



**Johnson University
Florida Branch Campus**

**Combined 2019 Annual Security
and Fire Safety Report**

Includes:

**Campus Security Policies and Procedures
Clery Disclosure Information
Crime Statistics for 2016, 2017, 2018
Fire Statistics for 2016, 2017, 2018**

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Contents

Campus Security Policies and Procedures	3
<i>Campus Safety</i>	<i>3</i>
Responsibilities	3
Clery Disclosure Information	4
<i>Federal Reporting Requirements</i>	<i>4</i>
Campus Security Authorities – Florida Campus	4
Current Crime Statistics	5
Current Fire Statistics.....	6
<i>Florida Campus Property and Buildings.....</i>	<i>6</i>
Maintenance of the Apartments	8
TITLE IX AND CLERY POLICY	8
Policy.	8
Rationale.	8
Scope.....	8
Non-Discrimination Policy.	8
Sexual Misconduct Definitions.	9
Other Related Definitions.	11
Expectations of Both Parties.	12
Confidentiality.	13
TITLE IX AND CLERY GRIEVANCE PROCEDURES	14
Reporting Procedures.	14
Investigation Procedures.	15
Hearing Procedures.	16
Appeal Procedures.	17
Records Maintenance.	17
Awareness and Prevention Programs.	17
Victim Services and Resources.	17
Possible Disciplinary Sanctions.	18
Special Training for Responsible Employees.	19
Safety Awareness.	19
Additional Considerations.....	19
<i>Campus Emergency Notifications.....</i>	<i>20</i>
<i>Emergency Management Plan – Education and Preparation</i>	<i>20</i>
Who to Contact in Case of an Emergency	21
Types of Emergencies	21
Stages of Response.....	21
Additional Info	22
Preparation for and Response to Fire	22
<i>Alcohol and Drug Policy</i>	<i>25</i>
Straight Facts About Drugs and Alcohol	26
State of Florida Laws Concerning Drug Use	30
State of Florida Laws Concerning Alcohol	30
<i>Missing Student Notification Policy.....</i>	<i>31</i>
Missing Student Notification Procedures.....	31
<i>Student Consumer Information and Public Disclosures.....</i>	<i>32</i>

Campus Security Policies and Procedures

Campus Safety

Responsibilities

The university seeks to provide an environment free of unreasonable risks to the campus community. The Florida Campus Safety and Security Committee accepts the role of providing leadership and structure in the area of campus safety and security. The Florida Campus Safety and Security Committee implements the safety and security procedures of the university. However, the committee seeks to partner with all the campus community in maintaining campus safety and security. In doing so, the campus family, as a whole, works to protect the safety and security of the campus community.

All members of the campus community, students and employees alike, are empowered to aid in the task of providing a safe, secure campus by following personal safety and security practices. In addition, students and employees are obligated to report to someone in a higher position of authority any infraction of the university's Code of Conduct, which includes biblical standards, legal standards, and university standards of conduct. All members of the campus community are also obligated to report any perceived threat to the campus community or any type of emergency situation on or near the campus.

All members of the campus community are instructed to report all criminal behavior to both the local law enforcement authorities and to the Student Life Office. The university strongly encourages accurate and prompt reporting of all crimes to appropriate law enforcement agencies, even when the victim of a crime elects not to or is unable to make such a report. Non-emergency concerns are to be reported to a member of the Student Life Office for appropriate intervention. Incident reports will be used by the Student Life Office to complete the university's Annual Security and Fire Safety Report by October 1 each year.

At a minimum, any serious campus safety, campus security, or campus crime concern should be reported immediately to someone in the Student Life Office, the Resident Director, and/or the appropriate off-campus authority (9-1-1, fire department, sheriff's office, as needed). The university will respond appropriately and immediately to a serious safety situation or threat, including the issuance of a campus-wide warning, if necessary or prudent.

The university seeks to provide vigilant stewardship of its Florida campus facilities, including the safety and security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides campus safety personnel, typically from 9:00 pm to 1:00 am, and sub-contracted, professional campus security personnel, typically from 1:00 am to 6:00 am. The campus safety and security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. However, they do have complete authority to contact the appropriate legal and campus authorities.

The university routinely provides crime prevention information to students during new-student orientation, campus housing orientation, e-Announcements, campus-wide memorandums, and bulletin board postings. In addition, employees also receive some crime prevention information in the *Employee Handbook*. The university periodically reviews its physical facilities, programs, policies, procedures, and practices to ensure compliance with insurance requirements, applicable laws and regulations, including the Student Right-to-Know Act, the Campus Crime and Security regulations, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Clery Disclosure Information

Federal Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f); TCA 49-7-2206) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information annually by October 1 about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs, and it applies to most institutions of higher education, both public and private. The Act is enforced by the United States Department of Education.

The Campus Security Act was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblower" and others from retaliation. The 2013 amendments expanded the Clery-reportable crimes to include stalking, dating violence, and domestic violence. For more information on the details of the Clery Act, see the Johnson University website.

The 2008 Reauthorization of the Higher Education Act requires institutions with on-campus student housing facilities to collect fire statistics, publish an Annual Fire Safety Report, and keep a "fire log." Even though this law is separate from the Clery Act, the dissemination regulations of the Annual Fire Safety Report are very similar to those of the Clery Act. Historically, Johnson University Florida has published both annual reports together as one combined report. In accordance with federal regulations, fire statistics are reported annually to the U.S. Department of Education's Office of Postsecondary Education by way of the web-based Campus Safety and Security Survey.

The university complies with all federal reporting requirements related to campus security and fire safety. Beginning in 2014, all of the information and data required for both of these annual reports is contained in the *Student Handbook*. To request a copy of previously filed Campus Safety and Security Reports or previously filed Fire Safety Reports, contact the Associate Dean of Students in the Student Life Office on the Florida campus.

Campus Security Authorities – Florida Campus

- Associate Dean of Students, Student Life Office, 407-569-1331
- Resident Director, Student Life Office, 407-569-1169
- Resident Assistants, Student Life Office, 407-569-1169, and Residence Halls
- Student Community Director, Student Life Office, 407-569-1169
- Plant Services Director, Plant Services Office, 407-569-1366
- Campus Services Coordinator, Student Life Office, 407-569-1360
- Athletic Director, Student Life Office, 407-569-1348
- Athletic Coaches, Student Life Office, 407-569-1348
- Full-time Faculty Members, refer to *Student Handbook* (p. 6) for names and phone numbers
- Title IX Coordinator for branch campus, Academic Support Center, 407-569-1340
- Campus Safety and Security personnel, mobile phone 407-433-4355 (9:30 pm – 5:30 am)

Current Crime Statistics

[Provided in compliance with the federal *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act)*.]

Clery-Reportable Crimes and VAWA Offenses **	On-Campus						Immediately Adjacent & Accessible Public Property			Non-Campus Building or Property *
	Student Housing Facilities			TOTAL			2016	2017	2018	N/A
Criminal Homicide: Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	N/A
Sexual Assault: Rape	0	0	0	0	0	0	0	0	0	N/A
Fondling	0	0	0	0	0	0	0	0	0	N/A
Incest	0	0	0	0	0	0	0	0	0	N/A
Statutory Rape	0	0	0	0	0	0	0	0	0	N/A
Dating Violence	0	0	0	0	0	0	0	0	0	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	N/A
Stalking	0	0	0	0	0	0	0	0	0	N/A
Robbery	0	0	0	0	0	0	0	0	0	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A
Burglary	0	0	0	0	0	0	0	0	0	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	N/A
Arson	0	0	0	0	0	0	0	0	0	N/A
Hate Crime:	0	0	0	0	0	0	0	0	0	N/A
Category of Bias:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arrests: Liquor Law	0	0	0	0	0	0	0	0	0	N/A
Arrests: Drug Law	0	0	0	0	0	0	0	0	0	N/A
Arrests: Illegal Weapons	0	0	0	0	0	0	0	0	0	N/A
Disciplinary Actions: Liquor Law	0	0	0	0	0	8	0	0	0	N/A
Disciplinary Actions: Drug Law	0	2	0	0	2	2	0	0	0	N/A
Disciplinary Actions: Illegal Weapons	0	0	0	0	0	1	0	0	0	N/A

NOTES: * The Florida campus of Johnson University does not currently own, lease, control, or otherwise operate any non-campus building or property.

** The Florida campus of Johnson University did not receive any report of what was determined to be an “unfounded crime” during these reporting years.

Current Fire Statistics

[Provided in compliance with the federal *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act)*.]

Fire Statistics for 2018	Beazell Hall	Chambers Hall	Foundation Hall	Heritage Hall	Packer Hall	Trulock Hall
Number and cause of fires: Unintentional Fire	0	0	0	1 - Cooking	0	1 – Laundry Room
Intentional Fire	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0
Number of deaths related to the fire	0	0	0	0	0	0
Number of injuries related to the fire that resulted in treatment at a medical facility	0	0	0	0	0	0
Value of property damage related to the fire	\$0	\$0	\$0	\$0	\$0	\$11,500
Number of fire drills held in 2018	3	3	3	3	3	3

Florida Campus Property and Buildings

A gift by the Clifford Chapman family of Kissimmee in 1979 made possible the development of the permanent campus on a land tract of roughly 40 acres at 1011 Bill Beck Boulevard in Kissimmee, Florida. The Florida campus property includes two lakes, spacious green areas, and stands of cypress and live oaks that enhance the quality of life on campus. Facilities for recreation and relaxation include a deck overlooking the ponds near the apartment buildings, a prayer garden by the ponds, a 55,000-gallon swimming pool, several swings, picnic tables, and the Tribble Student Union Building (nicknamed “the SUB”).

The Florida campus of Johnson University is blessed with comfortable campus housing for both single and married students. Campus housing includes apartments in Foundation Hall, Trulock Hall, Packer Hall, Beazell Hall, Heritage Hall, and Roger Chambers Hall. Each apartment has a bathroom and kitchen, which is equipped with a sink, refrigerator, and stove. The townhouse-style apartments in Roger Chambers Hall also contain hook-ups for a clothes washer and dryer. Access to assigned campus housing is granted to duly authorized individuals via the use of security-coded identification and key cards, which may be obtained in the Student Life Office on weekdays during normal hours of operation.

The university seeks to provide vigilant stewardship of its Florida campus facilities, including the safety and security of educational and administrative buildings, recreational facilities, campus apartments, campus grounds, and tangible university property and equipment. The university provides safety and security services on campus overnight, typically from 8:00 pm to 6:00 am. The campus safety and security personnel do not have the authority to arrest individuals allegedly involved in the commission of a crime on campus. However, they do have complete authority to contact the appropriate legal and campus authorities. For the purpose of this document, “campus community” includes students, faculty, staff and their immediate family members, and may include guests and alumni visiting the campus. Students may not invite off-campus groups or individuals to use campus recreation or housing facilities without prior permission from the Campus Services Coordinator.

Single Student Housing. Single students share apartment-style housing units, which provide the experience of independent living, opportunities for Christian fellowship, security, and a family atmosphere. Apartments feature full kitchens, satellite television service, and wireless internet access. Other campus amenities include on-campus parking, laundry facilities, swimming pool, exercise room, student lounge with TV/VCR/DVD and stereo access, and plenty of space for recreation in the park-like atmosphere of the southern part of the campus. On-campus housing includes ground-level apartments designed and equipped for the physically disabled.

Families in Non-Traditional Housing. Johnson University Florida welcomes families and encourages them to become involved in the campus community. Students with families enjoy the pool and recreation rooms, as well as the play area, swings, bicycle racks, picnic tables, and an abundance of grassy areas for outdoor play. Childcare and employment are available either on campus or within an easy drive. Students interested in non-traditional housing on the Florida campus should contact the Resident Director.

In addition to campus housing, the Florida campus also includes the buildings described below:

Chapman Center – The multipurpose building opened in 1985 and houses classrooms, offices, lounges, work and storage rooms, and an auditorium that is adaptable for worship, concerts, basketball, volleyball, and banquets. Access to the Chapman Center is available to students from 7:30 am until 9:00 pm on most weekdays. All classroom doors lock at 5:00 pm. The Chapman Center is open on weekends for previously scheduled and approved events. Building use is scheduled via the online facilities request form located within the my.JohnsonU.edu portal.

Tribble Student Union Building – Also known as the SUB, the Student Union Building was built in 1990. It is designed to provide recreational and meeting space for students. It also houses the Student Life Office. Access to the SUB is available from 6:00 am until midnight; however, the doors lock at 9:00 pm and can only be opened with a currently active keycard. The SUB has a large recreational area with a television, pool table, ping-pong table, snack machine, and so forth. It also has a kitchen, showers in the restrooms, a Fitness Center, and an outdoor swimming pool.

Library – A separate library building was opened in September 1994, built largely by donations from Virginia Davenport and the Fred Smith family. The second phase of Library construction was completed in 2001. The university has a modern library facility with electronic access to the Catalog of the Library Collection and links to other resources available online. The Library is open to the campus community and to the general public during regular, posted hours of operation. Access to the Library lobby, where the student printer station is located, is accomplished after regular hours and up until curfew only with a currently active key card or valid access code.

Brough Music Wing – The Brough Music Wing was completed in 1998 and is attached to the east side of the Chapman Center. It is equipped with a piano lab, music practice rooms, and additional classroom space. This addition serves to meet the needs of the Florida campus music department.

The Florida Commons Dining Hall and Café – Built in 2018, The Florida Commons Dining Hall offers the campus community professionally prepared healthy, balanced meals with multiple menu options, buffet style service, and the convenience of prepared food. The Café offers the campus community a coffee/snack shop open after normal business hours, as well as another gathering space for social, study, and fellowship activities.

Maintenance of the Apartments

The university shall have the responsibility to maintain the premises in good repair at all times. Maintenance requests must be emailed to 1FIX@JohnsonU.edu, or called in to the repair line at 407-569-1349 (1FIX). Service calls for repair work will normally occur during business hours. The Plant Services Team is not responsible for shower curtains, bedding, or cleaning supplies. They do, however, change the light bulbs in university-owned light fixtures. Maintenance problems that could endanger residents or property must be reported immediately to a Resident Assistant or to the Resident Director. Dial 9-1-1 in the case of a threatening emergency.

Maintenance and custodial services of all campus facilities are performed by properly authorized university personnel; including full-time staff members, part-time staff members, and part-time student workers; or by properly supervised, sub-contracted professional service providers. Maintenance and custodial personnel are required to adhere to the safety and security policies and practices established by the university. Please contact the Director of Plant Services for the Florida campus for more information about the specific safety and security policies, procedures, and practices used in maintenance and custodial services.

TITLE IX AND CLERY POLICY

Policy. It is the policy of Johnson University that sexual misconduct is unacceptable and will not be tolerated; therefore, **sexual misconduct committed by or upon a Johnson University student or employee is strictly prohibited.** Reported violations of this policy will be investigated thoroughly and resolved promptly.

Rationale. Relationships between men and women at Johnson University are guided by Biblical principles of respect for other's feelings, rights, and responsibilities. The university is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, *et seq.*, which prohibits discrimination on the basis of sex in any federally funded education program or activity
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542)
- Violence Against Women Reauthorization Act of 2013 (VAWA), an amendment to the federal Clery Act and companion to Title IX

Scope. This policy applies to all Johnson University students (including campus residents, commuters, and online students) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a Johnson University student or employee, although the university's response may be limited and will depend on the level of control that the university has over the third party. This policy also applies whether the act of sexual misconduct was committed on or off campus (both Tennessee and Florida campuses), regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

Non-Discrimination Policy. Johnson University is a Christian university affiliated with Christian churches and churches of Christ. Its mission is to educate students for "Christian ministries and

other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.” Accordingly, Johnson University seeks to hire and educate individuals who share its vision and core values to carry out that mission. Johnson University does not unlawfully discriminate in admissions, educational programs, or employment practices.

Johnson University does not discriminate on the basis of race, sex, color, national origin, age, veteran status, genetic information, political affiliation, or handicap—if such disability may be accommodated without undue hardship—in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

The University, however, reserves the right under those provisions to make certain employment decisions on the basis of religion, marital status, or sex consistent with the University’s religious beliefs when establishing qualifications for certain positions. Further, as a Christian ministry, the University retains the right to select those who serve in ministerial positions, as that term has been defined by the courts in the context of the First Amendment to the United States Constitution, based on criteria established by the University without regard to Title VII, Title IX, or any other federal, state, or local law governing the employment relationship.

Direct questions concerning these policies to Dr. Gregory L. Linton, Vice Provost for Academic Services, Johnson University, 7900 Johnson Drive, Box 94, Knoxville, TN 37998. Telephone: 865-251-2364. Email: glinton@johnsonu.edu.

For the Tennessee and Online campuses and for the various ExtendEd locations, inquiries related to Title IX may be referred to the lead Title IX Coordinator, Dr. Greg Linton, Vice Provost for Academic Services, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2364, email: glinton@johnsonu.edu.

For the Florida campus, inquiries related to Title IX may be referred to the branch Title IX Coordinator, Garrett Thompson, Assistant Director of Academic Support and Career Services, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1340, e-mail: gthompson@johnsonu.edu.

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education’s Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Sexual Misconduct Definitions. Examples of sexual misconduct prohibited by the university include, but are not limited to, sex discrimination, sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, indecent exposure, and any other illegal sexual conduct. The university’s editorial update to quoted source material listed below appears in [square brackets].

- a. **Sex Discrimination.** Sex discrimination involves treating someone (an applicant[, student,] or employee) unfavorably because of that person's sex. *Source: U.S. Equal Employment Opportunity Commission (EEOC) web site, specifically located on <http://www.eeoc.gov/laws/types/sex.cfm>.*
- b. **Sexual Harassment.** Sexual harassment is unwelcome conduct of a sexual nature; including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with

an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment. *Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a).*

Examples [of sexual harassment] include, but are not limited to, unwelcome sexual advances; repeated sexually oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work[, educational,] or living environments. Such conduct is coercive and threatening and creates an atmosphere that is not conducive to teaching, learning, and working. *Source: American Council on Education's publication entitled "Sexual Harassment on Campus: A Policy and Program on Deterrence."*

- c. **Sexual Assault.** Sexual assault means coerced or non-consensual sexual intercourse, sexual activity, sexual contact, or sexual conduct against the victim's will. Sexual assault includes rape, sexual battery, sexual coercion, intentional sexual touching, and sexual exploitation. For Clery purposes, sexual assault is defined as an offense that meets the definition of rape, fondling, incest, statutory rape, sodomy, or sexual assault with an object as used in the FBI's Uniform Crime Reporting (UCR) program.
- d. **Sexual Violence.** Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious act committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by prosecuting authorities.
- e. **Stalking.** Stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Aggravated stalking includes a credible threat to the person or failure to follow an injunction for protection or other court-imposed prohibition against repeat violence toward the person. For Clery purposes, stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress.
- f. **Dating Violence.** Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. For Clery purposes, stalking is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- g. **Domestic Violence.** Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. For Clery purposes, domestic violence is defined as a felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- h. **Sexual Exploitation.** Sexual exploitation means taking the advantage of sexuality and

attractiveness of a person to make a personal gain or profit (*i.e.*, coercing someone into prostitution). It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

- i. **Indecent Exposure.** Indecent exposure means exposing or exhibiting one's sexual organs in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public.
- j. **Any other illegal sexual conduct** that is not explicitly defined above.

Other Related Definitions.

- 1) **Consent.** Consent is a voluntary agreement to engage or participate in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to actively give consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage or participate in sexual activity with one person does not imply consent to engage or participate in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.
- 2) **Hostile environment caused by sexual harassment.** “[A] hostile environment has been created ... if sexually harassing conduct by an employee, another student, or a third party is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex” (p. 5, U.S. Department of Education, *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, published January 2001). This standard would be applied to the work place in the case of an employee.
- 3) **Intimidation.** Intimidation means making a person timid or fearful; compelling or deterring a person by threats.
- 4) **Responsible Employee.** A “responsible employee” is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate university officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees receive specialized training annually. Responsible employees include university administrators, Student Services personnel (including Resident Assistants), athletic coaches, Human Resources personnel, and Campus Security personnel.
- 5) **Retaliation.** It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. The university prohibits retaliation against those who file a complaint or third-party report or those who otherwise participate in the investigative and/or disciplinary process. The university will take strong responsive action if retaliation occurs.
- 6) **Title IX Coordinator.** For the Tennessee and Online campuses and for the various ExtendEd locations, the lead Title IX Coordinator is Dr. Greg Linton, Vice Provost for Academic Services, Johnson University Tennessee, 7900 Johnson Drive, Box 67, Knoxville, TN 37998, telephone: 865-251-2364, email: glinton@johnsonu.edu. For the Florida campus, the branch Title IX Coordinator is Garrett Thompson, Assistant Director of Academic Support and Career Services, Johnson University Florida, 1011 Bill Beck Boulevard, Kissimmee, FL 34744, telephone: 407-569-1340, email: gthompson@johnsonu.edu. Core responsibilities of the lead Title IX Coordinator include overseeing the university's response to Title IX reports and complaints, identifying and addressing any pattern or systemic problem revealed by such reports and complaints, and evaluating an alleged victim's confidentiality request, if one is made. Core responsibilities of the branch Title IX Coordinator include overseeing the university's response to Title IX reports and complaints made on the Florida branch campus and evaluating an alleged

victim's confidentiality request, if one is made.

Expectations of Both Parties. The following rights apply to **both the reporting party (alleged victim) and the responding party (alleged perpetrator)**:

- Investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to university administrators
- Be treated with respect by university officials
- Have university policies and procedures followed without material deviation
- Be fully informed of the nature, rules, and procedures of the campus conduct process
- Be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where university officials are required to make a timely warning to the campus community
- Request changes to their academic, living, transportation, and/or working situations or protective measures after an alleged incident, if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available. Listed below are examples of such changes and/or interim measures.
 - Restrictions on contact between the parties
 - Change of a student resident's housing to a different on-campus location
 - Assistance from university support staff in completing the housing relocation
 - Arranging to dissolve a housing agreement and pro-rating a housing refund
 - Rescheduling or extending the time to complete exams or assignments
 - Taking an "Incomplete" grade for a course
 - Transferring to a different course section
 - Temporary withdrawal or leave of absence from school
 - Alternative course completion options
 - Change in working location and/or supervisor
 - Change in work duties and/or responsibilities
 - Counseling or financial assistance with counseling
 - Increased safety or security presence or monitoring of certain areas of campus
- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, or other services available for either party, both on campus and in the community
- Review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing
- Be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (this exception does not include the name of the alleged victim, which will always be revealed to the responding party)
- A hearing closed to the public
- Have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training
- A conduct panel comprised of representative of both genders
- Petition that any member of the conduct body be removed on the basis of bias
- Have another person present, in a support or advisory role, during a university disciplinary hearing to accompany and assist in the university hearing process, according to discipline hearing policies and procedures
- Have the university compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence
- Not to have irrelevant prior sexual history admitted as evidence in a university hearing

- Make an impact statement at the campus conduct proceeding and to have that statement considered by the conduct body in determining its sanction
- Appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the university

The following rights apply only to the **reporting party (alleged victim)**:

- Not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities
- Be informed by university officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by university authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes the right not to report to law enforcement authorities, if this is the victim's desire.
- Preservation of privacy, to the extent possible and allowed by law
- Not to have released to the public any personally identifiable information about the reporting party, without his or her consent
- Not to have any complaint of sexual assault mediated (as opposed to adjudicated)
- A university no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others
- Give testimony in a university hearing by means other than being in the same room with the responding party
- Ask the investigators to identify and question relevant witnesses, including expert witnesses
- Be present for all testimony given and evidence presented before the conduct body
- Be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made

The following rights apply only to the **responding party (alleged perpetrator)**:

- A timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions
- A fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation
- A campus conduct outcome based solely on the evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- Written notice of the outcome of the hearing and the sanction(s) imposed by the conduct body

Confidentiality. Although every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to the university's obligation to investigate and take appropriate action, especially if the university is required to provide a timely warning of a Clery-reportable campus crime or an immediate threat to the health or safety of students or employees. When necessary, university officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible university officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

The university encourages our professional or pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery-reportable crimes may be included in the annual disclosure of crime statistics. Certain criteria must be met for complete confidentiality between a victim and a pastoral counselor or a professional counselor. There may be situations in which counselors are in fact under a legal obligation to report a crime. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors, as defined

below. The following definitions apply to Title IX and Clery situations:

- **Pastoral counselor** – A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, AND is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor** – A person whose official responsibilities include providing mental health counseling to members of the institution's community AND who is functioning within the scope of the counselor's license or certification.

The university will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodations or protective measures.

TITLE IX AND CLERY GRIEVANCE PROCEDURES

Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source of the problem.

An informal resolution process (e.g., mediation) may be used only if the reporting party affirmatively seeks such a process and all parties agree to participate in an informal resolution process that does not involve a full investigation and adjudication. Any party may decline or terminate an informal resolution process at any time, without penalty. No person reporting that he or she has been sexually assaulted will be asked to mediate or reach a resolution of the report directly with a person alleged to have committed the assault. Before using any informal process, the Title IX Coordinator will notify those involved of the advantages and disadvantages of the informal resolution process and will establish and notify those involved about reasonable timeframes for the informal process. If all parties voluntarily choose an informal resolution process, the Title IX Coordinator will note the use, timeliness, and outcome(s) of the informal process, without disclosing the parties' names. Nevertheless, in the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. In such a case, the formal grievance procedure should be initiated immediately.

Reporting Procedures. Formal reporting procedures include the victim or eye-witness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim's or eye-witness' privileged or confidential disclosures to a professional or pastoral counselor. The following link may be used to report a Title IX incident:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=TitleIXReporting>

A victim or eye-witness of sexual misconduct by or upon a Johnson University student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night. The complaint will then be turned over to the Title IX Coordinator for investigation and processing through to conclusion.

Time is especially critical if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. In such a case, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, particularly if there were no witnesses. If such a crime has occurred, the university will take prompt and effective steps to end the violence, prevent its recurrence, and address its effects. When deemed necessary, the university will take steps to protect both

parties, which may include interim measures taken prior to the final outcome of the investigation. Interim measures may include changes to either party's academic, living, transportation, and/or working situations or protective measures after an alleged incident, if such changes are reasonably available.

Upon the victim's request, a specially trained Student Services (in the case of a student) or Human Resources (in the case of an employee) staff member will assist the victim in notifying local law enforcement of the incident, if the victim so chooses; guide the victim through the available options; and support the victim in his or her decisions related to the incident.

If a victim or eye-witness desires to make an anonymous report, the university's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct. Each reported Clery crime is evaluated on a case-by-case basis to determine whether or not the university must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Title IX Coordinator.

The university is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the U.S. Department of Education. The university is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

Investigation Procedures. Reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether or not the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the university's investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the university's disciplinary process, or both.

A Title IX investigation begins with the initial report of sexual misconduct made to a responsible employee. It is the duty of the responsible employee to notify the Title IX Coordinator immediately of any report of sexual misconduct made by a University student, University employee, or third-party. The following link may be used to report a Title IX incident:

<https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=TitleIXReporting>

The Title IX Coordinator will appoint a lead investigator who will thoroughly investigate the claims made in the initial report. Throughout the course of an investigation, both the responding party and the reporting party will have an equal opportunity to present relevant witnesses and other evidence. The lead investigator will gather information and make a finding of fact using a preponderance of the evidence standard to evaluate the complaint (*i.e.*, it is more likely than not that sexual misconduct occurred). The lead investigator will simultaneously provide both parties with a copy of the preliminary investigative report and will state the timeframe for either party to respond with any substantive changes prior to submitting the final investigative report to the Title IX Coordinator.

The investigation and any subsequent disciplinary hearing(s) will be conducted impartially. Any real or perceived conflict of interest between the fact-finder or decision-maker and the parties involved in a complaint will be immediately disclosed and resolved.

Sexual misconduct investigations will be conducted promptly. A typical sexual misconduct case may take up to 90 days following receipt of the complaint. This is an estimated timeframe. The actual amount of time needed for each stage of the process will be determined by the facts of a particular case. This timeframe may be increased or decreased, as needed, by the Title IX Coordinator or the university official in charge of a particular case. The amount of time needed to complete the entire process is determined on

a case-by-case basis by the Title IX Coordinator, based on the nature and scope of the incident.

Hearing Procedures. The University is committed to providing a prompt, fair, and impartial investigation and resolution for all students, employees, faculty, and staff involved. If the Title IX Coordinator determines that a hearing is necessary, a time shall be set for a Title IX hearing not less than 48 hours after the written notice has been made to both the responding party and the reporting party. In cases that involve a complaint from a student about a student, the officials will typically be the faculty members of the disciplinary committee. In cases that involve a complaint involving any faculty or staff employee of the University, the Title IX Coordinator will appoint an adjudication board consisting of three members including at least one cabinet level member and/or senior campus administrator. The Title IX Coordinator will provide specialized training for all hearing committee members prior to the scheduled hearing.

A Title IX hearing may be conducted in the absence of the responding party or reporting party when proper notice has been given. A Title IX hearing shall be conducted by the Student Life Discipline Committee (in the case of a responding party student) or by a specially appointed Human Resources Discipline Committee (in the case of a responding party employee), according to the following guidelines:

- a) A Title IX hearing is conducted in private and is closed to the public. Admission of any person to a Title IX hearing shall be at the discretion of the Discipline Committee.
- b) Both the responding party and the reporting party have the same opportunity to have another person or other persons present during a Title IX hearing, but only in a support or advisory role to accompany and assist the responding party or reporting party in the hearing process.
- c) Eyewitness testimony, written statements, relevant documents, applicable exhibits, pertinent records, and impact statements may also be presented at the Title IX hearing by either the responding party or reporting party. Both the responding party and the reporting party are entitled to present witnesses at the hearing. Any witness is subject to follow-up questioning by any committee member. The acceptance of any testimony and/or any tangible evidence will be at the discretion of the committee.
- d) The committee's determination shall be made using a preponderance of the evidence standard on the basis of whether it is more likely than not that the responding party violated Title IX or the university's Standards of Conduct. None of the following rules of evidence apply during a Title IX hearing: the federal rules of evidence, the Tennessee rules of evidence, the Florida rules of evidence, common-law principles of evidence, or any other formal law or rule of evidence.
- e) A record of all hearings held before the Student Life Discipline Committee shall be made and preserved by the office of the Dean of Students (Tennessee campus) or the Associate Dean of Students (Florida campus). A record of all hearings held before the Human Resources Discipline Committee shall be made and preserved by the office of the Human Resources Director. The record may take the form of summary notes, a rough transcript, or an audio recording. The choice of the form of record will be left to the discretion of the committee at each hearing.
- f) The record of the hearing shall be the exclusive property of the University. The record of a Title IX hearing is not distributed to the responding party, reporting party, or any other party. The record of a Title IX hearing shall be kept for a period of at least seven (7) years.

Ultimately, the Title IX Coordinator will make a finding of responsibility for violation of the university's Title IX policy and will determine a fair and equitable resolution of a Title IX complaint after the investigation process and hearing process, if necessary, are complete. "In each case, the issue is whether the harassment rises to a level that it denies or limits a student's ability to participate in or benefit from the school's program based on sex" (p. 5, U.S. Department of Education, *Revised Sexual Harassment Guidance*). This standard would be applied to the work place in the case of an employee.

Appeal Procedures. Recognizing that employees and students may be reluctant and/or embarrassed to voice a complaint about sexual misconduct decisions, the university's formal grievance process is available to permit a dissatisfied victim, eye-witness, or offender to make an appeal of a Title IX decision. A dissatisfied victim, eye-witness, or offender should follow the grievance procedures that can be found at the end of Unit Six of the *Student Handbook*. In short, a Title IX appeal would begin with submission of an online grievance form, which may be accessed by using the following link on the university website: <https://websurvey2.johnsonu.edu/cgi-bin/rws5.pl?FORM=StudentGrievances>

After the online grievance complaint form is submitted, the Title IX appeal will be investigated by the appropriate administrator and handled by the grievance committee. Since the Title IX Coordinator and lead investigator were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the grievance committee assigned to a Title IX appeal.

Records Maintenance. The university maintains documentation and records regarding alleged violations of the Title IX Policy and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information of victims of sexual assault, domestic violence, dating violence, and stalking. The Title IX Coordinator maintains all files relating to the initial assessment, voluntary resolution, investigation, final investigative report, sanctions, and/or appeals of a Title IX case. If a student is found responsible for violating the Title IX Policy, this finding remains a part of that student's conduct record.

Awareness and Prevention Programs. The university offers an educational program for students and employees that promotes awareness and prevention of violence, promotes both individual and community safety, and reduces the perpetration of violent crimes. The university works to create and maintain a campus community culture designed to prevent rape; acquaintance or date rape; dating violence, domestic violence, or stalking; other sex offenses, forcible or non-forcible, heterosexual or homosexual; and other Title IX offenses. Ultimately, the foundation for such a program comes from the university's mission, Christian perspective, and core values.

The university's initial Title IX awareness and prevention program begins with a new-student orientation session during Genesis Weekend, which is held on both Tennessee and Florida campuses. The same awareness and prevention information is also provided during the orientation process for new distance-education students and new employees.

The university's ongoing Title IX awareness and prevention program continues with additional educational activities on both campuses offered to both students and employees. These ongoing educational activities include, but are not limited to: (1) safety awareness and violence prevention articles published in the *Johnson University Royal Scribe* (royalscribe.net), a student publication for the entire university community; (2) educational materials available on the university's website and employee portal; and (3) special events or activities during Sexual Assault Awareness Month in April.

Victim Services and Resources. Local and referral help is available for victims of sexual misconduct from the university's Health Services department and counseling center (available only on the TN campus), as well as the Student Services department. Local community and state victim services organizations are listed below for both Tennessee and Florida campuses. Many of these resources have web sites and toll-free telephone numbers that would be helpful for online students.

In Knox County, Tennessee: *(Location-specific content omitted here. Refer to full Title IX and Clery Policy for these resources.)*

In Osceola County, Florida:

Victim Services of Central Florida

www.victimservicecenter.org/

24-hour Helpline: 407-500-4325 (HEAL)

2111 E. Michigan Street, Suite 210, Orlando, FL 32806

Victim Service Center of Central Florida is the Certified Rape Crisis Center in Orange and Osceola counties. They serve all victims of sexual assault, violent crime and traumatic circumstance through free and confidential crisis intervention, therapy, advocacy, and outreach.

Florida Coalition against Domestic Violence – Domestic Violence Hotline

www.fcadv.org/

24-hour Hotline: 800-500-1119

The Florida Domestic Violence Hotline provides crisis counseling and refers callers to the nearest domestic violence center.

Help Now of Osceola, Inc.

www.helpnowshelter.org/

24-Hour Domestic Violence Hotline: 407-847-8526

Outreach Office: 407-847-3286

Shelter: 407-847-0128

Administrative Office: 407-847-3260

821 Emmett Street, Kissimmee, FL 34741

Help Now provides safe emergency shelter, counseling, case management, information and referral, legal advocacy, and a 24-Hour crisis phone line.

Florida Council Against Sexual Violence – Sexual Violence Hotline

www.fcasv.org/

24-hour Hotline: 1-888-956-7273

The Florida Sexual Violence Hotline provides crisis counseling and refers callers to the nearest sexual violence services center. For child, adolescent, and adult victims.

In Marion County, Indiana: *(Location-specific content omitted here. Refer to full Title IX and Clery Policy for these resources.)*

The university will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct reporting or responding party, if requested and reasonably available. For example, a victim of sexual assault may be moved to a different residence hall (if a student) or work location (if an employee), if available.

Immediate Assistance:

- Contact information for trained on- and off-campus victim advocates or counselors who can provide an immediate confidential response in a crisis situation
- Emergency numbers for on- and off-campus safety, law enforcement, Title IX Coordinator, and other first responders
- Health care options, both on- and off-campus

Ongoing Assistance:

- Counseling, advocacy, and support resources, both on- and off-campus
- Academic accommodations and interim protection measures

Possible Disciplinary Sanctions. Following a disciplinary hearing, a student or employee determined to have committed sexual misconduct will be subject to disciplinary action up to and including expulsion from school for a student or termination of employment for an employee.

Possible disciplinary sanctions for a **student** include the following:

- Issuance of disciplinary points, verbal or written warning, and/or monetary fine
- Mandatory meeting with Dean of Students or his/her designee
- Mandatory counseling or other professional intervention
- Disciplinary hearing
- Discretionary sanctions (i.e., revocation of any student privilege, community service, disqualification from awards or representing the university, loss of institutional financial aid, etc.)
- Housing suspension or expulsion
- Disciplinary probation for a specified period of time
- Institutional suspension, administrative withdrawal, or expulsion

Possible disciplinary sanctions for an **employee** include the following:

- Issuance of verbal or written warning, recorded in the personnel file
- Mandatory meeting with the appropriate university administrator or his/her designee
- Mandatory counseling or other professional intervention
- Disciplinary hearing
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the university, , etc.)
- Employment probation for a specified period of time
- Suspension from or termination of employment

Special Training for Responsible Employees. Annual training is provided to Responsible Employees on issues related to sex discrimination, dating violence, domestic violence, sexual assault, and stalking. Adjudication hearings are conducted by university officials who also receive specialized training on how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

The primary sources of special training for Responsible Employees on the Tennessee campus, Online campus, and various ExtendEd locations are the lead Title IX Coordinator and the Vice President for Student Services. The primary sources of special training for Responsible Employees on the Florida campus are the branch Title IX Coordinator and the Associate Dean of Students. These designated university officials should have the most current knowledge of federal and state laws, regulations, and policies relating to Title IX. Since these university officials are the most informed members of the university community with regard to the university's Title IX responsibilities, they are best prepared to train others in the appropriate responses to a Title IX complaint or potential sex discrimination situation that needs special attention and/or corrective action.

Safety Awareness. Through the years, Johnson University students and employees have not been immune from physical or sexual assault on or near the university's campuses in any location. After dark, people who are driving alone to and from campus should stay on the most public roads, avoiding the less traveled back roads to the campus. According to law enforcement officials, if a car with flashing blue lights tries to pull you over, turn on your emergency blinker lights and continue driving until you come to a brightly lit public parking lot where other people are present. Legitimate law enforcement officers won't mind the extra driving.

Additional Considerations.

- 1) Claims of sexual misconduct may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution difficult.

- 2) Regardless of the truth or falsity of the allegations, sexual misconduct charges that cannot be proved may have an adverse effect upon the career and family life of both the alleged perpetrator and the alleged victim.
 - 3) If allegations of sexual misconduct prove to be untrue, the reporting party may cause irreparable damage to the responding party's reputation, may have defamed the responding party's character, and may be sued in a court of law.
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Campus Emergency Notifications

The Higher Education Authorization Act of 2008 requires institutions of higher education to formulate policies and procedures for notifying the campus community concerning significant emergencies or dangerous situations involving an immediate threat to the safety of the community. Johnson University utilizes the Nixle Community Information Service, which is built exclusively to provide secure and reliable communications, to send a text message to registered phones in the event of an emergency situation. Nixle's authenticated service connects city agencies to citizens (or, in this case, university officials to students and employees) in real-time, delivering information to residents of geographically targeted areas and neighborhoods.

In the event of an emergency, students and employees who have registered in Nixle will receive information through the Nixle Community Information Service text message system. Notifications will include information about the nature of the emergency and both general and specific instructions for responding to the emergency. In addition, similar information will be posted to campus email accounts for currently enrolled students and current employees. Standard text message rates may apply, depending on the carrier. The system is simple to use, and there is no spam. Johnson University will only use this system to announce a campus emergency situation or to test the system (at least one test per year, perhaps more frequent tests).

Nixle Registration & Set-up – Text **JohnsonUFL** to **888777** and follow the instructions given.

Emergency Management Plan – Education and Preparation

Johnson University's **Emergency Management Plan** establishes the policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the university. This plan describes the roles and responsibilities of departments, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. The purpose of the **Special Unit Plan – Florida Campus** is to supplement the university's Emergency Management Plan with the procedures and organizational structure unique to the Florida campus at 1011 Bill Beck Boulevard in Kissimmee, Florida.

Johnson University Florida will respond to an emergency situation in a safe, effective, and timely manner. Florida branch campus personnel, equipment, and resources will be utilized to accomplish the following priorities:

1. Protection of human life
2. Support of health and safety services
3. Protection of Johnson University Florida assets
4. Maintenance of Johnson University Florida services

5. Assessment of damages
6. Restoration of general campus operations

In case of any type of emergency on the Florida campus, the Florida Campus Safety and Security Committee serves as the Emergency Management Team. The Chair of the Emergency Management Team (the Chancellor) or a member of the Emergency Management Team acting on its behalf will determine whether an emergency or disaster should be declared on the Florida campus and the extent to which the Emergency Management Plan and the Special Unit Plan are activated. The first member of the Emergency Management Team to arrive on the scene is authorized to direct immediate action in response to a crisis. If an emergency or disaster is declared on the Florida campus, the Chair of the Emergency Management Team will assign an appropriate Incident Response Team.

Who to Contact in Case of an Emergency

If there is any immediate danger, call 9-1-1.

Osceola County Department of Public Safety	If possible, tell the dispatcher the nature of the emergency, your exact location, and what services are needed. Remain there until help arrives.	Emergency Situation: 9-1-1 Non-Emergency Situation: (407) 348-2222
Campus Safety & Security Personnel, available daily from 8:00 pm – 6:00 am	Campus Safety & Security Personnel	Mobile: (407) 433-4355
Resident Director	Micaela Cox	Office: (407) 569-1169 Mobile: (772) 713-5595
Director of Plant Services - Florida Campus	Jacob Cox	Mobile: (407) 446-8841

Types of Emergencies

Level 1 – Minor Incident

A minor incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of Johnson University Florida. In the case of a minor incident, the Emergency Management Plan would not be activated.

Level 2 – Emergency

An emergency is defined as a serious event that completely disrupts one or more operations of Johnson University Florida. Multiple university resources are involved. In the case of an emergency, the Emergency Management Plan is activated to the extent necessary.

Level 3 – Disaster

A disaster is defined as a very serious event that seriously impairs or halts the operation of the branch campus. In the case of a disaster, the Emergency Management Plan is fully activated.

Stages of Response

The stages of the Special Unit Plan summarized below follow the guidance found in the “Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education,” which was published in 2013 by the Federal Emergency Management Agency (FEMA).

Stage One – **Education and Preparation** – Educate the campus community to be ready to prevent, respond to, recover from, and/or mitigate the impact on life or property from any

campus emergency or disastrous event of any severity or magnitude, whether man-made or natural.

Stage Two – **Emergency Management** – Respond to an emergency situation or disastrous event affecting the campus.

Stage Three – **Initial Recovery** – Begin the recovery process following an emergency situation or disastrous event on campus.

Stage Four – **Facility Restoration** – Restore damaged campus facilities to full use and operation.

Stage Five – **Completion of Recovery** – Reinitiate use of the repaired campus facilities and/or initiate use of the replaced campus facilities to complete the recovery process.

Additional Info

Additional and more detailed information related to the Emergency Management Plan is located in the current *Student Handbook*, which may be accessed online by using the “Student Handbook” link on the left-side menu of the Student Life section of the web site at <http://www.johnsonu.edu/Florida/Student-Life.aspx>.

Preparation for and Response to Fire

In the event of a fire anywhere on campus, call 9-1-1. This call will alert the Fire Department and the Department of Public Safety. Once emergency services have been notified, also report the fire to Student Life personnel as soon as possible.

Fire Drills

Fire drills will be conducted two (2) times per year, one to be held in each semester.

1. Fire drills are typically unannounced and are sometimes monitored by a local fire department official.
2. Fire drills will encompass all campus personnel and students.
3. Fire drills will be scheduled at a time that creates the least interruption in classes and in daily activities.

Fires don’t always happen at convenient times. In order to be prepared for a fire or other type of emergency, the University conducts a fire drill each semester. This information is provided to inform you of your responsibilities during a fire or fire drill.

1. Make sure everyone in your area is awake and aware of what is going on.
2. Residents of Heritage Hall, Chambers Hall, and Trulock Hall will gather at the pond deck (1 on map). The Student Community Director or a Resident Assistant will be there to verify your presence.
3. Residents of Beazell Hall, Foundation Hall, and Packer Hall will gather in the grassy area at the fence near the residence gate (2 on map). Resident Assistants will be there to verify your presence.
4. All Resident Assistants will give accountability to the Resident Director, who will report to the Fire Department personnel upon their arrival.
5. Occupants of non-residential buildings will gather at the end of the NW visitor-parking strip beside the Chapman Center (3 on map).
6. Do not leave your designated area until notified by the Fire Department personnel, Resident Director, or a Resident Assistant that it is okay to do so.



Fire Prevention

It is the responsibility of every member of the campus community to bring to the attention of the institution any situation that may be considered a fire hazard. Help prevent cooking fires:

- Stay in the kitchen while cooking.
- Turn pan handles away from the edge of the stovetop.
- Keep stovetop surfaces clean and free from grease buildup.
- Supervise children closely when they help in the kitchen.
- Keep flammable fabrics or shirts with long, loose sleeves away from the oven and stovetop burners.
- Do not keep flammable cleaning fluids, solvents, or other liquids near the stove.

Fire Extinguishers

Fire extinguishers and fire alarms are located in accessible locations in all buildings. When using a fire extinguisher, remember the **PASS** system:

Pull the pin // **A**im the Fire Extinguisher // **S**queeze the trigger // **S**weep nozzle from side to side

Fire Safety Systems in Campus Housing

- Each apartment building (Foundation, Trulock, Chambers, Beazell, Packer, and Heritage Halls) has a fire extinguisher located on the outside wall of each floor.
- Each apartment in Foundation Hall and Trulock Hall has a smoke detector located in the kitchen/living room area near the bedroom entrances.
- Each apartment in Chambers Hall has a smoke detector at the top of the stairs. These apartments are also equipped with a sprinkler fire-suppression system.

- Each apartment in Beazell Hall, Packer Hall, and Heritage Hall has a smoke detector in the kitchen/living room area and a smoke detector located in each of the bedrooms. All smoke detectors are interconnected.
- Each apartment building is equipped with a fire emergency notification system with two pull stations outside on each floor.
- Each apartment is equipped with a notification horn within hearing range of all residents. Notification horns are also located on the outside of each apartment building.
- Personnel from the Plant Services Department inspect and test the smoke detectors monthly for proper operation and report failed detectors for repair or replacement.
- Personnel from the Plant Services Department inspect the fire extinguishers monthly for proper charge and report failed fire extinguishers for repair or replacement.
- Annually, an outside vendor inspects (and hydro-tests extinguishers scheduled for said testing) all fire extinguishers for proper charge and repairs or replaces any failed extinguishers.

Response to Fire Alarm

If a fire alarm is activated on campus, JUFL personnel should follow the response protocol described below.

1. Evacuate the affected buildings immediately and send people to the appropriate Emergency Assembly Area (refer to campus map below).
2. Determine the nature and location of the fire threat or false alarm.
3. If it is determined to be a false alarm, re-set the alarm system and permit people to return to the area from which they were evacuated.
4. If there is a fire or fire threat on campus, call 9-1-1 immediately and request assistance from the fire department.
 - a. Notify a member of the Florida Campus Safety and Security Committee that a fire has been detected on campus. A committee member will determine if an emergency is to be declared and if the emergency management plan will be activated.
 - b. If the fire alarm was activated from a residence hall, a committee member will communicate with the fire alarm monitoring company.
 - c. Follow instructions given by fire department personnel.
 - d. Once cleared by fire department personnel, permit people to return to the area from which they were evacuated.



Alcohol and Drug Policy

The 1989 amendments to the federal Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department's General Administrative Regulations (EDGAR Part 86.100, Subpart B), require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees" both on the institution's premises and as part of any of its activities." Accordingly, Johnson University has developed the following policy regarding alcohol and drug abuse:

Standard of Conduct. In keeping with the mission of Johnson University, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, alcoholic beverages, tobacco, or the abuse of legal substances by its students and employees is strictly prohibited. [NOTE: If a beverage contains more than zero percent alcohol, it is considered to be an alcoholic beverage.]

Drug Testing. Whenever it is reasonable to suspect a student of substance abuse, University officials will make drug testing available. If the results come back negative, the University will bear the cost of the drug test. If the results are positive, the student will bear the cost and will be subject to disciplinary action. If the student refuses a request to be tested for substance abuse, then s/he will be subject to disciplinary action.

Sanctions for Violation of the Standard. Violation of this policy will lead to disciplinary action up to and including expulsion from the University or termination of employment (and referral for legal action when a local code, state code, or federal code has been broken).

Why an Abstinence Policy? The pleasures of drinking alcoholic beverages, smoking or chewing tobacco, and sniffing, smoking or injecting illegal drugs are outweighed by their destructiveness. Yes, tobacco is lawful for all university-age students, marijuana is legal in some states, and alcoholic beverages are lawful for some (21 is the legal drinking age in Tennessee and Florida). However, the apostle Paul wrote, "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any" (I Corinthians 6:12, NKJV). Sobriety and self-control are the Biblical norm, not drunkenness and addiction. Johnson University teaches that abstinence is the best way to achieve the Biblical norm.

Help is Available. Confidential referrals for counseling, treatment, or rehabilitation are available on the Tennessee campus from the counseling center and the health services office to students and employees who voluntarily seek such assistance. Helpful literature on alcohol and drug abuse can also be found in those locations.

Tennessee Codes. Under Tennessee state law, it is unlawful for any person under the age of twenty-one to buy, possess, transport or consume alcoholic beverages (TCA 1-3-113); to provide alcoholic beverages to minors (TCA 39-15-404); to be intoxicated in public (TCA 39-17-310); to possess or exchange a controlled substance (TCA 39-17-417). Copies of the applicable Tennessee Codes are available from the Student Services Office.

Florida Codes. Under Florida state law, it is unlawful for any person to possess or distribute controlled substances or drugs (Section 893.03). With regard to alcohol, it is unlawful for any person to sell, give, or serve alcoholic beverages to persons under age 21 (Section 562.11) or for any person under the age of 21 years to have in her or his possession alcoholic beverages (Section 562.111). It is unlawful for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state (Section 316.1936). It is unlawful for any person to drive under the influence of an alcoholic beverage, any chemical substance set forth in Section 877.111, or any substance controlled under Chapter 893, when affected to the extent that the person's normal faculties are impaired (Section 316.193). It is unlawful for any person to be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance (Section 856.011). Descriptions of the applicable Florida Codes are located in the *JUFL Student Handbook*.

Federal Codes. Possession and trafficking in controlled substances is regulated by federal law. The federal codes provide for fines plus imprisonment for possession (21USC844); forfeiture of real and personal property used to possess or facilitate possession (21USC853, 21USC881); forfeiture of vehicles, boats, aircraft, etc. used to transport a controlled substance (21USC884); civil fines and denial of federal benefits (21USC854); and ineligibility to purchase or receive a firearm (18USC922).

Straight Facts About Drugs and Alcohol

Alcohol

Alcohol abuse is a pattern of problem drinking that results in health consequences, social problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking

problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to school counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:

- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath
- hangover

Long-term effects of heavy alcohol use include:

- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage
- memory loss

Cigarette Smoking

Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive. Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including: changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include: irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process. Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

Cocaine and Crack

Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the

user feeling depressed, edgy, and craving more. Crack is a smokable form of cocaine that has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundreds or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use has been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using *any* amount of cocaine and crack:

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression
- loss of interest in food or sex
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

Inhalants

Inhalants refer to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for:

- sudden death
- suffocation
- visual hallucinations
- severe mood swings
- numbness and tingling of the hands and feet

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty
- dizziness
- headaches

Prolonged use can result in:

- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage

- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

Marijuana

Marijuana is the most widely used illicit drug in the United States and tends to be the first illegal drug teens use. The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one-third had marijuana in their blood.

Short-term effects of using marijuana:

- sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate
- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes
- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations

Long-term effects of using marijuana:

- enhanced cancer risk
- decrease in testosterone levels for men; also lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

Methamphetamine

Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank."

Methamphetamine is used in pill form or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by college-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:

- increased heart rate and blood pressure
- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
- respiratory problems
- extreme anorexia
- hypothermia, convulsions, and cardiovascular problems, which can lead to death
- euphoria
- irritability, confusion, tremors
- anxiety, paranoia, or violent behavior
- can cause irreversible damage to blood vessels in the brain, producing strokes

Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS

Source: The National Clearinghouse for Alcohol and Drug Information, 05/24/2001 – excerpts from <http://www.health.org/govpubs/rpo884/>

State of Florida Laws Concerning Drug Use

Under state law, it is a crime for any person to possess or distribute controlled substances or drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine).

Specifically, possession of less than 20 grams of marijuana is a first-degree misdemeanor punishable with imprisonment of up to one year and a fine of up to \$1,000. Possession of more than 20 grams of marijuana is a third degree felony punishable with imprisonment of up to five years and a fine of up to \$5,000. Possession of less than 28 grams of cocaine is a third degree felony. Possession of more than 28 grams of cocaine is a first-degree felony punishable with imprisonment of up to 30 years and a fine of up to \$250,000. The driving privilege also may be affected if any of these crimes are committed.

Trafficking (distributing specific large quantities of various controlled substances) is punishable by a minimum term of imprisonment of 3 to 25 years and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. Penalties under federal law for drug trafficking generally are greater than penalties under state law.

Individuals who have been convicted of a felony involving the sale or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment. Convictions on drug-related charges also may result in forfeiture of federal financial aid.

State of Florida Laws Concerning Alcohol

Florida Statute 562.11 -- Selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to persons under 21.

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 permit a person less than 21 years of age to consume such beverages on the licensed premises.

It is unlawful for any 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 or her agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Anyone convicted of violating either of the above provisions is guilty of a second-degree misdemeanor. If a driver's license (or an identification card issued by the Department of Highway Safety and Motor Vehicles) is used in violation of these provisions, additional penalties may be imposed, including suspension or revocation of the driver's license.

Florida Statute 562.111 -- Possession of alcoholic beverages by persons under age 21 prohibited.

It is unlawful for any person under the age of 21 years ... to have in her or his possession alcoholic beverages.... Convicted violators of this statute are guilty of a second-degree misdemeanor. Suspension or revocation of a driver's license may also be imposed.

Florida Statute 316.193 -- Driving under the influence.

A person is guilty of the offense of driving under the influence and is subject to punishment as provided in subsection (2) if the person is driving or in actual physical control of a vehicle within this state, and:

- (a) The person is under the influence of alcoholic beverages, any chemical substance set forth in Section 877.111, or any substance controlled under Chapter 893, when affected to the extent that the person's normal faculties are impaired;
- (b) The person has a blood alcohol level of 0.08 or more grams of alcohol per 100 milliliters of blood, or
- (c) The person has a breath alcohol level of 0.08 or more grams of alcohol per 210 liters of breath.

Florida Statute 316.1936 -- Possession of open containers of alcoholic beverages in vehicles prohibited.

It is unlawful and punishable as provided in this section for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Convicted violators of this statute are guilty of a noncriminal moving traffic violation.

Florida Statute 856.011 -- Disorderly intoxication.

No person in the state shall be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance. Convicted violators of this statute are guilty of a second-degree misdemeanor.

Missing Student Notification Policy

Student residents (those students who reside in on-campus housing) have the option to identify an individual that the university can contact no later than 24 hours after the time the student is determined to be missing. Student residents have the option to submit confidential contact information to authorized campus officials on the online Emergency Contact List form. This information will be used by the Resident Director, Student Life personnel, or other authorized campus personnel in the event that a student resident is determined to be missing. The online Emergency Contact List form is available from the my.JohnsonU.edu portal.

Missing Student Notification Procedures

- *Single-Student Residents* – Residents of Single-Student Housing will be determined to be missing if they remain unaccounted for during a 24-hour time period, normally determined by two consecutive nightly curfew checks of the apartments, unless arrangements to be absent from the apartment were previously made with a Resident Assistant or the Resident Director. If a student is not present in the apartment when a Resident Assistant checks curfew for the second consecutive night, the Resident Assistant will immediately notify the Resident Director or Student Life Office that the student is missing.
- *Student Residents of Non-Traditional Housing* – Student residents of Non-Traditional Housing will be determined to be missing if a resident family member or roommate reports them as having been missing for 24 hours or more to the Resident Director or Student Life Office.
- Once a student resident is determined to be missing, attempts to contact the missing student will be made within 24 hours via telephone, cell phone, personal pager, email, and/or a physical search of the campus.

- If a student resident is determined to have been missing for more than 24 hours and has not returned to campus, the university will initiate the emergency contact procedures that the student designates on the Emergency Contact List form. In addition, the university is required to refer the missing student report to the local law enforcement agency that has jurisdiction in this area, which is the Osceola County Sheriff's Office, within 24 hours.
 - If a missing student resident is under 18 years of age and is not emancipated from a custodial parent or guardian, the university will notify a custodial parent or guardian no later than 24 hours after the time the under-aged student resident is determined to be missing, in addition to notifying any other contact person designated by the student.
 - If a missing student has not submitted an Emergency Contact List form to the Student Life Office, the university will make a reasonable attempt to contact a family member of the missing student to assist in locating the missing student.
 - If a missing student resident is located on or off campus, the student will no longer be considered missing.
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Student Consumer Information and Public Disclosures

Because the University participates in the Title IV federal financial aid program, the University is required to disclose specific information to students, prospective students, current employees, and/or the general public. Anyone may request a full copy of the reports listed below. These disclosure requirements include the following:

- Financial assistance available to students, including loan counseling – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>, or click on <https://www.johnsonu.edu/Florida/Future-Students/Financial-Aid.aspx> under the Future Students or Student Life tabs, or contact the Financial Aid Office on the Florida campus at 407-569-1368.
- Academic programs, school costs (including tuition, fees, textbook info, and refunds), facilities, accreditation & licensure, and related policies – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>.
- Annual Security Report combined with the Annual Fire Safety Report, which contains institutional security policies, crime statistics, fire statistics, student housing facility fire safety systems, fire drills, emergency response plan, and evacuation procedures (annually by October 1) – Refer to the current *Student Handbook* or contact the Student Life Office on the Florida campus at 407-569-1163. The combined annual reports are available online at <http://www.johnsonu.edu/Florida/Student-Life/Campus-Services/Parking-Campus-Safety.aspx> (click on the link imbedded in the first sentence under “Safety Report”).
- Information on completion or graduation rates (annually by July 1) – Contact the Registrar's Office on the Florida campus at 407-569-1336.
- Equity in Athletics Disclosure Act Annual Report, which contains athletic program participation rates and financial support data (annually by October 15) – Contact the Athletic Director's Office on the Florida campus at 407-569-1348.
- Drug-Free Schools and Campuses Act Biennial Report, which contains information on the university's alcohol and drug abuse awareness program (report prepared every two years) – Contact the Student Life Office on the Florida campus at 407-569-1163.

- Summary of the university's policy concerning alcohol and drugs, standards of conduct, possible sanctions, and health risks (annually by October 1) – Provided in its entirety in the current *Academic Catalog* and *Student Handbook* or contact the Student Life Office on the Florida campus at 407-569-1163.
 - Transfer of credit policies – Refer to the current Johnson University *Academic Catalog*, which can be accessed at <https://www.johnsonu.edu/Florida/Academics/Course-Catalog.aspx>.
 - Articulation agreements with other colleges – Contact the Registrar's Office on the Florida campus at 407-569-1336.
 - Retention rates from Year 1 to Year 2 for first-time, full-time undergraduate students – Contact the Registrar's Office on the Florida campus at 407-569-1336.
 - Diversity of student body – Contact the Registrar's Office on the Florida campus at 407-569-1336 and the Financial Aid Office on the Florida campus at 407-569-1368.
 - Employment placement information about graduates – Contact the Director of Institutional Effectiveness on the Tennessee campus at 865-251-2373.
 - Students of Johnson University Florida are not required by local or state regulations to provide immunization records prior to admission; however, students of Johnson University Tennessee are required to provide documentation of certain immunizations prior to admission.
 - The Florida Department of Law Enforcement (FDLE) maintains a sexual predator and sexual offender registry website and toll-free telephone number. The following web address may be accessed to obtain local law enforcement agency information about registered sex offenders who may be present in the immediate area, <https://offender.fdle.state.fl.us/offender/sops/home.jsf;jsessionid=h8CXj3wu0ghbZbrp77V1XwE88wpPaYooc4WzEn55.MEGAETHSECONDARY>. Information may also be obtained by calling the FDLE toll-free at 1-888-357-7332 or 1-877-414-7234 for TTY accessibility.
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