort to protect the confidentiality of victims and other necessary parties. Efforts to protect confidentiality will include, but are not limited to, the following:

(e) Completing public availably information and recordkeeping, including mandatory Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim as defined in the VAWA; and

(f) Maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of NFC to provide the accommodations or protective measures.

Resources Available

NFC provides victims (students and employees) of dating violence, domestic violence, sexual assault or stalking with written information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within NFC and the community. As of the submission of this report, current available resources include the following:

City of Madison Police Department	823 SW Pinckney St Madison, FL 32340 Dispatch (850) 973-4001 Select Option #1 Office (850) 973-5077	Provides law enforcement and other assistance to students and employees who report dating violence, domestic violence, sexual assault or

		stalking.
NFC Campus Security	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-0280	Provides assistance to students and employees who report dating violence, domestic violence, sexual assault or stalking.
Madison County Memorial Hospital	224 NW Crane Ave Madison, FL 32340 (850) 973-2271	Provides medical assistance 24-hours per day, 7 days per week.
Refuge House (Madison)	Toll-Free:1-800-500-1119 (Domestic Violence) Toll-Free:1-888-956-7273 (Sexual Assault) http://www.refugehouse.com	Serves all people affected by domestic violence and sexual assault across the eight counties of the Big Bend. Refuge House offers support and resources to people who have been hurt by abuse or violence.
Three Rivers Legal Services, Inc.	334 NW Lake City Avenue Lake City, FL 32055 (386) 752-5960 http://www.trls.org	Works with shelters and victims' advocates at law enforcement agencies to help survivors of intimate partner violence (domestic violence). Three Rivers Legal Services, Inc. is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida.

U.S. Citizenship and Immigration Services - Jacksonville Field Office	4121 Southpoint Blvd. Jacksonville, FL 32216 (800) 375-5283	Provides citizenship and immigration information.
Financial Aid Department at North Florida College	325 NW Turner Davis Drive Madison, FL 32340 (850) 973-1621	Provides information about financial aid and necessary resources to successfully apply for and receive financial assistance.
Title IX Coordinator	Tyler Coody 325 NW Turner Davis Dr. Building 12, Room 128B Madison, FL 850-973-1639 coodyt@NFC.edu	Coordinates NFC efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to NFC alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.
Deputy Title IX Coordinator	Jhan Reichert 325 NW Turner Davis Dr. Building 4, Room 102 Madison, FL 850-973-9485 reichertj@NFC.edu	Assists the Title IX Coordinator with coordinating NFC efforts to comply with and carry out its responsibilities under Title IX including any investigation of any complaint communicated to NFC alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

NFC will provide written notification to victims about options for, available assistance in, and how to request changes to academic and working situations or protective measures. NFC will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Additionally, when a student or employee reports that they have been the victim of dating violence, domestic violence, sexual assault, or stalking, regardless of the location of the offense, NFC will provide a written explanation of the student's or employee's rights and options. NFC will also provide victims with information regarding the following:

(a) Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;

(b) Information about how NFC will protect the confidentiality of victims and other necessary parties;

(c) Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within NFC and in the community;

(d) Written notification to victims about options for, available assistance in, and how to request changes to academic and working situations or protective measures. If requested by a victim and if they are reasonable available, NFC will make such accommodations or provide such protective measures; and

(e) Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

Disciplinary Action and Applicable Procedures

NFC is committed to the prompt and equitable resolution of complaints involving dating violence, domestic violence, sexual assault, and stalking. Upon receipt of a complaint involving allegations of dating violence, domestic violence, sexual assault, or stalking, NFC will apply its Title IX Procedures.

NORTH FLORIDA COLLEGE

Registered Sex Offenders

Students and employees are informed at orientation of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and toll-free telephone number. In addition, this information is available as follows:

- FDLE Florida Sexual Offenders and Predators (University Search) *http://offender.fdle.state.fl.us/offender/univSearchNav.do*
- FDLE Florida Sexual Offenders and Predators registry website *https://offender.fdle.state.fl.us/*
- Toll-free telephone number 1-888-357-7332

NORTH FLORIDA COLLEGE

Missing Student Notification Procedures

In the event any individual has reason to believe that an NFC student is missing, he/she should immediately contact Campus Security at (850) 973-0280. The Director of Campus Safety and Security or his/her designee will immediately notify the City of Madison Police Department. If Campus Security is unavailable, individuals should immediately contact the City of Madison Police Department Dispatch at (850) 973-4011 (Select Option #1) or 911.

If a student is identified by the City of Madison Police Department as missing, NFC will notify the student's emergency contact within 24 hours or, if the student is less than 18 years of age, the student's legal guardian(s).

Appendix A: Definitions Applicable to Crime Statistics

NFC shall define "murder and nonnegligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession" using the definitions of those crimes from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. These definitions are as follows:

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

Criminal Homicide—Manslaughter by Negligence - The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter - The willful (nonnegligent) killing of one human being by another.

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

Robbery - 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.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by

persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapons: Carrying, Possessing, Etc. - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

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

NFC shall define "fondling, incest, and statutory rape" using the definitions of those crimes from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. These definitions are as follows:

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. *Fondling* — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. *Incest* — Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape* — Sexual intercourse with a person who is under the statutory age of consent.

NFC shall define larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property using the definitions provided in the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program. These definitions are as follows:

> **Larceny-Theft (Except Motor Vehicle Theft)** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
>
> **Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
>
> **Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
>
> **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

NFC shall define "dating violence, domestic violence, hate crime, and stalking" using the definitions provided in 34 USC Part 668 and/or Florida law. These definitions are as follows:

> **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.
>
> > (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
> >
> > (ii) For the purposes of this definition—
> >
> > (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of the Clery Act and applicable federal regulations, including 34 CFR § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Pursuant to F.S. §784.046, "dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

(i) A dating relationship must have existed within the past 6 months;

(ii) The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

(iii) The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

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

Domestic violence –

(i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic

or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of the Clery Act and applicable federal regulations, including 34 CFR § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Pursuant to F.S. §741.28, "domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Hate crime - A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Stalking –

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

(C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of the Clery Act and applicable federal regulations, including 34 CFR § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Pursuant to F.S. §784.048, a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking. A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking. As used in this definition, the term:

(i) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(ii) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(iii) "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(iv) "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

In addition to the Florida law definition of "stalking," NFC also considers stalking to occur when a person willfully or maliciously follows, harasses, or cyberstalks another person even if such acts occur only on one occasion.

NORTH FLORIDA COLLEGE

Appendix B: Crime Statistics

North Florida College Clery Act Statistics

OFFENSE	YEAR	On Campus Property	On Campus Student Housing Facilities	Non Campus Property	Public Property	Unfounded (Investigated, but unfounded)
Murder/Non-Negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses, Forcible	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Sex Offenses, Non-Forcible	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Aggravated Assault	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Burglary	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arson	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arrests: Weapons: Carrying, Possessions, Etc.	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arrests: Drug Abuse Violations	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Arrests: Liquor Law Violations	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Fires	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

NFC Clery Act Statistics - Hate Crimes

Larceny / Theft

Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2025	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0

Simple Assault

Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2025	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0
20223	0	0	0	0	0	0	0

Intimidation

Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2025	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0
20223	0	0	0	0	0	0	0

Destruction/Damage/Vandalism

Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2025	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0

NORTH FLORIDA COLLEGE

Appendix C: Memorandum of Understanding

NORTH FLORIDA COMMUNITY COLLEGE
CITY OF MADISON POLICE DEPARTMENT
MEMORANDUM OF UNDERSTANDING

Number: M-02 **Date: 1-19-2018**

The purpose of this Agreement is to implement a Memorandum of Understanding between NORTH FLORIDA COMMUNITY COLLEGE and the CITY of MADISON POLICE DEPARTMENT to enhance the parties' ability to effectively address alleged crimes of violence. This includes sharing information about NORTH FLORIDA COMMUNITY COLLEGE'S students and employees who are the victim of, a witness to, or an alleged perpetrator of an offense of violence or sex offense. This MOU also establishes a standard procedure for handling incidents and reports of Sexual Assaults and issuing Timely Warnings and Emergency or Immediate Notifications. Federal Laws provide specific requirements relative to these processes as outlined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*Clery Act*) and Title IX of the Higher Education Amendments of 1972.

GOALS

Compliance with the terms of this Memorandum of Understanding should achieve the following goals:

1. To ensure crimes committed on North Florida Community College property are promptly and effectively reported, investigated and prosecuted.

2. To enhance communication and cooperation between local law enforcement and North Florida Community College in providing services and assistance to students and employees of the College who are victims of or witnesses to crimes.

3. To enhance the institution's ability to alert the campus community about crimes of a serious nature posing a serious or on-going threat to public safety.

GENERAL POLICIES

1. Participating agencies agree, within the statutory authority of its agency, that every effort will be made to share information, so as to provide a safe and violence-free educational institution.

2. The information and records shared under this MOU may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act (FERPA), including the Health and Safety Emergency exception and/or records/information otherwise protected by Local, State, or Federal statutes or regulations. It should be noted that FERPA applies only to records created by North Florida Community College and to information derived from those tangible records. FERPA does not protect the confidentiality of information in general and, therefore, does not apply to the disclosure of information derived from a source other than an education record, even if education records exist which contain that information. As a general rule, information obtained through personal knowledge or observation and not from an education record is not protected from disclosure under FERPA. Thus, a verbal report of an offense of violence or sexual

assault may be reported to the City of Madison Police Department, if assistance is needed in conducting the investigation. The parties agree to keep all information confidential unless the release is authorized by the party disclosing the information or is otherwise required by law.

3. When deemed appropriate, North Florida Community College and the City of Madison Police Department will exchange, in as timely a manner as is practicable, police investigatory information and copies of police/incident reports reporting any alleged offense of violence or sex offense - including non-public information (e.g., the name of uncharged suspects).

4. North Florida Community College and the City of Madison Police Department will provide representatives for meetings of those persons with primary responsibility for addressing student sexual assault under Title IX.

5. If the City of Madison Police Department is the lead agency in a case involving a student as the alleged perpetrator of a crime of violence or sex offense, North Florida Community College will provide to the City of Madison Police Department the name of the student found responsible for violating North Florida Community College's Code of Student Conduct; the Code of Student Conduct violation, and the final results of the disciplinary proceedings.

6. In the event, there is a concern that some information/record regarding sexual assault may not be shared under the terms of this MOU because of FERPA constraints, legal counsel will be consulted.

7. North Florida Community College officials retain the sole prerogative to impose disciplinary sanctions for infractions of institutional rules and policies in addition to any police involvement or investigation that may be warranted.

North Florida Community College personnel will report alleged offense of violence or sex offenses to the City of Madison Police Department. North Florida Community College personnel shall not refrain from notifying the City of Madison Police Department of a reportable incident based solely upon the named victim's intent or desire not to proceed with further investigation or prosecution. It is understood that North Florida Community College cannot force the victim to report the crime to the City of Madison Police Department, but North Florida Community College will report the incident to the City of Madison Police Department. North Florida Community College will notify the victim of his/her right to report the incident to the City of Madison Police Department.

North Florida Community College officials will report all crimes to the City of Madison Police Department.

RESPONDING TO AND INVESTIGATING INCIDENTS OF VIOLENCE AND SEXUAL ASSAULT AND DISTRIBUTING TIMELY WARNING NOTICES AND EMERGENCY NOTIFICATIONS

Responding to and Investigating Incidents of Violence and Sexual Assault:

The dual mission of North Florida Community College with regard to incidents of violence and sexual assault will be the safety and emotional well-being of the victim and the employment of proper techniques in order to preserve evidence and obtain information that may lead to the apprehension of a suspect should the victim decide to cooperate with prosecution.

Types of Reporting

North Florida Community College may receive reports in several different ways (the common scenarios are listed below). The manner in which the report is received will affect the response procedures North Florida Community College.

1. A complainant may call North Florida Community College to report a crime.

2. A complainant may report a crime directly to North Florida Community College personnel.

3. A complainant may report a crime to a "Campus Security Authority" (as defined by the Clery Act) or to a "Responsible Employee" (as defined by Title IX) and the Campus Security Authority/responsible employee may subsequently report the incident to the City of Madison Police Department. Campus Security Authorities and responsible employees on campus are governed by Institutional Policy and they shall immediately report any crimes reported to them for the purpose of assessing the crime for the potential distribution of timely warning notices.

4. A complainant may call the City of Madison Police Department to report a crime. For purposes of this MOU, we are focused on reports involving a member of North Florida Community College or a reported incident that occurred on North Florida Community College, owned, leased, or controlled property.

Report of a Recent versus a Delayed Incident

If a complainant calls North Florida Community College or reports a crime directly to a Campus Security Authority/Responsible Employee:

1. The North Florida Community College Campus Security Authority/Responsible Employee shall immediately attempt to determine if the crime occurred in the past 96 hours or if the report is a Delayed Report (for purposes of this MOU, a delayed report is defined as an incident that occurred more than 96 hours from the time of the report).

2. The North Florida Community College Security Authority/Responsible

Employee shall attempt to determine the location where the crime occurred and if the complainant is calling from the location where the crime occurred.

3. The Campus Security Authority/Responsible employee shall determine if the complainant is willing to directly report the crime to the City of Madison Police Department.

This information will affect the response of the City of Madison Police Department and their potential involvement. For example, if the complainant is reporting an crime that occurred six months ago, there would likely be no physical evidence to process and she/he may not want to file a police report about the crime or if the crime occurred on Spring Break while away from the campus, the City of Madison Police Department would not have jurisdiction in the case. If the complainant reported the crime to a Campus Security Authority/Responsible Employee, and is not willing to report it to and identify themselves to the City of Madison Police Department will not have the ability to interview the complainant or conduct an investigation. In these types of incidents, North Florida Community College will report the crime to the City of Madison Police Department. When in doubt, North Florida Community College will confer with the City of Madison Police Department.

Report of a Recent Incident

1. When the North Florida Community College Campus Security Authority/Responsible Employee receives a report of an alleged crime, violence, or sexual assault or an attempted sexual assault, the Director of Campus Safety and Security (or his/her designee in his/her absence) will be notified immediately.

2. Upon receiving a complaint that a crime, rape, or sexual assault has been attempted or has occurred, The City of Madison Police Department will be called to secure the crime scene. Campus Security will secure the crime scene until the City of Madison Police Department arrives.

3. If the complainant is not at the scene of the crime, the North Florida Community College Campus Security Authority/Responsible Employee shall provide several options to the complainant in order to protect her/his privacy, to the extent possible, and should explain that if the City of Madison Police Department responds to her/his current location that her/his friends and bystanders will be curious about why the officers are there, and may reduce her/his privacy in the matter. The North Florida Community College Campus Security Authority/Responsible Employee should then inform the complainant of the following options: (1) The City of Madison Police Department can dispatch an officer to her/his location to take a report; (2) the complainant can respond to the City of Madison Police Department to file a report.

4. In both cases listed above, radio communications concerning the incident should

be kept to a minimum, and if practical, communications should be made either in person or via phone. As soon as the responding officer receives confirmation of a crime or sexual assault (defined for this MOU as: Sexual Battery or sexual assault with an object or forcible fondling (as defined by the FBI NIBRS Manual) and determines the report to be a good faith report, the City of Madison Police Department will determine if a BOLO is appropriate, contact the investigator on-call so as to begin their preliminary investigation, offer the victim access to a rape counselor/victim advocate or friend of the complainant, if they so desire. The City of Madison Police Department will be made aware that a sexual assault was reported to North Florida Community College. North Florida Community College will provide the perpetrator's name, to the City of Madison Police Department, if it is known at the time. North Florida Community College will always offer the complainant the option of filing the report directly with the City of Madison Police Department.

Report of a Delayed Incident

1. When a North Florida Community College Campus Security Authority/Responsible Employee receives a report (even if it is a delayed report) of an alleged crime, sexual assault or an attempted sexual assault, the City of Madison Police Department will be notified immediately.

2. The North Florida Community College Campus Security Authority/Responsible Employee will provide several options to the complainant in order to protect her/his privacy, to the extent possible and the North Florida Community College Campus Security Authority/Responsible Employee should explain that if the City of Madison Police Department responds to her/his current location, that her/his friends and bystanders will be curious about why the officers are there, which may reduce her/his privacy in the matter. The North Florida Community College Campus Security Authority/Responsible Employee should then inform the complainant of the following options: (1) The Madison Police Department can dispatch an officer to her/his location to take a report; (2) the complainant can respond to the City of Madison Police Department office to file a report.

3. In both cases listed above, radio communications concerning the incident should be kept to a minimum, and if practical, communications should be made either in person or via phone. As soon as the responding officer receives confirmation of a crime, sexual assault (defined for this MOU as: Sexual Battery or sexual assault with an object or forcible fondling (as defined by the FBI NIBRS Manual) and determines the report to be a good faith report, the City of Madison Police Department will determine if a BOLO is appropriate, contact the investigator on-call so as to begin their preliminary investigation, offer the victim access to a rape counselor/victim advocate or friend of the complainant, if they so desire. The North Florida Community College Campus Security Authority/Responsible Employee will provide the perpetrator's name to the City of Madison Police Department if it is known at the time. The North

Florida Community College Campus Security Authority/Responsible Employee will always offer the complainant the option of filing the report directly with the City of Madison Police Department.

Notification

The North Florida Community College Campus Security Authority/Responsible Employee will ensure the following Institution Officials are notified:

1. The President or his/her designee.

2. The Director of Campus Safety and Security or his/her designee.

North Florida Community College Campus Security Authority/Responsible Employee Response:

1. The primary concern of the North Florida Community College Campus Security Authority/Responsible Employee on the scene shall be the medical and mental and emotional needs of the victim and the preservation of evidence. If the victim is seriously injured, hysterical, or in a state of shock, the victim shall immediately be transported by ambulance to a hospital. Any special requests made by the victim at this time, such as having a friend present, should be honored whenever practical.

2. Depending on the condition of the victim and the probability of affecting the apprehension of the alleged suspect(s) if still in the vicinity, but with full recognition that the mental and emotional well- being of the victim is paramount, the North Florida Community College Campus Security Authority/Responsible Employee on the scene may secure some preliminary information from the victim regarding the physical description of the alleged suspect(s), time of occurrence, location of occurrence, wounds, type of weapon used or mentioned, if any, vehicle description, if any, suspect's direction of flight, etc. The North Florida Community College Campus Security Authority/Responsible Employee will share the above referenced information with the City of Madison Police Department for purposes of a BOLO and further investigation.

3. If the complainant contacted the North Florida Community College Campus Security Authority/Responsible Employee from the scene of the reported crime, The North Florida Community College Campus Security Authority/Responsible Employee on the scene shall preserve and secure the scene of the crime and await the arrival of the City of Madison Police Department. If the crime scene is an off campus location or a location that is owned, leased or controlled by North Florida Community College, the North Florida Community College Campus Security Authority/Responsible Employee should immediately report that information to the City of Madison Police Department.

4. Any and all witnesses should be identified and asked to await the arrival of the City of Madison Police Department investigator. All witnesses should be requested not to discuss the incident with anyone prior to being interviewed, and if practical, these witnesses should be kept separate from each other during this waiting period.

SPECIAL NOTES:

When The City of Madison Police Department has been summoned at the request of the complainant and the North Florida Community College Campus Security Authority/Responsible Employee becomes involved with the investigation of the crime, all subsequent interviews and law enforcement functions shall be conducted by the City of Madison Police Department. The preservation of the crime scene includes the victim's clothing and body. Victims should be encouraged not to change clothing or shower in order to preserve evidence that may be obtained from the victim's person.

Under Title IX, once North Florida Community College becomes aware of an incident of sexual violence or harassment, North Florida Community College must take immediate and appropriate action to investigate or otherwise determine what occurred. This action would be separate from the City of Madison Police Department criminal investigation. The Institution will not wait until the completion of a criminal investigation, nor will it wait until charges are filed. Institutional investigatory obligations under Title IX are time sensitive and require prompt follow-up. However, North Florida Community College will wait a reasonable amount of time (usually 7 to 10 business days) to allow the Madison Police Department to initiate its initial fact finding and the gathering of evidence in the criminal investigation. The Director of Campus Safety and Security or his or her designee and City of Madison Police Department will regularly confer on the status of an active investigation to ensure compliance with Federal requirements while maintaining the integrity of any active criminal process.

When sexual violence has occurred, North Florida Community College is required to:

1. **Take prompt and effective steps to end the sexual violence.**

2. **Prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.**

3. **North Florida Community College must additionally take steps to protect the complainant as necessary, including interim steps to protect the complainant which must be taken prior to the final outcome of the investigation.**

4. **When a complainant informs North Florida Community College that he/she has been the victim of sexual violence, misconduct, or harassment, in addition to the above response protocols, North Florida Community College must inform the complainant of his/her right to report the incident**

to the Title IX officer(s) at North Florida Community College.

Distribution of Timely Warnings (called "Campus Safety" Alerts at North Florida Community College)

North Florida Community College, in a manner that is timely and will aid in the prevention of similar crimes, will provide information to the campus community about *Clery* Act crimes that have been reported to North Florida Community College by Local, State or Federal law enforcement agencies that are considered to represent a serious or continuing threat to the North Florida Community College community. These warnings, that North Florida Community College issues as "Campus Safety Alerts", shall be issued in accordance with the procedures described below.

Criteria for a Campus Safety Alert

The Director of Campus Safety and Security or his/her designee will develop Campus Safety Alerts for North Florida Community College members about *Clery* Act crimes that have occurred on campus, on non-campus property or public property running through or immediately adjacent to the campus, when it is determined that the incident may pose a serious or ongoing threat to the members of North Florida Community College. Campus Safety Alerts are typically issued for the following crimes: major incident of arson, homicide, motor vehicle theft, robbery, aggravated assault, burglary and sex offenses based upon a number of factors. These include the nature of the crime, the continuing danger to the campus community, such as whether the perpetrator was apprehended or the threat has been mitigated. Campus Safety Alerts may be distributed for other serious crimes if deemed warranted by the Director of Campus Safety and Security his/her designee. Campus Safety Alerts will be distributed in a timely manner and will be issued as soon as pertinent information is received and it is determined that the reported incident may pose a serious or on-going threat to the College community.

Campus Officials not subject to the timely warning reporting requirement include licensed or certified professional counselors and recognized pastoral counselors who are functioning in the role of providing confidential counseling to members of the College community on behalf of the College.

Preparation of a Campus Safety Alert

North Florida Community College personnel are responsible for notifying the Director of Campus Safety and Security or his/her designee of any reported incident that may necessitate the issuance of a Campus Safety Alert. Campus Safety alerts are generally written and distributed to the campus community by the Director of Campus Safety and Security or his/her designee and they are routinely reviewed and approved by the President and his/her designee) prior to distribution. The Director of Campus Safety and Security or his/her designee or any Management Team member has the authority to issue a Campus Safety Alert without such consultation if consultation time is not practical.

The Campus Safety Alert must include information with sufficient specificity

to allow recipients to take an appropriate response and to potentially aid in the prevention of similar crimes.

A Campus Safety Alert will include

1. Title of the crime reported.
2. Date and time the Campus Safety Alert was released.
3. Accurate date, time and location of the incident.
4. A succinct description of the incident.
5. Tips for maintaining personal safety.
6. A request for information and where to direct information.
7. Physical description of the suspect, if known.
8. Information about possible connection to previous incidents.

Dissemination of the Campus Safety Alert

The Director of Campus Safety and Security or his/ her designee has primary responsibility for the distribution of Campus Safety Alerts. All campus-wide Campus Safety Alerts will be sent by the Director of Campus Safety and Security or his/her designee through the campus email system and will be posted on the Department's webpage for at least 30 days. Additional supplemental methods for disseminating Campus Safety Alerts include, but are not limited to, the following means: posting of flyers, text messaging, the campus news, and related news media announcements. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. However, e2Campus and email are the primary and preferred method of distribution. Campus Safety Alerts may be issued for other crime classifications and incidents as deemed necessary.

If a crime is reported directly to the City of Madison Police Department that could pose a serious or ongoing threat to the North Florida Community College community, a representative of the City of Madison Police Department will notify North Florida Community College as soon as practicable about the crime and will provide sufficient detail to allow North Florida Community College to assess the crime and determine if a "Timely Warning Notice" should be distributed to the North Florida Community College community. The City of Madison Police Department will assist North Florida Community College in their response to a crime that affects College Community, as deemed appropriate and as resources permit.

Emergency Notifications:

In the event of an emergency or incident that poses a potential immediate threat to the health and safety of the Campus community, an effective campus-wide communications process is vital in order to provide the greatest safety possible. As part of its Continuity Of Operations Plan (COOP), North Florida Community College has adopted a formalized procedure for issuing emergency alerts to the campus community.

When North Florida Community College personnel become aware of a situation that may warrant issuing an emergency alert, and the Director of Campus Safety and Security or his/her designee or any member of the Management Team confirms that there is a potential threat to the health and safety of the College community they shall immediately evaluate the situation to determine if an alert is warranted, the content of the notification message and the appropriate segment or segments of the campus community who will receive the notification. In situations where an imminent threat is present, the Director of Campus Safety and Security or his/her designee or any member of the Management Team has the ability and authority to issue an alert without further consultation with any other College official. In situations lacking the presence of an imminent threat, the Director of Campus Safety and Security or his/her designee will consult with a member(s) of the Management Team prior to an alert being issued.

North Florida Community College will endeavor to immediately notify the campus community (or appropriate segments) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. A threat is imminent when the need for action is instant, overwhelming and leaves no time for deliberation. Such situations may include, but are not limited to, a hazardous materials incident requiring sheltering in place or evacuation, a hostage/barricade situation, a riot, suspicious package with confirmation of a hazardous situation, a tornado, a fire/explosion, suspicious death, structural damage to a NFCC owned or controlled facility, biological threat, a gas leak, an active shooter on or near campus, or a shooting incident on or near the campus.

When the emergency mass notification system (EMNS) is activated using the siren and/or cell-phone text/voice messaging, College officials will notify campus community members of the emergency situation, its exact location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept.

"Shelter-in-place" means to take immediate shelter wherever you happen to be at the time of notification. Community members should remain in a "shelter-in-place" status until the all clear is communicated by emergency response personnel via an emergency rapid communications system(s). NFCC authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the College community. If an emergency or incident is reported directly to the City of Madison

Police Department that could pose an immediate threat to the health and safety of North Florida Community College, a representative of the City of Madison Police Department will notify the North Florida Community College as soon as practicable about the incident/situation and will provide sufficient detail to allow North Florida Community College to assess the incident/situation to determine if an emergency alert should be distributed to the North Florida Community College community. The City of Madison Police Department will assist with their response to an emergency on campus, as deemed appropriate and as resources permit.

RESPONDING TO AND INVESTIGATING INCIDENTS OF ARSON

The *Clery* Act requires North Florida Community College to investigate any fire that is not immediately known to be accidental. North Florida Community College does not have officers/investigators trained to conduct basic arson investigations. The City of Madison Police Department agrees to provide the necessary resources (work with the State Fire Marshall) to support North Florida Community College in conducting an investigation of a fire that is not immediately known to be accidental, if North Florida Community College needs investigative support to meet their investigative obligations under the *Clery* Act. If the City Madison Police Department assists in conducting the investigation, they will provide a summary of the investigation with a final determination (i.e. arson, suspicious fire or unknown cause) to North Florida Community College for their records.

This Memorandum of Understanding does not constitute a legal contract and can be terminated by either party with thirty (30) days advance notice.

This Agreement is entered into this 19th Day of Jan, 2018, between:

NORTH FLORIDA COMMUNITY COLLEGE
and
THE CITY OF MADISON POLICE DEPARTMENT

_____
North Florida Community College Representative

_____
City of Madison Police Department Representative