



## **New College of Florida 2019-2020 Annual Security Report & Fire Safety Report**

### **Annual Security Report and Crime Statistics**

The New College of Florida Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990. Information and statistics are compiled from information maintained by the NCF Police Department, information provided by other College officials such as Student Affairs, Residence Life, Campus Security Authorities, and information provided by other law enforcement agencies.

This report provides statistics for the previous three years of select reported crimes that occurred on campus, in certain off-campus buildings, or property owned, leased or controlled by the College. This report also includes security policies and procedures and information on the basic rights guaranteed survivors of sexual assault.

This report is provided to you as part of New College of Florida's commitment to safety and security on campus. It contains information on a variety of security services and programs available to you, and to inform the College community of important safety programs and security procedures. This report is designed to provide an overview of the Campus Police Department, as well as information regarding other safety and security measures that have been instituted at the College.

The College distributes a notice of the availability of this Annual Security Report by October 1 of each year. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Campus Police Department at (941) 487-4210 or by visiting [www.ncf.edu/police/links](http://www.ncf.edu/police/links).

The Campus Police Department also maintains a Crime Log that is available for public inspection. All entries, additions, or modifications to the Crime Log are made within two business days of the report of the information to Campus Police, unless the disclosure is prohibited by law or would jeopardize the confidentiality of a victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse effect is no longer likely, the information will be made available.

The Crime and Fire Log is available for public inspection 24 hours a day at the Campus Police Department.

*This publication is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This document is intended to inform the College community of New College of Florida's safety programs and security procedures.*

## **Campus Police Department**

The Campus Police Department proudly serves New College of Florida (NCF) and USF Sarasota-Manatee (USFSM). Our mission is: To protect life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community. The department values to accomplish our mission are: to provide a safe environment in which the community can work and live; to provide service to all people in a manner that demonstrates respect and dignity for each person; to recognize that we serve a diverse community; to treat all persons fairly and equally; and to provide a strong commitment for the development of our employee's knowledge, training, abilities, and professionalism.

The Department is located at 501 College Drive on the New College of Florida Campus. The department provides a full range of police services 24 hours a day, throughout the year. All Campus Police Officers are certified by the State of Florida in accordance with Florida State Statute, Chapter 943. General services provided include: mobile and foot patrol, criminal investigation of all misdemeanors and felony crimes committed on campus, traffic enforcement, crash investigation, emergency response for all type emergencies, and crime prevention programs.

The Department has an excellent working relationship with all federal, state, and local law enforcement agencies, which assures the delivery of professional police services. The department has combined voluntary cooperation and operational mutual aid agreements with all Manatee and Sarasota County Law Enforcement Agencies as well as all State University Police Departments. All agencies are available to assist upon request. Communications and coordination with all agencies are maintained via computer, radio, and telephonic communication capabilities.

### ***Reporting Crimes and Other Emergencies***

#### ***Reporting to Police***

We encourage all members of the College community to report all crimes and other emergencies to the Campus Police immediately. If you are a witness or victim of crime, it is important to report the crime so you can get help and support. Also, by telling the police what you know, you may help them solve this and other crimes or prevent others from becoming victims in the future. You should talk to the police if you know about a crime that has been committed or might be committed, someone who was involved in committing a crime, someone who has threatened you or another person or threatened to commit a crime, about any other activities you think may be criminal. Crimes which occur on College property should be reported to the Campus Police. It may be difficult to determine if the location was College property. If you are certain the location was campus, call the Campus Police. If you are in doubt or circumstances require immediate police intervention, call **9-1-1** or any local agency, and officers will respond to you and make jurisdiction determinations after every one is safe.

Any emergency situation involving a threat to life or property should be reported immediately to Campus Police. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire, or medical assistance can be obtained by calling **9-1-1**. All campus phones, including pay phones, may be used to dial **9-1-1**. All other business with Campus Police can be conducted by contacting Campus Police using the following contact information:

Police Dispatch (941) 487-4210  
Chief Michael A. Kessie [mkessie@ncf.edu](mailto:mkessie@ncf.edu)  
Captain Kathleen Vacca [kvacca@ncf.edu](mailto:kvacca@ncf.edu)  
Department Location: 501 College Drive  
Sarasota, Florida 34243  
Mailing Address: 5800 Bay Shore Road  
Sarasota, Florida 34243  
Visit our web page: <http://www.ncf.edu/police>

For the purposes of ensuring that accurate and up-to-date crime and safety information is reported to all College constituencies, Campus Police works closely with Student Affairs, the Counseling and Wellness Center, the Office of Residence Life, and the Office of the Title IX Coordinator.

### ***Campus Emergency Telephones***

There are emergency telephones located around the New College campus. They are painted blue and labeled as emergency telephones. Some have blue lights to delineate their location. These phones may be utilized to report any emergency directly to the Campus Police Dispatcher, or to request police assistance or service. A campus map identifying locations of the emergency telephones is available on the Campus Police web site, <http://www.ncf.edu/police/emergency-notification-information/blue-emergency-phones>, or may be picked up at the Campus Police Department.

### ***Confidential Crime Reporting***

If you are the victim of a crime and do not wish to pursue action within the College or criminal justice system, we encourage you to make a confidential report to the College's Victim Advocate Program, mental health counselors (such as the Counseling and Wellness Center or the Employee Assistance Program), or pastoral counselors. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others, and to provide resources. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Confidential reports filed in this manner are counted and disclosed in the Annual Security Report. Confidential reports made to professional counselors or pastoral counselors are not disclosed in the Annual Security Report.

### ***Anonymous Crime Reporting***

The Campus Police Department encourages members of the community to come forward and report all criminal or suspicious activity. A victim or witness who is willing to testify greatly increases the probability that an offender will be successfully prosecuted; and it is the duty of Campus Police to aggressively pursue the prosecution of all offenders. However, persons can report criminal and suspicious activity anonymously by telephoning Campus Police and requesting anonymity. The Campus Police will investigate the complaint and fully document the results of their investigation.

### ***Services Offered by Campus Police***

In addition to receiving and investigating reports of criminal activity, Campus Police also provides the following services:

- Respond to all emergencies – police, fire, and medical
- Investigate all misdemeanor and felony crimes
- Assist all victims of crime
- Investigate traffic crashes
- Respond to alarms for intrusion, robbery, and fire
- Maintain police records
- Provide motorist and citizen assist.
- Provide “Safety Escorts”
- Contact and refer individuals to other campus and community services agencies
- Assist and cooperate with other emergency service agencies
- Assist with planning and management of special events
- Handle special security requests
- Conduct physical security surveys
- Receive and return lost and found property
- Provide engravers for the marking of personal property
- Provide community oriented policing services and initiatives

### ***Timely Warning and Crime/Security Alerts***

#### ***Timely Warning***

The Campus Police Department issues crime or security alerts promptly to the campus community upon the discovery of a crime or incident that is determined to pose a threat to public safety on campus, or that is in the public interest. These alerts are normally placed on the Campus Police website at <http://www.ncf.edu/police/emergency-information>, and may also be distributed to campus departments to post in their respective areas. These alerts are also frequently sent to all members of the campus community via campus email, automated telephone calls, and text messages.

#### ***Crime Bulletins***

If there is not an immediate threat to the community and individuals, the Campus Police Department may still issue a “Crime Bulletin” at the appropriate time with regards to the incident and subsequent investigation to the campus community. Generally these are situations where the incident is not exigent in nature and/or due to investigation a delay in releasing information is merited and does not compromise the safety of the campus community. Crime Bulletins are normally distributed to students, faculty and staff via campus-wide email.

#### ***Emergency Response and Evacuation Procedures***

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community, Campus Police will, without delay, initiate the campus emergency notification system. The components of the campus emergency notification system are: external public address speaker towers, internal speakers within selected locations and classrooms; emergency messaging via voice, text, and email; and the utilization of office speakerphones.

Any member of the Campus Emergency Management Team or any Campus Police Officer is authorized to call for or initiate an emergency campus notification once a significant threat or emergency has been confirmed. The content of the notification will be based upon the particular circumstances, nature, and location of the incident. Any or all of the aforementioned methods may be utilized to alert all, or only a portion, of the campus community. Every effort will be taken to ensure that notifications are conducted in a manner that does not compromise efforts to contain or mitigate the emergency, nor interfere with assistance to victims. Members of the community will be notified to take the appropriate action at the time of the emergency notification. Community members may be directed to evacuate or shelter in place, depending upon the circumstances of the incident.

Campus Police will attempt to test each portion of the campus emergency notification system at least once a semester during the school year. The campus community will be notified prior to any such test. A test of the emergency notification system was conducted on 4/05/18, 7/17/18, 9/19/18, and 11/20/18.

## **Crime Statistics**

Crime statistics, provided in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* are for your information. These statistics are compiled and released annually by the Campus Police Department. The totals represent the compilation of all designated Clery Act crimes reported to campus law enforcement officials, Campus Security Authorities (CSAs) and other law enforcement agencies. For Clery Act reporting purposes, CSAs are Campus Police officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student housing, student athletics, and student judicial and discipline proceedings.

## ***Clery Designated Crime Definitions***

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another and include any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter:** the killing of another person through gross negligence. Any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

**Sex offenses:** any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent and include:

- **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.
- **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 youth or because of his/her temporary or permanent mental incapacity

- **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under statutory age of consent.

**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.

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

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

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

**Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

**Dating Violence:** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

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

**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.

**Drug Law 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.

**Illegal Weapons Possession:** 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. This classification encompasses weapons offenses that are regulatory in nature.

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

**Bias:** a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

\*\*Hate crimes are also counted when reported in conjunction with the following crimes:

**Larceny-Theft:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**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.

**Vandalism or destruction 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.

## ***Crime Statistics Location Definitions***

### ***On Campus***

Any Building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes. College residence halls are included with this definition. This definition also includes any building or property that is within or reasonably contiguous to the areas described above that supports College purposes and that is owned by the College, but controlled by another person or entity; or is frequently used by students.

### ***Non Campus Buildings or Property***

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

### ***Public Property***

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

## Crime Statistics 2016-2018

### New College of Florida Total Crimes Reported by Campus Police Department and College Officials or Other Law Enforcement Agencies (Reported in accordance with Uniform Crime Reporting Definitions and Guidelines)

Offense Type (includes attempts)*	Total Uniform Crimes Reported NCF Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	Residential	Campus	Residential	Campus	Residential	Campus									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense- Rape	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5
Sex Offense- Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense- Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense- Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	1	1	0	0	0	0	0	0	0	0	1	1	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Arson	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
<b>Hate Crimes (by prejudices)</b>															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## Number of Arrests/Referrals – Select Offenses

	Total Uniform Crimes Reported NCF Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	Residential	Campus	Residential	Campus	Residential	Campus									
<b>Weapon Law Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>															
Arrest	0	1	0	4	0	7	0	0	0	0	0	0	1	5	7
Referral	2	2	0	2	0	0	0	0	0	0	0	0	2	2	0
<b>Liquor Law Violations</b>															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	7	13	0	2	0	0	0	0	0	0	0	0	13	2	0

### **Crime and Incident Definitions Sources:**

Under the Clery Act, counting and disclosing statistics for criminal offenses, hate crimes, arrests, and referrals for disciplinary action is done based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that our institution must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department’s Clery Act regulations [34 CFR 668.46(c)(6)(A)(i)] for statistical report.

For more information regarding how Clery crimes and incidents are classified and reported, consult The Handbook for Campus Safety and Security Reporting: 2016 Edition, available online on the Department of Education web site: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>. Questions regarding specific statistics presented in this report should be directed to your institution’s Clery Coordinator.

\*If a reported Clery crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and is not included in our institutions above crime statistics. Only sworn or commissioned law enforcement personnel may “unfound” a crime pursuant to the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, 2016 Edition, Washington, D.C., 2016, pgs. 3-51.

### **Daily Crime & Fire Log**

The Campus Police Department maintains a combined Daily Crime & Fire Log of all incidents reported to them. Campus Police publishes an activity log every day, which is available to members of the press and public. This log identifies the type, locations, and time of each criminal incident reported. Upon request and within a reasonable time, a copy of any maintained Daily Crime Log will be made available for viewing.

### ***Crime Mapping***

There is a campus crime map for NCF and USFSM online at <https://www.ncf.edu/police/info/crime-map>. This map shows crimes that occurred on campus property and also those that are reportable under the Jeanne Clery Crime Act, also known as the Crime Awareness and Campus Security Act of 1990. These crimes may not be on actual NCF or USFSM property, but meet the requirements for reporting under this act. Please click on the icons for more information. The Campus Police case number, type of crime, and location are shown. The map can also be made full page and moved around by using the Google functions.

We have tried to make sure everything on this map is accurate. If errors are located they will be corrected as soon as possible. Also, this map is not updated on a daily basis so there may be a short delay before the map is updated. A Crime Log is located online and available for inspection during normal business hours at the Campus Police Building, 501 College Drive, Sarasota, FL 34243.

Historical data can be found by clicking on the drop down menu located on the upper left hand corner of the crime map. Select a layer(s) to view the data. If you have any questions, please contact the Campus Police at (941) 487-4210.

### ***Crime Prevention Information***

The Campus Police Department periodically conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarms, devices, or procedures that will serve to reduce the opportunities for crime to occur in or around campus building/residential areas.

No community is 100% crime free. A college campus is not unlike any other community with the same problems and concerns. Although the incidence of serious crime at New College is relatively low, the Campus Police Department encourages all members of the college community to learn good crime prevention habits. Most crimes of opportunity can be avoided with a little planning and common sense. Good crime prevention is simply teaching people how to avoid becoming victims. The Campus Police Department recognizes the types of problems that commonly occur on campus, and is involved in presenting information on a number of safety and security topics.

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

The campus is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. After these hours, campus buildings are generally locked and only faculty, staff, and students with proper identification are allowed admittance. Campus Police provide regular patrol of campus grounds, buildings, residential areas, and parking lots. There are no recognized off-campus student organizations or residential facilities that are monitored by Campus Police.

Resident students are issued a key at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision, and Campus Police assistance. The best security system is one in which every member of the community takes personal responsibility for self-protection, the protection of their property, and community awareness and active participation to benefit the welfare of all community members.

Campus Police regularly patrol the residence hall areas and are readily available to assist on a 24-hour basis. A Campus Life Coordinator and Residential Assistant are on duty every night for assistance and security purposes. These personnel are representative of the College's concern for the protection of persons and property. Maintenance personnel make inspections and corrections as needed. Students are encouraged to call Housing or Campus Police to promptly report any security deficiencies.

The Physical Plant maintains campus buildings and grounds with a concern for the safety and security of all persons and property. Inspections are routinely conducted and repairs are promptly made to ensure that appropriate safety and security standards are met. The custodial staff and Campus Police monitor for any safety and security concerns and report any deficiencies noted. Campus Police routinely report any lighting outages, conduct periodic lighting surveys, and report their findings to the Physical Plant for corrective maintenance as required.

During the school year the New College of Florida campus is home to students that live in on-campus residential facilities. Keeping the residence facilities safe requires attention to some particular security concerns:

- Always lock the doors and windows in your room.
- Be sure to close and lock your room door if you will be away, even for a minute.
- Do not leave the key to your room left in the lock of the door.
- If a door lock is broken, contact Physical Plant personnel to make repairs.
- Never prop open room doors.
- Do not admit unauthorized/uninvited persons into your room.
- Keep your valuables out of sight and locked in a box or closet. Record the serial numbers of expensive items, especially those that are easily stolen, such as iPods. Campus Police will need the serial number to enter stolen items into the stolen item database, and it greatly increases the chance that your property can be positively identified if it is recovered. The Campus Police can supply an engraver to apply an owner selected number to items that have no serial number.
- Soliciting and sales by non-affiliated vendors or sales persons are not allowed on campus. Report solicitors that you may encounter to Campus Police at (941) 487-4210.

### ***Personal Safety and Security***

When in doubt, call Campus Police. Also be sure to remember the following:

- Walk with another person after dark or call Campus Police at (941) 487-4210 for an escort. You can also call from any emergency blue light callbox, which rings directly into the police station. Make sure you familiarize yourself with their locations around the campus.
- Stay in well-lighted areas. Avoid shortcuts and isolated areas. Walk away from alleys, dark corners and bushes whenever possible.
- Trust your instincts if you suspect you are being followed. Change directions, head for a campus building, a group of people, or an emergency callbox.
- Be aware of your surroundings at all times and convey confidence through body language. Have keys ready upon entering, dormitory or office buildings.
- If a driver stops and asks you for directions, keep your distance from the vehicle to avoid the risk of being pulled inside.
- Don't carry credit cards or large sums of cash.
- Purses are an attractive target for thieves...don't carry one if it isn't necessary.
- DO NOT risk injury if someone attempts to forcibly take your purse, wallet or personal belongings.

- Don't attach your I.D. to your keys or mark your keychain with your name and address.
- Mark valuable property with an engraver to increase your chances of recovering the property if it is stolen. The Campus Police provide this service free of charge.
- Report suspicious persons or activities to Campus Police. Be prepared to describe the person by gender, race, color, length of hair, body size, scars, identifying marks, tattoos, clothing, facial hair, if any, mode of travel, and if by vehicle, the type, color and license plate.
- Do not attempt to rectify any situation that could possibly endanger you. Notify Campus Police as soon as possible.

### ***Office Security***

Faculty, staff, work-study students, and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. Opportunistic crime occurs when security awareness and crime prevention fall by the wayside.

The best plan is to be a good ambassador for your department and the College. If you see someone who appears lost, out of place, or loitering, approach and offer assistance or directions. If their business is legitimate, you have created a good impression. If it is not, you have put the person on notice that security awareness is priority. You have also taken the opportunity to get a good description. If the answer you get seems evasive, hostile or otherwise unsatisfactory, call Campus Police. If the person is clearly a threat to safety or property, or is acting in a strange or bizarre fashion, avoid contact and call Campus Police immediately.

Other tips for a safe office include:

- Do not loan out office keys or allow them to be copied.
- Keep your purse, wallet or other valuables locked in a cabinet or drawer.
- If your office will be unattended, even for a minute, lock the door.
- Record the description and serial numbers of office equipment--especially highly portable computer equipment.
- Keep petty cash locked up at all times and make periodic checks of the amount.
- Lock doors and windows at the end of the working day.
- Never prop open exterior doors. Don't hold the door open for anyone that you don't know.
- Call Campus Police for a security escort if leaving your office late at night, or anytime you feel unsafe.

### ***Bike Security and Safety***

The Campus Police offers the Bicycle Anti-theft Program (B.A.T.). By registering your bicycle and affixing a New College of Florida B.A.T. decal to the bike, the owner of the bike is authorizing any officer of Campus Police to stop anyone operating the bike to confirm ownership, or permission to possess should the officer suspect that the operator is not the owner. This is a completely voluntary program, and participation is not required in order to register your bike with Campus Police.

Other tips include:

- Ride defensively, with the flow of traffic, and always use hand signals.
- Florida law mandates that if you ride your bike between sunset and sunrise you must have a white light on the front that is visible 500' to the front, and a red light on the rear that is visible from a minimum of 600'. We strongly recommend that you wear a helmet.
- When cycling, be AWARE, VISIBLE and PREDICTABLE.
- Be considerate of pedestrians and vehicle drivers. A small bell or horn may assist in moving through pedestrian traffic on sidewalks and the US 41 pedestrian overpass.

- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, stairwells etc.
- Keep your bike maintained--especially the brakes.
- Register your bike and record the serial number with Campus Police free of charge. You may also engrave the bicycle.
- Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.
- When locking your bike, secure both the frame and front wheel to the bike rack.
- Report suspicious activity or loitering around bike racks to Campus Police.

### ***Auto Security and Safety***

Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:

- Lock all doors while driving and after parking.
- Store valuables out of sight or locked in the trunk.
- Help secure your vehicle against theft or burglary with an electronic alarm or steering wheel locking bar.
- If you don't use your car regularly, check on it every day or two.
- Keep a copy of your registration, insurance and title in a safe place separate from your vehicle.
- Immediately report all thefts, as well as any suspicious activity in parking lots to Campus Police.

### ***Identity Theft***

Identity theft is growing at an alarming rate. It effects on average between 2 & 3 million people a year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit/debit cards, and information is received or sent via mail or telephone. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly:

- Don't leave credit information lying around in your vehicle.
- Shred voided checks, unused deposit/withdrawal slips and credit card offers received through the mail.
- Keep the number of credit cards to a minimum.
- If you keep a receipt, black out the account number.
- Never give out personal information to strangers on the phone.
- Be conscious of your surroundings at ATM's or when giving out information over the phone (i.e. making a credit card purchase or discussing your account with a legitimate financial institution). Make sure your pin # or conversation can't be seen or overheard by someone who may be "lurking" in the area.
- Check your credit report once a year with a credit bureau.
- If you become a victim, or suspect you might be, contact Campus Police immediately for assistance.

## ***Crime Prevention Services and Education Programs***

### ***Crime Prevention Programs***

The Campus Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on security and safety concerns and precautions are provided to students, faculty, and staff members regularly through briefings, orientation presentations, bulletins, crime alerts, posters, brochures, and residential bulletins, as well as student and employee publications. Those wishing to schedule a crime prevention presentation should contact Campus Police at (941) 487-4210.

In addition, Counseling and Wellness, Student Affairs, and Campus Police provide individual and group presentations on issues of personal safety, health and wellness to individuals and/or groups upon request or on one-on-one opportunities. Educational and prevention resources that are available from the Counseling and Wellness Center can be viewed on the center's web site at <http://www.ncf.edu/cwc>.

Florida Statutes declare that it is unlawful for any person under 21 years of age to possess or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on College properties or as part of any College activity. It is unlawful to sell, give, serve, or permit alcoholic beverages to be served to anyone under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law. The Campus Police Department enforces Florida's impaired driving laws. Never drink and drive. Violations of these laws are dealt with both through the criminal courts and through the Office of Student Affairs. Students found liable are subject not only to criminal prosecution but to administrative sanctions, including permanent expulsion from the College.

### ***Specific Crime Prevention and Other Programs provided by the College***

The Campus Police Department and other administrative divisions offer education and prevention programs throughout the academic year and upon request. The following schedule identifies the different programs and when they are offered.

**Date Acquaintance and Rape Presentation** – New student orientation, RA training, and at other times upon request.

**Rape Aggression Defense (R.A.D.)** – Two to three times each year, based on the academic calendar.

**Bystander Intervention Programs** – Annually during Sexual Assault Awareness Month, and at other times upon request.

**“See Something, Say Something”** – Email campaign, once per semester.

**Relationship Violence in the Queer Community** – Annually during Sexual Assault Awareness Month, and at other times upon request.

**Survivor and Trauma Memory** – Annually during Sexual Assault Awareness Month, and at other times upon request.

**Take Back the Night** – Annually during Sexual Assault Awareness Month, and at other times upon request.

**Personal Safety Presentations** – Crime Prevention Bulletins and at other times upon request.

**Drinking and Driving/DUI Information** – Available at all times.

**Drugs: Health, Risks, and Liability** – New student orientation and at other times upon request.

**Burglary and Theft Prevention** – Crime Prevention Bulletins and at other times upon request.

**Operation ID: Engraving of Personal Property** – Available at all times.

**Police Escort Services** – Available at all times.

**Bicycle and Laptop Decal and Theft Prevention** – Available at all times.

**Campus Police Department: Who We Are and What We Do** – New student orientation and at other times upon request.

**Student Affairs Alcohol Programs** – Crime Prevention Bulletins and at other times upon request.

**Campus Culture and Alcohol Safety** – RA Training and at other times upon request.

**AA and NA Home Groups** – Semester by semester, upon request.

**Substance Education** – RA Training twice each semester, and at other times upon request.

**The National Alcohol Awareness Week** – Annually.

**The Collegiate Drug Awareness Week** – Annually.

**Mandatory Safety and Wellness Program** – New student and employee orientation, and at other times upon request.

**Sexual Assault Awareness Month** – Annually.

**Sexually Transmitted Disease Education** – New student orientation and at other times upon request.

**Sexuality and AIDS Education** – New student orientation and at other times upon request.

**Substance Abuse and Awareness** – New student orientation and at other times upon request.

### ***Drug Free Schools and Community Program***

New College of Florida is committed to providing an orderly and safe environment for all students, staff, and faculty. To this end, the institution advises all community members that it is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law. Any violation of state and federal drug laws may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the campus community is at all times subject to the alcoholic beverage laws of the State of Florida and New College alcohol policy and guidelines. Specifically, it is unlawful for any person under the age of 21 to be in possession of an alcoholic beverage; it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person less than 21 years of age or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person less than 21 years of age. A violation of the preceding may be cause for disciplinary action and criminal prosecution. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

The New College of Florida Regulations Manual and the Student Code of Conduct should be consulted for further information. For more detail, please refer to the following Regulations. The full text of these Regulations is available at [www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/](http://www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/).

- NCF Regulation 6-3004 Alcohol and Other Drugs
- NCF Regulation 6-3005 New College of Florida Student Code of Conduct
- NCF Regulation 3-4021 Drug- and Alcohol-Free Workplace

### ***Drug and Alcohol Counseling***

Programs are available to assist students, staff, and faculty who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Campus Counseling and Wellness Center, located at 5805 Bay Shore Road, Sarasota, FL 34243 will provide or coordinate these services upon the self-referral of a student or employee. The Campus Counseling and Wellness Center receives referrals from NCF administrators and Campus Police for alcohol or drug related problems.

The Counseling and Wellness Center provides psychological assessment and screening, short-term treatment of appropriate cases or referral to other treatment resources as needed. Employee assistance is available for faculty or staff who may be experiencing a drug or alcohol related difficulties. Supervisors may refer staff members or individuals may independently contact the Health and Wellness Center. Further information pertaining to education, prevention, and awareness programs are available on line at [www.ncf.edu/cwc](http://www.ncf.edu/cwc).

### ***Weapons on Campus***

In order to maintain the peace and protect public safety at NCF, it is necessary to establish NCF's policy with regard to possession of firearms and weapons on NCF property. This regulation applies to all students, faculty, staff, invitees and guests of NCF.



Pursuant to Chapters 790.115 and 790.251, Florida Statutes, the possession of firearms is prohibited on NCF property or property under the control of NCF, except as provided by Florida law, including Chapter 790.115(2). Additionally, fireworks of any description, explosives, chemical weapons, or any lethal weapon, as defined by Chapter 790.001, Florida Statutes, other than a common pocket knife is prohibited on NCF property or property under the control of NCF. Personal chemical protection devices with 10% or less active ingredients are exempt from this rule.

Sworn peace officers who are required by their employment to be armed, and are in uniform, are exempt from this regulation.

Pursuant to Chapter 790.06(12), Florida Statutes, persons possessing concealed weapon permits are not exempt from this regulation and may not possess a firearm or other weapon on NCF property, except as permitted by Florida law, including Chapter 790.115(2) Florida Statutes.

Any student or employee found to be in violation of this regulation shall be subject to discipline under NCF policies and/or prosecution under Chapter 790.06(12), Florida Statutes. Any other person found to be in violation of this policy shall be subject to arrest and prosecution under Chapter 790.06(12), Florida Statutes.

### **Campus Sexual Assault Policy**

The Campus Police Department is responsible for the criminal investigation of campus sexual offenses. Complaints of sexual battery/rape are serious criminal offenses that may be processed within the criminal justice system. The department provides immediate assistance to the Reporting Party and initiates investigative processes and apprehension of the perpetrator of the crime. It is very important that any evidence that would aid in the apprehension and conviction of the assailant be preserved. The department works closely with the State Attorney's Office in investigations of sexual battery/rape investigations. Students may be assisted by campus authorities in notifying law enforcement if the Reporting Party chooses.

Sexual battery/rape, domestic violence, dating violence, sexual assault, and stalking committed by an NCF student(s) is also a violation of NCF student conduct rules. Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by College rules and regulations, in addition to those stated above in accordance with State Law.

Campus related sexual offenses committed by employees are also considered misconduct as provided by applicable institution rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action, including termination, as provided by such rules/agreements, in addition to those stated above in accordance with State Law. The Title IX Coordinator is responsible for the Title IX investigation of campus sexual offenses. Students may engage either the Title IX system, the criminal justice system, both, or neither.

All incidents of non-consensual sexual activity will be dealt with promptly and effectively by the institution.

According to Chapter 794.011, Florida Statutes, "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.

We continue to actively and aggressively provide institution-wide programs and services to educate our students and College community on responsible conduct, the meaning of consent, how to properly report cases of sexual misconduct, and how to hold individuals accountable for their behavior.

If you experience sexual misconduct, the College wants to assist you. College policies prohibit retaliation for making complaints of sexual misconduct. You have rights and options. For more information, visit [www.ncf.edu/campus-life/title-ix](http://www.ncf.edu/campus-life/title-ix).

## **Definitions**

**Rape and sexual battery (sexual assault):** are all defined under Florida law as the oral, anal, or vaginal penetration by, or union with (touching), the sexual organ of another or the anal or vaginal penetration of another by any other object, without consent.

**Consent:** Consent to sexual activity must be: knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent.

- Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.
- Past consent to sexual activity does not imply consent to future sexual activity.
- Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

Individuals who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription); asleep; unconscious; mentally impaired by disease or illness; or under 18 years old cannot give consent to sex (no matter what they say or do).

**Domestic violence:** 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. It includes hurtful, repeated and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is verbal, emotional, psychological, physical, or sexual. Behaviors may include, but are not limited to: threats, name-calling, put-downs, isolation, withholding of money, physical harm, and sexual assault. Family/household members are spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

**Dating violence:** Violence between an individual who is or recently has been in a continuing and significant relationship of a romantic or sexual nature and the other party. It includes hurtful, repeated and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is verbal, emotional, psychological, physical, or sexual. Behaviors may include, but are not limited to: threats, name-calling, put-downs, isolation, withholding of money, physical harm, and sexual assault.

**Stalking:** Stalking involves an intentional course of conduct repeated over a period of time. Under Florida law, stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Stalking can involve: following a person; appearing at the person's home, class or work; frequently calling, texting, emailing, or electronically chatting; leaving written messages or objects; vandalizing a person's property.

**Sexual Harassment:** Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the College's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and College rules and policies. Sexual harassment cannot and will not be tolerated by New College of Florida, whether by faculty, students, or staff or by others while on property owned by or under the control of the College. The Title IX Coordinator and the Office of Human Resources are charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto.

**Reporting Party:** An individual who reports to a non-confidential source that they have experienced/are experiencing Sex Discrimination, Harassment, Misconduct, or Retaliation. The Reporting Party is the individual who files a Report or on whose behalf a Report is filed.

**Responding Party:** An individual who has been accused of violating the College's Sex Discrimination and Sexual Misconduct Policy.

### ***Rights of Victims of Campus-Related Sexual Battery***

New College of Florida understands and commits their efforts towards successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow. The same shall be accorded to victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements.

College regulation provide:

- The Reporting Party and the Responding Party will receive written notification about options for existing counseling, health, mental health, victim's advocacy and other services available.
- The Reporting Party and the Responding Party will receive written notification about options for changing academic, living, and on-campus work situations.
- The Reporting Party and the Responding Party will have the right to request a No-Contact Order, forbidding contact between the parties.
- The Reporting Party and the Responding Party will have the right to request an immediate change in the residence hall arrangements and/or transfer of classes/workplaces.
- The Reporting Party and the Responding Party will have the right to be accompanied by an advisor of their choice (including legal counsel) at all meetings and proceedings.
- The Reporting Party will have the right to request assistance from campus authorities in filing a Title IX complaint and contacting law enforcement.

- The Reporting Party will have the right to have irrelevant sexual history excluded from the investigation and report of findings.
- The Reporting Party and the Responding Party will have the right to submit a list of related questions for consideration.
- The Reporting Party will have the right to submit a victim impact statement.
- The Reporting Party and the Responding Party will have the right to a prompt, equitable and impartial investigation into incidents of sexual assault, domestic violence, dating violence or stalking. Potential investigators include College officials who receive ongoing training on issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation that promotes safety and promotes accountability. Investigators gather evidence, interview the parties and witnesses, and create of a report of findings based on a preponderance of the evidence standard. If, at the conclusion of the investigation, the evidence establishes that it is more likely than not that a Title IX violation occurred, a final report will be submitted and sanctions imposed.
- The Reporting Party and the Responding Party will receive simultaneous, written notification of the outcome of the investigation. The report of findings will be provided to both parties within 60 days of initiating the investigation.
- The Reporting Party and the Responding Party will have the right to an appeal of the report of findings.
- The Reporting Party and the Responding Party will have the right to know the outcome of the proceeding and any appeal in writing, as well as any change to the result of either such proceeding and when such results are final.
- The Reporting Party and the Responding Party will have the right to be free from retaliation, including intimidation, threats, coercion, or other discriminatory action. Such retaliation is itself a Title IX violation, triggering the reporting and investigation process.

These rights are afforded to all parties of reported sexual misconduct. The College will maintain as private any reports, accommodations or protective measures, to the extent possible that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. A detailed listing of rights and responsibilities is available in NCF Regulations 3-4018 Sexual Harassment/Discrimination and 3-4027 Harassment/Discrimination. The full text of the regulations is available at [www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/](http://www.ncf.edu/about/departments-and-offices/office-of-the-general-counsel/regulations/).

### ***Support Services for Sexual Discrimination, Harassment, and Battery***

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education. In particular: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (Title IX of the Education Amendment of 1972, and its implementing regulation at 34 C.F.R. Part 106) Sexual discrimination includes sexual harassment and sexual misconduct.

While compliance with the law is everyone’s responsibility at New College, listed below are the staff members who have primary responsibility for Title IX compliance. If an incident of dating violence, domestic violence, sexual assault, or stalking has occurred, please contact any of the following individuals by visiting their offices in person, emailing, or calling.

Rebecca Caskey, Director of Campus Programs and Title IX Coordinator

[rcaskey@ncf.edu](mailto:rcaskey@ncf.edu)

(941) 487-4272

W2110

Residence Hall W (Between W and V)

Mark Stier, Interim Dean of Student Affairs

[mstier@ncf.edu](mailto:mstier@ncf.edu)

(941) 487-4504

HCL 001

Hamilton Classrooms

Loretta Shields, Associate Vice-President of

Human Resources

[lshields@ncf.edu](mailto:lshields@ncf.edu)

(941) 487-4417

PMC 125

Palmer Building C

David Fugett, General Counsel

[dfugett@ncf.edu](mailto:dfugett@ncf.edu)

(487)487-4877

COH 228

Cook Hall

Campus Police

[police@ncf.edu](mailto:police@ncf.edu)

(941) 487-4210

501 College Drive

Sarasota, FL 34243

CPD

### ***Victim's Advocacy Program***

The Victim's Advocacy Program will assist students or employees who are victims of actual or threatened violence including but not limited to assault, battery, stalking, dating violence, sexual battery, and attempted sexual battery. Services are available 24 hours a day, seven days a week, and are available for incidents that occur on or off campus.

Victim services include assistance in contacting professors or supervisors about absences; assistance with referrals and follow-up medical treatment and counseling services on and off campus; assistance with immediate changes in residence hall arrangements if needed for victims living on campus; assistance with immediate safe housing; transportation and assistance in disciplinary proceedings and/or criminal justice system proceedings. Follow-up counseling services or other trauma assistance will be arranged for the victim as needed.

While reports are strongly encouraged, reports are not required for information and referral assistance. If a victim does make a report, every effort by the victim to preserve evidence of the crime is very important. All information shared with the Advocate is considered confidential and will go no further without the permission of the victim. The Victim Advocate's number is: (941) 504-8599.

### ***Counseling and Wellness Center***

The Campus Counseling and Wellness Center provides professional counseling services to students and employees. These services include intake evaluation, short-term personal counseling, psychiatric consultation, group counseling, and referral services. Pastoral and professional mental health counselors may refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

The Counseling and Wellness Center also offers educational and prevention guidance. More information pertaining to programs, policies, and resources can be found at the Counseling & Wellness Center web site at: <http://www.ncf.edu/cwc>, or (941) 487-4254. Office hours are 8 AM to 5 PM, Monday through Friday. Emergency after-hours service can be obtained by contacting Campus Police at (941) 487-4210.

### ***Student Health Services***

The Campus Counseling and Wellness Center provides medical services for students Monday through Friday, 1:30 PM to 4:30 PM during the fall and spring terms. Standard office visits are free and students receive a discount on labs and other tests. There are no health services available during the summer term.

### ***Employee Assistance Program***

The Employee Assistance Program provides professional counseling and referral services for NCF employees. The services offered include: intake evaluation, short-term personal counseling and referral services. For more information or an appointment, call (941) 487-4254. The offices are located in the Campus Counseling & Wellness Center (CWC) at 5805 Bay Shore Road, Sarasota, Florida 34243. Office hours are from 8:00 AM to 5:00 PM, Monday through Friday.

### ***Off-Campus Victim Services***

Victim Advocate – (941) 504-8599

Manatee County State Attorney – (941) 747-3077

Sarasota County State Attorney – (941) 861-4400

Hope of Manatee – (941) 755-6805

Safe Place and Rape Crisis Center (SPARCC) – (941) 365-1976

First Call for Help, Manatee – (941) 708-6488

First Call for Help, Sarasota – (941) 366-5025

### ***Reporting Sexual Misconduct***

Under the College's Title IX policy, all employees of the College are "responsible employees." With limited exceptions for confidential resources, all College employees must report instances of sexual misconduct and sexual violence. Failure to report can lead to disciplinary action. When in doubt, employees should err on the side of caution and contact the Title IX Coordinator with questions and concerns.

### ***Reporting Options***

You have the right to file a report with Campus police and with other College Officials. Reports made to the police and reports made to other College Officials are separate processes, but you can pursue both paths simultaneously.

Victim Advocates are available to help you consider reporting options in a confidential setting. As a survivor, you have the right to:

- Report the crime to police
- Receive assistance from a Victim Advocate in reporting the crime to the police
- Decline to notify the police
- Report the crime to College Officials, whether or not you choose to notify the police.

You may pursue both a criminal investigation with the police and a College sexual misconduct complaint investigation, as different options are available through each process.

### ***Reporting to Police***

If you wish to pursue criminal action, you should contact the police as soon as possible and preserve any physical evidence.

- Try to remain calm and alert.
- Stay on the phone with the dispatcher as long as you are needed.
- Do not change your clothing.
- Do not clean your body or your clothes.
- Do not disturb or alter the crime scene.

The preservation of physical evidence may be critical for successful prosecution of the offender.

### ***College Reporting***

There are many ways you can make a College report. All full-time college employees and resident advisors are “responsible employees,” and are required to submit any allegations of Title IX violations to the Title IX Coordinator. Off-Campus Incidents

Even if the sexual violence occurred off campus, the College can provide support, services, and resources. If the person that harmed you off campus was a member of the College Community, you can still make a complaint to the College against the individual.

### ***Sanctions***

When an investigation establishes that sexual misconduct/gender based violence has occurred, the College will take prompt steps to end the misconduct, prevent its recurrence, and correct the effects on the survivors. Disciplinary action will vary based on the severity of the misconduct, but it can include, separation from College programs, termination from College employment, or exclusion from campus. Responding parties who are College students are subject to College judicial proceedings that may result in permanent expulsion from the College. In addition, for incidents involving a criminal act, responding parties may be subject to arrest, incarceration, and prosecution through the state courts.

### ***Interim Assistance & Protection Orders***

When the survivor requests assistance, the College will provide reasonably available interim measures after sexual misconduct and/or while a complaint is being reviewed and investigated to protect the safety of the reporting individuals, and the campus community, and to prevent retaliation. Examples of interim measures include, but are not limited to, issuing no contact orders between the individuals involved; making temporary accommodations regarding work locations, residence hall assignments, class or work schedules, or transportation; and providing counseling.

You do not have to make a police report or a formal College complaint to get reasonably available interim measures, but you do need to let the College know what you need. The Victim Advocate Program can help you request these accommodations.

### ***Tips to Prevent Sexual Violence***

Eliminating sexual violence relies on a clear understanding that everyone in the community shares some responsibility. The following information applies to the College community as a whole.

- Do not blame survivors of sexual assault; it is not their fault that another person decided to commit a crime.
- Pay attention to your partner. If their judgment is impaired due to drug or alcohol use, they likely cannot consent to sex, no matter what they say.
- Don't make assumptions about sex, or about your partner's willingness to engage. Speak openly about your limits and make them known to your partner.
- Sexual activity is not a right; if you're interested in sexual activity with your partner, do not



proceed without explicit consent.

- Respect your partner's boundaries. Consent to one sexual act does not imply consent to any other type of sexual activity.
- Consent to sexual activity may be withdrawn at any time; speak up and listen to your partner.
- Consent must be conscious, willing, and voluntary. If your partner becomes unresponsive, passes out, or falls asleep, stop sexual activity immediately.
- Be aware of your surroundings and trust your instincts about dangerous situations and coercive activities.

## **Sexual Predators/Offenders**

The federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning sexual predators and offenders. It also requires sexual predators and offenders to provide notice, as required under State law of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student at that institution. The Campus Police Department maintains a list of sexual offenders on this campus at the Campus Police station located at 501 College Drive (CPD) on the New College Campus. That information is available at any time, and can also be secured via phone by calling our Communications Division at (941) 487- 4210 or the Florida Department of Law Enforcement at (888) 357-7332.

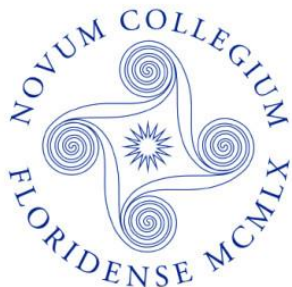
More sexual predator or offender information can be obtained by visiting the Campus Police Department website at: <https://www.ncf.edu/police/links/> or by visiting the Florida Department of Law Enforcement website at: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

## **Missing Student Notification Policy**

In all incidents in which it has been confirmed that anyone is missing from campus, Campus Police will be the law enforcement agency with primary responsibility for conducting the investigation. Report all suspected missing persons to Campus Police immediately. Pursuant to the Higher Education Opportunity Act, each student residing on campus has the option of registering a confidential contact person to be notified in case that student is determined to be missing. For students less than 18 years of age and not emancipated, a parent or guardian must be the designated contact. Only authorized campus officials and law enforcement officers conducting the missing person investigation may access a student's confidential contact information.

Report all persons missing from campus to Campus Police, even if they have not registered a contact person. In the event that an investigation has confirmed that a residential student is missing, the Higher Education Opportunity Act mandates that the designated contact be notified within 24 hours. The Campus Police will immediately notify the designated contact upon confirmation that the student is missing. Other local law enforcement agencies will also be notified, and the missing student will be entered into the Nationwide Computer Database.





## 2019-2020 Residential Fire Safety & Annual Fire Safety Report

### Reporting and Fire Statistics

All fires should be immediately reported by dialing 911. The Campus Police should also be notified as soon as possible at (941) 487-4210. All fires on campus will be investigated by the Campus Police Department, with the assistance of the State Fire Marshall's Office, and the Sarasota County Fire Department. The New College of Florida's Department of Environmental Health & Safety will also investigate all fires that occur on campus.

### Fire Log

The Campus Police Department maintains a written fire log that records any fire that was reported on campus for the last three calendar years. The log contains the date, time, location, nature, cause, and damage or fatality information. The Fire Log is available for public inspection 24 hours a day in the Campus Police Communications Section, located at 501 College Drive, Sarasota, FL 34243.

### Annual Fire Statistics 2018

Dort Residence Hall	5660 Gen Twining Blvd	0 fires in 2018
Goldstein Residence Hall	5680 Gen Twining Blvd	0 fires in 2018
Knight Residence	5801 Bay Shore Road	0 fires in 2018
Palmer B Residence Hall	557 58th Street	0 fires in 2018
Pei Residence Hall East	5790 Gen Dougher Place	0 fires in 2018
Pei Residence Hall South	5641 Gen. Dougher Place	0 fires in 2018
Pei Residence Hall West	5890 Gen. Dougher Place	0 fires in 2018
V Residence Hall	5659 Gen Twining Blvd	0 fires in 2018
W Residence Hall	5661 Gen Twining Blvd	0 fires in 2018
X Residence Hall	5679 Gen Twining Blvd	0 fires in 2018
Y Residence Hall	5677 Gen Twining Blvd	0 fires in 2018
Z Residence Hall	5835 Gen Twining Blvd	0 fires in 2018

## Annual Fire Statistics 2017

Dort Residence Hall	5660 Gen Twining Blvd	0 fires in 2017
Goldstein Residence Hall	5680 Gen Twining Blvd	1 fire in 2017

Cooking – 031117, 1:53 AM: Campus Police received a report of a fire caused by cooking in Goldstein Residence Hall. State Fire Marshall was notified. No damage or injuries.

Knight Residence	5801 Bay Shore Road	0 fires in 2017
Palmer B Residence Hall	557 58th Street	0 fires in 2017
Pei Residence Hall East	5790 Gen Dougher Place	0 fires in 2017
Pei Residence Hall South	5641 Gen. Dougher Place	1 fire in 2017

Cooking – 100117, 8:57 PM: Campus Police received a report of a fire caused by cooking in PEI residence hall south. State Fire Marshall was notified. No damage or injuries.

Pei Residence Hall West	5890 Gen. Dougher Place	0 fires in 2017
V Residence Hall	5659 Gen Twining Blvd	0 fires in 2017
W Residence Hall	5661 Gen Twining Blvd	0 fires in 2017
X Residence Hall	5679 Gen Twining Blvd	0 fires in 2017
Y Residence Hall	5677 Gen Twining Blvd	0 fires in 2017
Z Residence Hall	5835 Gen Twining Blvd	0 fires in 2017

## Annual Fire Statistics 2016

Dort Residence Hall	5660 Gen Twining Blvd	0 fires in 2016
Goldstein Residence Hall	5680 Gen Twining Blvd	0 fires in 2016
Knight Residence	5801 Bay Shore Road	0 fires in 2016
Palmer B Residence Hall	557 58th Street	0 fires in 2016
Pei Residence Hall East	5790 Gen Dougher Place	0 fires in 2016
Pei Residence Hall South	5641 Gen. Dougher Place	0 fires in 2016
Pei Residence Hall West	5890 Gen. Dougher Place	0 fires in 2016
V Residence Hall	5659 Gen Twining Blvd	0 fires in 2016
W Residence Hall	5661 Gen Twining Blvd	0 fires in 2016
X Residence Hall	5679 Gen Twining Blvd	0 fires in 2016
Y Residence Hall	5677 Gen Twining Blvd	0 fires in 2016
Z Residence Hall	5835 Gen Twining Blvd	0 fires in 2016

## Residence Hall Fire Safety Equipment and Evacuation Procedures

Fire extinguishers are located in strategic locations throughout each residential facility. Residential Directors, Residential Assistants, and residents are provided training each semester in fire prevention and specific residential fire procedures, to include evacuation procedures for each residence hall. Fire safety procedures and evacuation routes are posted in each residence room. Fire safety system and evacuation assembly area for each residential facility:

### 2018

Goldstein Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted on 4/12/18

Dort Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull Stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted on 4/12/18.

Knight Residence: Smoke detectors and fire extinguishers. NOTE: The Knight Residence is not a designated residence hall, but is sometimes used to house visiting students or staff. Occupants evacuate to the 500 Block of 58th Street. No fire drill was conducted at the Knight Residence in 2018.

Palmer B Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of the Counseling & Wellness Center. Fire drills were conducted on No fire drill was conducted in 2018.

Pei Residence Hall East: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18.

Pei Residence Hall West: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18.

Pei Residence Hall South: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18.

V Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18 and 7/16/18.

W Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. A Fire drill was conducted on 4/12/18 and 7/16/18.

X Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18 and 7/16/18.

Y Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18 and 7/16/18.

Z Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/12/18.

Fire drills were also conducted at the following campus locations in 2018

Day Care Center	02/23/18
	03/19/18
	04/05/18
	05/01/18
	06/19/18
	07/19/18
	08/27/18
	09/28/18
	10/30/18
	11/14/18

## 2017

Goldstein Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted on 04/27/2017 and 12/07/2017.

Dort Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull Stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted on 04/27/2017 and 12/07/2017.

Knight Residence: Smoke detectors and fire extinguishers. NOTE: The Knight Residence is not a designated residence hall, but is sometimes used to house visiting students or staff. Occupants evacuate to the 500 Block of 58th Street. No fire drill was conducted at the Knight Residence in 2017.

Palmer B Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of the Counseling & Wellness Center. Fire drills were conducted on 12/07/2017.

Pei Residence Hall East: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 04/27/2017 and 12/08/2017.

Pei Residence Hall West: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 04/27/2017 and 12/08/2017.

Pei Residence Hall South: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 04/27/2017 and 12/08/2017.

V Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/27/2018, 7/17/2017, and 12/07/2017.

W Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. A Fire drill was conducted on 4/27/2018, 7/17/2017, and 12/07/2017.

X Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/27/2018, 7/17/2017, and 12/07/2017.

Y Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/27/2018, 7/17/2017, and 12/07/2017.

Z Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted on 4/27/2018, 7/17/2017, and 12/07/2017.

Fire drills were also conducted at the following campus locations in 2017

Day Care Center	01/31/17
	02/28/17
	03/24/17
	06/01/17
	08/24/17
	09/28/17
	10/30/17
	12/07/17

## 2016

Goldstein Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted at 1:31 PM on 05/11/16, and 1:42 PM on 09/20/2016.

Dort Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull Stations. Automatic sprinkler system. Occupants evacuate to the softball field. Fire drills were conducted at 1:31 PM on 05/11/16 and 1:40 PM on 09/20/16.

Knight Residence: Smoke detectors and fire extinguishers. NOTE: The Knight Residence is not a designated residence hall, but is sometimes used to house visiting students or staff. Occupants evacuate to the 500 Block of 58th Street. No fire drill was conducted at the Knight Residence in 2016.

Palmer B Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of the Counseling & Wellness Center. Fire drills were conducted at 11:05 AM on 05/11/16 and 1:59 PM at 09/20/16.

Pei Residence Hall East: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 10:37 AM on 05/11/16 and 10:52 AM on 09/20/16.

Pei Residence Hall West: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 10:04 AM on 05/11/16 and 10:10 AM on 09/20/16.

Pei Residence Hall South: Smoke detectors in individual rooms. Pull stations. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 10:13 AM on 05/11/16 and 10:24 AM on 09/20/16.

V Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 1:48 PM on 05/11/16 and 11:25 AM on 09/20/16.

W Residence Hall: Centrally monitored fire alarm system, smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. A Fire drill was conducted at 1:59 AM on 05/11/16.

X Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills

were conducted at 2:08 PM on 05/11/16 and 11:00 AM on 09/20/16.

Y Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 2:13 PM on 05/11/16 and 11:14 AM on 09/20/16.

Z Residence Hall: Centrally monitored fire alarm system. Smoke detectors in individual rooms. Pull stations. Automatic sprinkler system. Occupants evacuate to the front of Hamilton Center. Fire drills were conducted at 1:05 PM on 05/11/16, 11:58 AM on 09/20/16.

## **General Fire Safety Rules**

Smoking is not allowed in any structure or within 15 feet of any residence hall on campus. Open flame burning of any kind is prohibited in the residence halls. Microwave ovens are allowed in the residence halls as long as they are used according to manufacturer's instructions. Hot pots and coffee pots must have a timed or thermostatically controlled automatic shut-off switch; and appliances with open burner elements, such as toasters or toaster ovens, are only allowed in designated cooking areas. The use of heaters or other heat producing devices are restricted to open areas and/or may not be operated in close proximity to combustible materials. Extension cords and multiple outlet devices are not allowed. However, a heavy duty power strip with a minimum of 16 gauge, 3 wire, grounded three-prong and internal breaker protection are authorized for limited use.

Fire prevention and suppression equipment and procedures are periodically inspected and reviewed by Residence Life Staff, the Director of Environmental Health & Safety, and the State Fire Marshall's Office. Residential fire evacuation drills will be conducted at least once per semester



## WHAT IS TITLE IX?

### **Title IX of the Education Amendment Act of 1972 is a federal law that states:**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”  
20 U.S.C § 1681

The law protects all individuals on our campus from gender-based discrimination or exclusion and in instances of sexual misconduct.

## QUESTIONS?

**Rebecca Caskey**

**Title IX Coordinator**

Director of Campus Programs

[rcaskey@ncf.edu](mailto:rcaskey@ncf.edu)

941-487-4272

## RESOURCES

### ON-CAMPUS:

**Title IX Coordinator,  
Rebecca Caskey**

941-487-4272

[rcaskey@ncf.edu](mailto:rcaskey@ncf.edu) |

[titleix@ncf.edu](mailto:titleix@ncf.edu) Office: W2110

**Counseling and Wellness Center**

(confidential resource)

941-487-4254

**Victims Advocate, Concetta Hollinger**

(confidential resource)

941-504-8599

### OFF-CAMPUS:

**Safe Place and Rape Crisis Center  
(SPARCC)**

24/7 hotline: 941-365-1976

**Women's Resource Center (WRC)**

941-366-1700

**ALSO Youth**

941-951-2576

**RAINN - National Anti-Sexual Violence  
Organization**

24/7 hotline: 1-800-656-4673

## TITLE IX AT NEW COLLEGE



**New College**  
THE HONORS COLLEGE of Florida

# WHAT CONSTITUTES A TITLE IX VIOLATION?

Any kind of **sexual abuse, harassment, or discrimination based on gender or perceived gender** that occurs at an **educational institution receiving federal funding**.

This includes but is not limited to:

- exclusion from activities on the basis of sex
- sexual misconduct
- sexual assault
- domestic violence
- dating violence
- stalking
- sexual harassment
- sex or gender based discrimination

**What should you do if you witness or experience a Title IX violation?**

**Report it.**

**Why report a Title IX Violation?**

Reporting Title IX violations can protect members of our community and help create a safer environment on campus.

## REPORTING

**Who is responsible for reporting Title IX and who can maintain confidentiality?**

All staff, faculty, and RAs of the institution are required by our regulation to report possible Title IX

violations. The only exceptions to this are campus clergy, Victims Advocate, and our Counseling and Wellness Center counselors.

**Does filing a Title IX violation report count as filing a criminal report?**

No. Filing a Title IX report and filing a police report are two different procedures. Pursuing the Title IX process neither prohibits nor requires one to pursue action in the criminal justice system.

**How to Report a Title IX Violation**

Step 1: File a Title IX Report: [ncf.edu/title-ix](http://ncf.edu/title-ix)

Step 2: Coordinator reviews Title IX Report and meets with both parties for more information. Coordinator assigns interim measures, if needed.

Step 3: An investigator is assigned to the case. Investigator meets with both parties and assembles report for coordinator.

Step 4: Coordinator reviews findings and determines Title IX responsibility.

Step 5: If found responsible, coordinator, investigator, and conduct officer determine appropriate sanctions.

Step 6: Coordinator issues final report to parties. Both parties have the option to appeal the findings of responsibility.

## BYSTANDER INTERVENTION

**Bystander  
Intervention**  
A quick guide

**Direct**

Step in and address the situation directly. This might be as simple as saying, “That’s not cool. Please stop,” or “Hey, leave them alone.”

**Distract**

Distract the group or individuals involved in the situation. You could simply say, “Hey, aren’t you in my Spanish class?” or “Who wants to go get pizza?” This technique may be more effective in a busy, group setting or situation where drugs or alcohol are involved.

**Delegate**

Not every situation is safe or comfortable to intervene in alone. This could include asking a friend to distract one person in the situation while you distract the other, or calling the police or other professional staff member who may be more equipped to handle the situation.

[NCF.EDU/TITLE-IX](http://NCF.EDU/TITLE-IX)



# TITLE IX AT NEW COLLEGE

## WHAT IS IT?

Title IX is a federal guideline for publicly funded institutions to ensure equality in all areas on the basis of sex. **This includes, but is not limited to: exclusion from activities, sexual misconduct, sexual assault, domestic violence, dating violence, stalking, and sexual harassment.**

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under and education program or activity receiving Federal financial assistance." 20 U.S.S §1681*

## HOW TO FILE A REPORT:

You can file a report in any of the following ways:

- Visit [ncf.edu/title-ix](https://ncf.edu/title-ix) and click "file a report".
- Contact the Title IX coordinator directly by emailing [titleix@ncf.edu](mailto:titleix@ncf.edu).
- Reach out to a **trusted staff member, faculty member, or RA** to assist you in completing a report.

## WHAT HAPPENS AFTER I FILE A REPORT?

**Step 1:** A Title IX report is filed [ncf.edu/title-ix](https://ncf.edu/title-ix)

**Step 2:** Coordinator reviews Title IX report.

**Step 3:** An investigator is assigned to this case.  
The investigator meets with both parties and assembles a report for coordinator.

**Step 4:** Coordinator reviews findings and determines Title IX responsibility.

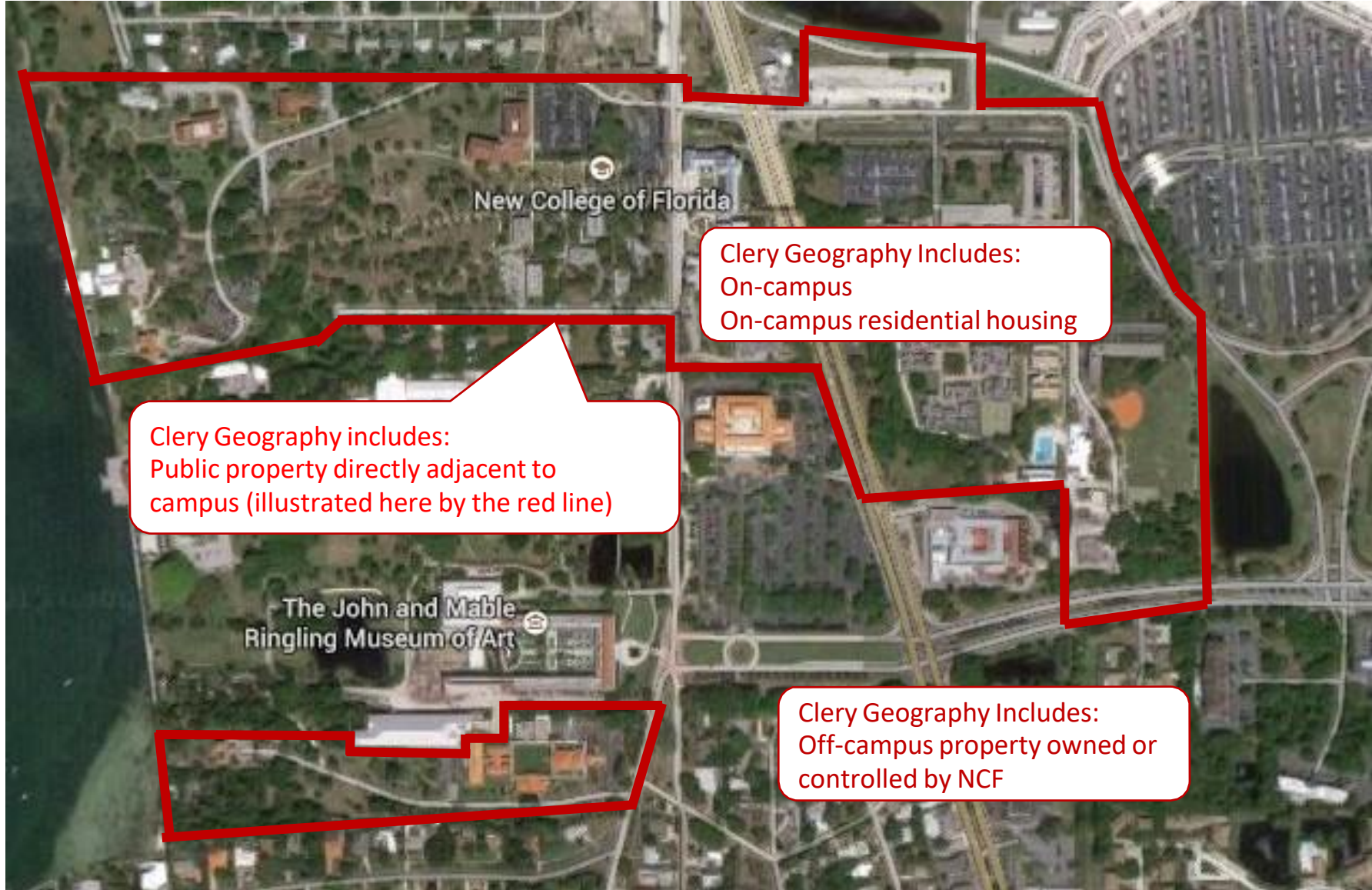
**Step 5:** If found responsible, coordinator, investigator, and conduct officer determine appropriate sanctions.

**Step 6:** Coordinator issues final report to parties.  
Parties have 10 days to appeal.

**New College**  
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of Florida

## CONTACT INFORMATION:

**Rebecca Caskey**, Title IX Coordinator  
[rcaskey@ncf.edu](mailto:rcaskey@ncf.edu)  
941-487-4272  
[titleix@ncf.edu](mailto:titleix@ncf.edu)



New College of Florida

Clery Geography Includes:  
On-campus  
On-campus residential housing

Clery Geography includes:  
Public property directly adjacent to  
campus (illustrated here by the red line)

The John and Mable  
Ringling Museum of Art

Clery Geography Includes:  
Off-campus property owned or  
controlled by NCF





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