



# *2016 Annual Security and Fire Safety Report*

*Information and resources for Lynn students and employees*

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## Introduction

### **Safety begins with information**

Lynn University's Department of Campus Safety, with more than 30 professional staff members, is committed to providing the safest environment possible in which to learn, live and work. To fulfill this commitment, the department continuously addresses campus and community safety with new and innovative programming, keeping current on all federally mandated reporting requirements, new crime prevention innovation opportunities and new, state-of-the-art technological solutions in the market related to Campus Safety.

### **About this report**

Lynn prepares the following report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies. Campus crime, arrest and referral statistics include those reported to designated campus officials (including, but not limited to, directors, deans, department heads, designated staff, judicial affairs and advisers to students/student organizations) and local law enforcement agencies. For further information or guidance, visit Lynn's policies [lynn.edu/policy](http://lynn.edu/policy).

Please review the information in this document. It provides basic tips and guidelines to help in creating a safer campus. Please contact Campus Safety with any questions concerning this material.

### **Where to find it**

Current students and employees will receive an email annually that notifies all parties that the Annual Security and Fire Safety Report is available online. The email includes a direct link to the report online and indicates that hard copies of the report also are available in the Campus Safety Communication Center, located west of Freiburger Residence Hall. The website link will also be included in application materials.

## Resources

### Emergency: 911

### Lynn University

Operator	+1 561-237-7000
Campus Safety	+1 561-237-7226
Campus Safety Administrative Office (E.M. Lynn Residence Hall, 4th floor)	
Campus Communication Center (Dispatch) (west of Freiburger Residence Hall)	
Safe Ride	1-800-675-6349
Daytime Shuttle (Off campus)	+1 561-985-3652
Title IX Coordinator	+1 561-237-7727
Women's Center (Lynn Student Center, 2nd floor)	+1 561-237-7955
Counseling Center (E.M. Lynn Residence Hall)	+1 561-237-7237
Health Center (E.M. Lynn Residence Hall)	+1 561-237-7231
Dean of Students (E.M. Lynn Residence Hall)	+1 561-237-7157
Employee Services (Green Center for the Expressive Arts)	+1 561-237-7915
Office of Residence Life (Lynn Student Center, 2nd floor)	+1 561-237-7236
Office of Student Affairs (E.M. Lynn Residence Hall)	+1 561-237-7440
Office of Student Involvement (Lynn Student Center, 2nd floor)	+1 561-237-7153

### Boca Raton and Palm Beach County Resources

Boca Raton Police Department (Nonemergency)	+1 561-338-1333
Boca Raton Fire Rescue	+1 561-982-4000
Poison Control	1-800-222-1222
American Red Cross	+1 561-994-2060
Aid to Victims of Domestic Abuse (AVDA) 24-hour hotline	1-800-355-8547
Palm Beach County Victim Services	1-866-891-RAPE (1-866-891-7273)
Florida Coalition Against Domestic Violence	<a href="http://fcadv.org">fcadv.org</a>
Florida Council Against Sexual Violence	<a href="http://fcasv.org">fcasv.org</a>
Rape, Abuse & Incest National Network	<a href="http://rainn.org">rainn.org</a>

## Annual Security and Fire Safety Report

In compliance with Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998, revisions of the Higher Education Reauthorization Act and additional revisions through 2015, Lynn University prepares an Annual Security and Fire Safety Report (ASR) annually and revises its contents based on current federal regulations. The purpose of the report is to provide the campus community and general public with statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or property owned, leased or controlled by Lynn University.

### Campus Sex Crimes Prevention Act

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the following link is provided to the [Sex Offender Registry](#).

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also mandates sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. Unlawful use of the information for purposes of intimidating or harassing another is prohibited by law.

### Daily Crime and Fire Log

The Department of Campus Safety maintains a Daily Crime and Fire Log that records, by the date the incident was reported, all crimes and other serious incidents occurring on campus, within non-campus buildings or properties, on public property or within the campus patrol boundaries. The daily Morning Report is available for public inspection at the Campus Communication Center, located between Freiburger Residence Hall and E.M. Lynn Residence Hall. Upon request, the Morning Report's most recent 60-day period may be inspected at Campus Safety during normal business hours (8 a.m.–5 p.m.), Monday through Friday, unless the university is closed. Any portion of the log older than 60 days may be inspected at Campus Safety within two business days of being requested. Logs are kept for seven years.

The Daily Crime and Fire Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if the information is known at the time of publication. The department posts incidents in the Daily Crime and Fire Log within two business days of receiving a report and reserves the right to exclude reports under certain circumstances.

## Campus Safety

Lynn University is committed to providing a campus environment that is conducive to the pursuit of each student's academic goals. The primary responsibility of the Department of Campus Safety at Lynn is to foster a safer campus environment, to enforce the university's policies, and to aid students, faculty and staff if there is a concern for their safety and health.

To fulfill this commitment, Campus Safety continuously addresses campus and community safety with innovative programming, keeping current on all federally mandated reporting requirements, new crime prevention innovation opportunities and new, state-of-the-art technological solutions in the market

related to Campus Safety.

Please take a moment to review the Department of Campus Safety mission.

## Department of Campus Safety Strategic Goals



### Campus Safety team

Lynn's Campus Safety organization is committed to ensuring a safe environment in which to learn, live and work. At Lynn, the chief of Campus Safety reports to the dean of students, and Campus Safety staff works cooperatively with Student Affairs staff in all matters involving student behavior, safety and emergency situations. Campus Safety also works closely with Employee Services in all matters involving employees.

Lynn provides its own in-house, non-sworn Campus Safety operation. A non-sworn force consists of Campus Safety officers who do not have arrest powers, unlike sworn police officers, who do. Campus Safety officers conduct patrols and investigations, provide safety escorts and transports, manage parking services and enforcement, respond to medical emergencies, oversee building and campus entrance access control, monitor closed circuit TV surveillance, and conduct safety and security programming events. Campus Safety officers patrol university grounds, bordering sidewalks contiguous to the university footprint, all gatehouse entrances, and all academic and residence hall buildings. Campus Safety staff is composed of officers with vast military, security and law enforcement experience.

### Everyone plays a part in safety

Achieving and maintaining a safe and secure campus environment requires a great partnership. Campus Safety works closely with community members, including students, employees, neighboring residents and local emergency services. The department's officers also help enhance personal safety by offering Campus Safety programs and services, including Safe Ride and tram shuttles services, Campus Safety escorts, and addressing questions and concerns.

If a university-sponsored event is held at an off-campus location, the university views any act of conduct inappropriate to the event as a violation of university policy. Students who violate policy may be held accountable through the university's conduct review process and may be subject to arrest by local or state agencies.

In addition, Campus Safety cooperates with the City of Boca Raton Police Department, Boca Raton Fire/Rescue, Palm Beach County Sheriff's Office, and the federal and state police agencies. These agencies can and may arrest students who violate the law on or off campus. Local law enforcement is notified immediately and responds to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, and all private persons arrests on campus, and is called when police presence and/or assistance is deemed appropriate. Campus Safety also assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus. There is no written memorandum of understanding between Lynn University and the City of Boca Raton Police Department or other law enforcement agencies.

### *Buildings and grounds*

Campus Safety also is involved in all security considerations for new building construction (through Construction and Sustainability) and works collaboratively with Auxiliary Services on all other safety- and security-related repairs or improvements. In addition, buildings and grounds are patrolled and inspected regularly. Lighting surveys are routinely performed, fire equipment is checked daily, and door and lock maintenance/repairs are submitted as identified.

### *Your role*

As part of a diverse community, everyone plays a role in the safety and well-being of Lynn's community. Students who see any suspicious activities, problems or violations of university policy should report this to Campus Safety or Housing and Residence Life immediately.

Lynn encourages victims of or witnesses of any crime to promptly report the incident to Campus Safety or local police. The Campus Communications Center is available at +1 561-237-7226, 24 hours a day, seven days a week.

### *Monitoring of off-campus student organizations*

There are no student organizations officially recognized by the university with non-campus locations. As such, the university does not work with local law enforcement agencies to monitor and assess criminal activity by students at off-campus locations of student organizations.

Note: The university has a confidential reporting protocol that encourages health services, pastoral and professional counselors to inform individuals whom are counseling that the option to report crimes on a voluntary, confidential basis can be done at any time. Counselors may disclose this information if and as they deem necessary and provide the necessary contact information and options to do so.

## **Campus Security and Safety Programs**

All university community members are strongly encouraged to attend educational health and safety seminars **at least once** through the school year and to participate in university organizations that promote crime prevention and awareness. The programs provide a variety of educational strategies and tips on how to protect against sexual assault, theft and other crimes. Additional programming explanations also appear later in this document.

### **Campus Safety programs**

Each year, the Department of Campus Safety, along with other on- and off-campus constituencies, provide programs to further promote personal safety and the safety of others. They begin during Welcome Weekend and continue throughout the year. Campus Safety programs include, but are not limited to, Campus Safety forums, a monthly "For Your Safety" column that publicly addresses various

safety tips via [my.lynn.edu](http://my.lynn.edu), a “lock it or lose it” program focused on personal property security within residence halls, and crime-prevention and awareness training sessions.

### **Student affairs and academic programs**

Housing and Residence Life, the Health Center, the Counseling Center, and the Women’s Center provide health and safety programs on an ongoing basis. The university annually sponsors National Collegiate Alcohol Awareness Week and Safe Spring Break events. A substance abuse treatment and prevention specialist supplements the Peer Training program in addressing a variety of wellness issues.

The Counseling Center, the Health Center, the Women’s Center and the Lynn Library each have current publications and videos about sexual assault, safety, substance abuse, acquired immunodeficiency syndrome (AIDS) and sexually transmitted diseases for university and personal use. Professional community referrals also are available upon request.

## **Crime Prevention Programs**

Campus Safety maintains a comprehensive crime prevention program. Working with the Office of Housing and Residence Life and other units, the Campus Safety supervisors develop and monitor procedures and programs to promote safety and security. While it is the responsibility of each member of Campus Safety to promote crime prevention throughout the university community, the supervisors are responsible for implementing Campus Safety’s proactive stance on crime prevention as part of its basic philosophy. This includes, but is not limited to, conducting programs, answering questions about safety and security, responding to inquiries about Campus Safety’s role on campus, and encouraging residents to become actively safety conscious. And, to help students and employees protect themselves and their property, our supervisors on all shifts make available to the university community a variety of educational programs and materials.

### **Educational programs**

Campus Safety presents the following programs to all faculty, staff and students upon request, and at the request of resident assistants, in the residence halls. They address specific needs of the audience and focus on individuals taking personal responsibility for their safety, avoiding unsafe situations and using Campus Safety services.

The sessions occur at various scheduled times and upon request:

- **Who is Campus Safety?** At yearly orientations and throughout the year at informal group meetings, Campus Safety introduces students to the functions, purpose and services of Campus Safety; offers important phone numbers and educates students on the training, credentials and authority of Campus Safety officers on campus, and includes descriptions of Campus Safety’s role in the campus emergency plan.
- **“Packing Parachutes:”** Chief of Campus Safety presents to student groups and parents on how Campus Safety “cares” and explains how it affects personal relations and expectations. It is typically customized for the specific audience.
- **“Lock It or Lose It:”** The program provides students with safety tips and tools for use in their campus residence and around campus; encourages safe living on campus; instructs how to avoid becoming a victim; and enhances safety.
- **Alcohol and Drug Awareness:** Programs illustrate the effects of alcohol and the dangerous consequences of underage drinking. They also educate students on the hazards of drug use, including not only the danger to an individual’s well-being, but the legal ramifications, financial hardships and social difficulties that drug use or experimentation can lead.
- **“Shots Fired On Campus, When Lightning Strikes:”** This dynamic training program is

designed to instill the survival mindset and teaches students, faculty and staff realistic strategies for dealing with an active shooter situation on campus. We want students, faculty and staff to be mindful, not fearful, and believe they're never without options once they develop and maintain the proper survival mindset.

Campus groups who sponsor these programs can increase attendance and bring together individuals who have common concerns. Any interested group should contact Campus Safety at +1 561-237-7226.

## **Campus Safety Measures**

### **Access to campus**

The purpose of this policy is to establish the university's policies and procedures regarding access to campus facilities and residential halls.

Lynn University is a private institution and it is the policy of the university that access to all campus facilities be limited to authorized personnel, students and invited visitors. Individuals wishing to enter should have a legitimate purpose for his or her visit or be a student or employee's invited guest. Visitors are at all times subject to university policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

Students and employees are required to show a valid university identification card upon request by Campus Safety personnel. Members of the media are required to register with the Office of Marketing and Communication before their arrival on campus so that Campus Safety can be advised to grant access.

*Academic year (August-May):* Between the hours of 7 a.m. and 9 p.m., visitors, students, vendors, guests, faculty and staff are permitted access to campus. Drivers of automobiles without a Lynn bar code may be stopped at the gate to check in.

Between the hours of 9 p.m. and 7 a.m., all persons, student or nonstudent, entering the campus must provide a valid form of photo identification (driver's license, passport or Lynn ID). This includes all of the vehicle's passengers. The North Military Trail and West Potomac Road entrances are accessible 24 hours/day, while the East Potomac Road entrance closes each evening from 11 p.m. until 6 a.m. the following morning. All traffic entering or leaving the campus during these hours must use either the entrance on North Military Trail or the West Potomac entrance.

Between the hours of 9 p.m. and 7 a.m., seven days a week:

- All vehicles will be stopped, and the driver and all passengers (regardless of status) will be required to show a photo ID. Residential students or staff may be permitted to enter campus with a Lynn ID.
- Non-students will be noted and reminded of the campus visitation policy.
- Hosts are responsible for their guests.
- During an emergency lockdown, no visitors will be permitted to access the campus.
- During any hour or time of the day, any vehicle may be stopped and the occupants questioned.

*Summer access* – During the summer period (June–August), Mondays through Fridays, Campus Safety will stop and ask for the identification of all individuals who do not have a valid Lynn staff bar

code parking sticker. Please note that student bar code parking stickers are null and void following the last day of summer classes. The safety of summer camp attendees (minors) remains a prime obligation, and therefore campus closes each day from 5 p.m. until 7 a.m., unless otherwise stated. Only Lynn staff, faculty, alumni, special event participants and approved vendors are permitted on campus after hours.

### **Lynn University ID**

The Lynn ID is the official university identification card. The card can be used to access many campus services: library materials, meal plans, residence halls and rooms.

Every student and employee is issued an official Lynn ID. Each student must carry his/her Lynn ID at all times while on campus. Students must be able to present this card upon request by any member of the university's administration, faculty or staff, including Campus Safety officers or other authorized persons.

The Lynn ID is only for use by the person to whom it is issued. Students may not lend or give their card to anyone else at any time. To protect cardholders, university and food service staff may examine the student's ID card when presented to confirm that the card's user is to whom it is issued.

The student or employee is responsible for any activity, service or privilege accessed by his or her ID card. If the card is lost or stolen, he or she must immediately notify Campus Safety.

### **Access to university housing and residence halls**

The Office of Housing and Residence Life works with Campus Safety to provide a safe residence hall environment. All residence halls are secured 24 hours, seven days per week by a card access system. Only those students who live in a designated residence hall have access to that assigned hall. Visitation policies and arrangements for all guests are controlled through the Office of Housing and Residence Life staff. Students are expected to cooperate with both Campus Safety and Housing and Residence Life staff, which include:

- *Resident assistants (RAs)* are on duty from 8 p.m. to 9 a.m. These student-staff members are available to assist students, provide programs, develop community and aid in securing the residence halls.
- A *community adviser (CA)* is an upper-level student staff member who lives in the residence hall; the CA is on duty to assist students and the Campus Safety staff with emergency situations or with incidents that occur after regular business hours.
- An *area coordinator (AC)* is a full-time professional staff member who supervises two or three residence halls and is available to assist with students' needs as they occur in the halls.

## **Personal Safety**

Safety is a shared responsibility. You can help by remaining alert about your environment, not taking chances, being safety-conscious at all times, being alert for dangerous situations and suspicious persons, not taking your safety for granted, and learning how to protect yourself and your property.

Take precautions in your residence hall, as well as while walking, driving and in unfamiliar places. Know what to do if you are being followed or assaulted; become alert to and conscious of fire hazards, and know what resources are available.

### **In your residence hall**

Keep your doors locked at all times. Find out who is knocking before opening the door. Do not open

the door for or admit strangers to your room or residence hall. Ask for identification of repairmen, and verify by telephone. If you suspect anything suspicious, call Campus Safety or the Office of Housing and Residence Life.

Never leave your room or residence hall door propped open. Do not leave notes attached to your door stating your destination, how long you may be away, when you may return or where the key is located.

Never lend out your room key. If your key is stolen or lost, report it to Campus Safety and your resident assistant immediately. A "Lost and Found" is located in the Dean of Students' office in the E.M. Lynn Residence Center.

If you receive annoying, obscene or prank calls, hang up immediately. Do not engage in conversation. If these calls persist, contact the local telephone company. Save all nuisance or threatening voice and electronic messages as evidence to be reviewed by the proper authorities.

Be alert when using elevators, and be careful when riding in them with strangers. Never dress in front of an open window. Draw blinds after dark.

### **Your vehicle**

Never leave valuables on seats or exposed in your vehicle. Cover them or place them in your locked trunk. Park your vehicle in areas that are and will be well lit when you return. Be sure that your doors are locked and windows are closed completely. When returning to your vehicle, be aware of your surroundings, have your key ready and check the back seat.

### **Property protection**

Your property is your responsibility. Protect it from theft. While in or out of a room or vehicle, keep your doors locked at all times. Do not leave your belongings unattended while you are in a public place. Always secure and/or maintain awareness of your tablet, computer, cell phone and any other valuables. Always chain your bicycle to one of the bicycle racks located around campus. Record the serial numbers of all your electronic equipment for identification purposes.

Require authorization and identification from service personnel before allowing them to remove an item for servicing.

Keep as few valuables as possible. Check your own or your parents' insurance policy to see if your valuables are protected while you are at school. Mark your valuables to uniquely identify them. University insurance does not cover personal property. Should university property need to be repaired, contact the Office of Housing and Residence Life. If problems go unreported, the residents of that room will be responsible for the damage.

### *In the office*

If you work in an office, lock your door whenever you leave, even if you will be gone for a few minutes. Keep your purse, wallet and other valuables securely out of sight in a locked desk or file cabinet.

If you are entrusted with a key to a specific area, never lend it to anyone. Report any suspicious persons, activity or loitering to your supervisor.

Hang up immediately if you receive an annoying or obscene phone call. Do not engage in conversation. Write down the time, what the caller said and notes of any background noises you may have heard. Report the incident to your supervisor immediately.

If working alone at night, keep outside doors locked. Contact Campus Safety to inform them that you are there. When you are ready to leave, call Campus Safety and ask for an escort to your car.

#### *While walking*

Do not walk alone at night. Always walk with several people at night, and never leave members of your group alone or in an isolated spot.

Be aware of your surroundings. Walk only on sidewalks or streets. Note possible hiding places, such as building corners, parked cars and shrubbery. If someone asks you for directions, keep a safe distance from the person and/or the car.

Do not accept rides from strangers. Do not hitchhike. If you find yourself stranded, call a friend, a taxi, Campus Safety or Safe Ride. A shuttle is available from the H lot between 6 p.m. and 6 a.m.

## **Transportation**

### **On-campus shuttle (tram)**

A complimentary shuttle service is provided from the H parking lot to the residence halls and the library every evening, 6 p.m.–6 a.m.

### **Safe Ride (off campus)**

Safe Ride is provided Wednesday through Saturday from 11 p.m. to 3 a.m. for students who are in need of an escort to campus from within a 10-mile radius of campus. To use Safe Ride, call 1-800-675-6349 and press 1.

### **Daytime shuttle (off campus)**

Students without access to local transportation can rely on Lynn’s daytime shuttle, offered Fridays, Saturdays and Sundays, 12–6 p.m. To use a daytime shuttle, call +1 561-985-3652. Please note that the shuttle phone is only active during regular shuttle operating hours.

<u>Lynn University</u>	<u>Town Center Mall</u>	<u>K-Mart Plaza</u>	<u>South Beach Park</u>	<u>Boca Raton Tri-Rail</u>
12 p.m.	12:10 p.m.	12:20 p.m.	12:30 p.m.	12:45 p.m.
1 p.m.	1:10 p.m.	1:20 p.m.	1:30 p.m.	1:45 p.m.
2 p.m.	2:10 p.m.	2:20 p.m.	2:30 p.m.	2:45 p.m.
3 p.m.	3:10 p.m.	3:20 p.m.	3:30 p.m.	3:45 p.m.
4 p.m.	4:10 p.m.	4:20 p.m.	4:30 p.m.	4:45 p.m.
5 p.m.	5:10 p.m.	5:20 p.m.	5:30 p.m.	5:45 p.m.

## **Accidents**

All accidents that result in injury, however slight, must be reported to Campus Safety and to the Health Center. An accident report also may be filed with Campus Safety.

If you are in immediate danger, call 911. Should you be in a serious accident, do not move until help arrives. Try to remain as calm as possible.

Should you find someone injured, do not move the victim. Have someone call 911 for medical attention or contact Campus Safety at +1 561-237-7226. If you are certified in first aid or CPR,

proceed to stabilize the injured person. Once a representative from Campus Safety or the Health Center arrives on the scene, complete a report stating what occurred.

Anyone observing unsafe conditions should report those conditions to Campus Safety immediately at +1 561-237-7226.

### **If your vehicle is damaged**

Immediately upon finding your vehicle damaged, report the incident to Campus Safety. They will assist you in contacting the Boca Raton Police Department, should you wish to file a police report.

## **Fire Safety**

### **If you see a fire**

Immediately evacuate the building or area. Do not use elevators. Follow exit signs. As you exit the building, pull the fire alarm. Call 911 to report the fire, and inform them if you are aware of any person with a disability who may still be in the building.

Remain outside the building at a safe distance of at least 50 feet from the building. Do not re-enter the building until an official says it is safe to do so.

**Treat all sounded fire alarms as though they are real. If you hear the fire alarm sound:  
EVACUATE THE BUILDING IMMEDIATELY. A FEW MINUTES MAY SAVE YOUR LIFE.  
PLEASE ASSIST OTHERS WITH DISABILITIES IN LEAVING THE BUILDING.**

### **Residence hall rally points during fire alarms**

Fire alarms alert community members of potential hazards. Community members are required to heed their warning and evacuate buildings immediately. Use the nearest stairwell and/or exit to leave the building immediately.

Lynn community members should familiarize themselves with the exits in each building and residence hall rally points. In the event of a fire, Campus Safety, Residence Life and other staff will direct students, faculty and staff to these “rally points/safe zones,” which have been designated for each residence hall:

- **Trinity:** Individuals should exit the building and be directed to the McCusker Pool Center.
- **E.M. Lynn:** Individuals should be directed either to the McCusker Pool Center or to the east lawn of de Hoernle Residence Hall and away from the roadway.
- **de Hoernle:** Individuals should be directed to the softball field (east) or to the athletic (soccer) field (west), keeping everyone out of the roadways.
- **Freiburger:** Individuals should be directed to the outfield of the baseball field or down toward the dining commons.
- **Lynn:** Individuals should be directed to the quad between E.M. Lynn and Trinity or down toward the dining commons.

When a fire alarm is activated, the elevators in most buildings will automatically stop at the first floor. Occupants should also use the stairs to evacuate the building, and move to the designated assembly area for that building (see rally point locations above). If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to the Campus Safety.

## **Fire protection equipment/systems**

A majority of university buildings are equipped with automatic fire detection and alarm systems that are monitored by staff at Campus Safety. Refer to the Fire Safety Amenities in the Residential Facilities Chart for information about fire detection, notification and suppression systems in each residential facility.

## **Reporting a fire**

If a fire occurs in a Lynn building, community members should immediately notify Campus Safety at +1 561-237-7226 or Housing and Residence Life at +1 561-237-7236. Campus Safety will initiate a response, as the department can summon the fire department quickly and provide detailed directions to the location.

If a member of the Lynn community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, immediately notify Campus Safety to investigate and document the incident.

Inform the following personnel that a fire occurred “after the fact”: Campus Safety Chief Larry Rickard at +1 561-237-7118 and/or Assistant Chief Brian Siliquini at +1 561-237-7401.

## **Policies on portable electrical appliances, smoking and open flames in student residence halls**

### *Appliances*

All appliances should be used with care within the residence halls and should not be left unattended or plugged in when not in use. Appliances equipped with auto-shut off and designed for minimal duration use (i.e., coffee makers, curling irons) are permitted. Unauthorized use of all cooking appliances and high-resistance heating elements including, but not limited to, toasters, toaster ovens, Crock-Pots, electric skillets, rice steamers, woks, deep fryers, grills and hot plates/pots is prohibited in all residential facilities.

Multiple items should not be plugged into one outlet unless through the usage of a URL-approved power strip. Rewiring of student rooms by non-university employees is not permitted, nor is the use of extension cords or plug adapters.

Refrigerators are permitted in students' assigned rooms. The maximum size allowed for refrigerators is 4 cubic feet. Microwaves of 700 watts or less are permitted in students' assigned rooms and must be used for reheating purposes only. Only one microwave is permitted in each room.

### *Barbecues and grills*

The university has provided grilling areas located within the residential community. Grilling may occur only at these designated areas. Any flammable materials (i.e., propane) used for grilling may not be stored in the residence hall rooms. Personal grills are prohibited on campus.

Decorations and other prohibited items:

Any decoration that violates Florida Fire Codes is prohibited. In addition, the following items are prohibited:

- Live or cut trees
- Smoke machines
- Flammables and Fireworks: Illegal or unauthorized possession or use of fireworks or explosives. This includes the use or possession of any flammables including, but not limited to,

- candles, incense, open flames, fragrance pots, lighter fluid, dangerous chemicals, propane, smoke bombs, torches and gasoline canisters.
- Halogen lamps

### *Smoking*

Smoking is prohibited anywhere on Lynn University's campus.

### **Fire safety education and training**

Lynn promotes campus fire safety on an ongoing basis through various safety education and training programs. Residence life staff members receive orientation to the operations and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. They also receive general fire safety and fire extinguisher training during fall training. Students receive a general orientation to the fire systems present in the building during the first week of the residents' arrival. Staff also review evacuation and emergency procedures with residents. Finally, residence hall students participate in fire drills during the academic year.

### **Plans for future improvements in fire safety**

Planning is underway to tie all residence hall fire alarm Simplex systems into the Campus Safety Dispatch system through C-Cure to receive alarms directly from the halls upon an activation.

## **Inclement Weather Procedures**

### **Lightning horns**

The campus lightning detection system senses lightning within 2.5–5 miles from Lynn's campus. The system will alert the campus of lightning in the area by sounding one long horn blast. Once the horn sounds, all individuals on intramural and athletic fields must take shelter inside a building. The lightning horns are only a warning device; their activation does not cancel events or classes. Once lightning is clear from the local area, three short horn blasts will sound.

### **Hurricanes**

If there is a threat of severe or dangerous weather, including tropical storms or hurricanes, the university will inform employees and students about procedures to follow. Residential students will receive information from their resident assistants, [lynn.edu](http://lynn.edu) and other available means.

If students wish to leave campus for the duration of the storm, they must complete a campus departure form, which will be available from the Office of Housing and Residence Life. University community members who live off campus will receive information through the university's website, and email, phone or text, as necessary. Students needing additional assistance are to report to the Office of Housing and Residence Life.

## **Timely Warnings**

Lynn University will issue a Timely Warning Notice in the event it receives notice of an alleged Clery Act crime (identified below) occurring on campus, on public property within or immediately adjacent to the university's campus or in or on non-campus buildings or property controlled by the university, where the university determines, in its judgment, that the allegations present a serious or continuing threat to the university community.

Crimes covered by the Clery Act that are known to Campus Safety and that represent a serious or continuing threat to the campus community will result in a campus-wide “Timely Warning” notification. Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes. Timely Warning Notices may also be issued for other crimes as determined necessary by the chief of Campus Safety. The university will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven-year period. The chief of Campus Safety is responsible for determining whether to issue a Timely Warning Notice to the campus community.

Written Timely Warning Notices typically contain in the subject line the phrase “Timely Warning Notice” or “Crime Alert” depending on the nature and severity of the threat. The body of each Timely Warning Notice will include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), suspect vehicle (if any) and method of operation used to facilitate the crime. The notice will also include personal safety information to aid members of the university community in protecting themselves from becoming victims of a similar crime and to promote overall safety for the university community. In no instance, however, will a Timely Warning Notice include the name of the victim or other identifying information about the victim. Finally, in developing the content of the Timely Warning Notice, the university will take all reasonable efforts not to compromise ongoing law enforcement efforts.

## Emergency Procedures

According to Lynn University policy (Volume II: Section 2.5.3.1), the Office of Marketing and Communication (OMC)—and specifically the public information officer—operate as the university’s crisis communication arm. In the event of a campus emergency, inclement weather event or similar occurrence, working in collaboration with Campus Safety, the office will contact the campus community (faculty, staff and students, and those individuals they’ve registered as their emergency contacts) using the university’s timely warning and emergency notification systems as applicable.

The method(s) used for notification will depend on the seriousness of the incident, as determined by the chief of Campus Safety (incident commander). Coordination between Marketing and Campus Safety will occur based on the timeliness of the message needing to be shared.

### a) Procedure

The university procedures on how it confirms that there is an alert/emergency notification is through a report to Campus Safety made by the victim(s), the witnesses or a third party.

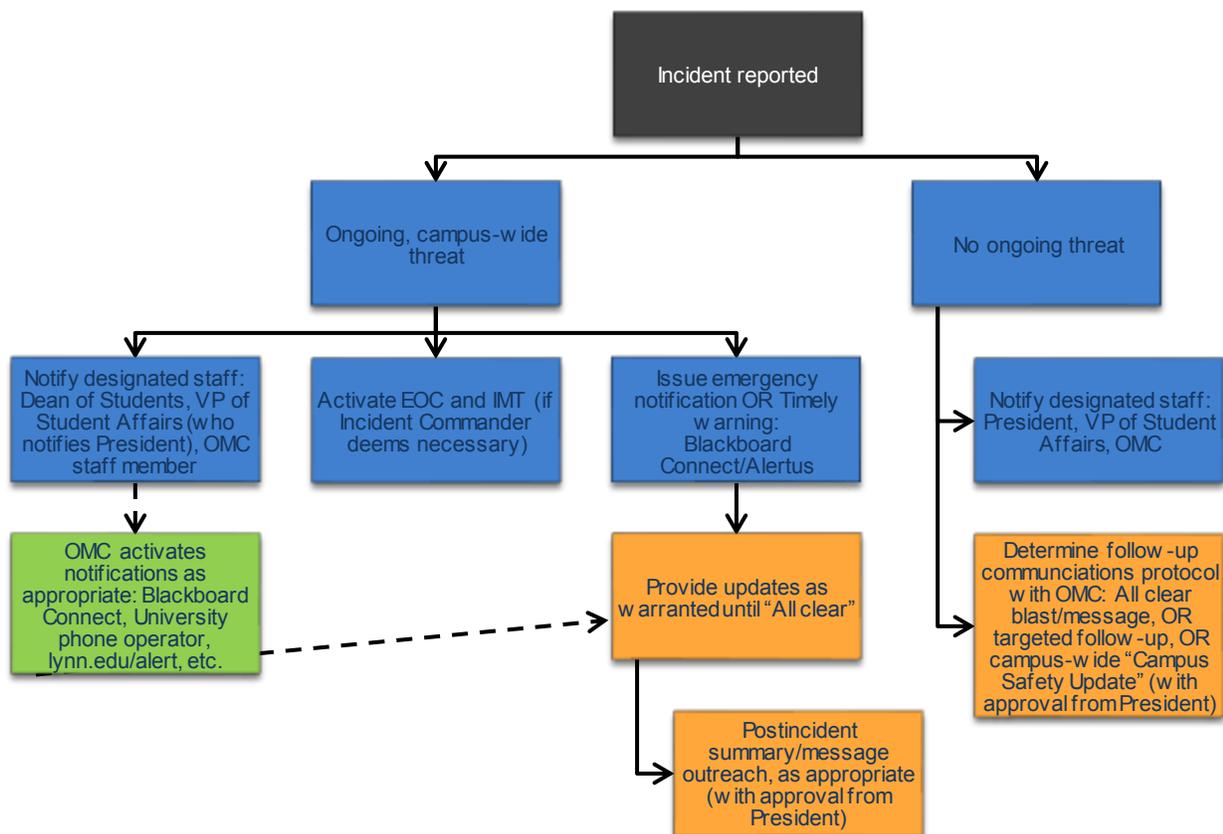
- Once the incident information is obtained, the Campus Safety officer or dispatcher receiving the information will immediately assess the severity of the information and advise the on-duty supervisor.
- If it is determined to be a serious and urgent matter requiring campus alert notification, the on-duty supervisor will immediately contact the assistant chief and chief of Campus Safety and explain the totality of the circumstances.
- The chief of Campus Safety will determine the need for an alert based on the information provided and the criteria set forth in DOE guidance.
- If an alert notification is warranted, the chief of Campus Safety will immediately contact the points of contact within the Office of Marketing and Communication and provide those facts and circumstances of the particular incident.
- Marketing and Communication staff, along with the chief of Campus Safety, will draft and review the content of the alert notification.

Once the alert/emergency notification content is finalized, the chief of Campus Safety will initiate the notification system to disseminate the information quickly and widely to the Lynn community (Marketing personnel may assist with various forms of communication portions of the notification system upon the chief of Campus Safety’s request).

Title of the person(s) and organization responsible for the above tasks are as follows:

- Campus Safety team:
  - Chief of Campus Safety (Event and Emergency Management team, incident commander)
  - Assistant chief of Campus Safety
  - Campus Safety captain, lieutenant and/or sergeant
  - Campus Safety dispatchers
- Marketing and Communications team:
  - Marketing and Communications director (Event and Emergency Management team, public information officer)
  - Public relations manager

A responsibilities chart for the key members has been established for critical incidents as well as the protocol. The notification process is described as follows:



Color Key:

Blue = Campus Safety Responsibility

Green = Communications Responsibility  
Orange = Joint Responsibility

Upon the Campus Safety Team confirming that one of the emergency situations exist, the team will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the Blackboard Connect/Alertus emergency notification systems, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Students and employees are encouraged to keep their emergency contact information up to date for the timely warnings/emergency notifications. To update yours, click on "Emergency Contact Information" under "Quick Links" on the left-hand side of [my.lynn.edu](http://my.lynn.edu). Note: Users must be signed in to use this function.

## b) Communication methods and operations

Methods: Emergency notifications will be sent to faculty, staff and students (or a subset of the group). All system directories are updated based on data entered into the Jenzabar system and maintained by IT Services. Various communication methods are available and include, but are not limited to, the following:

- **Email alerts:** Disseminated by the Office of Marketing and Communication, most commonly and usually in the form of a Campus Safety Update.
- **Text alerts:** Typically used for imminent or more serious incident(s) that may be weather or emergency related.
- **Printed notice:** When appropriate, printed notices may be posted at campus locations affected by the emergency.
- **Desktop messaging:** Temporarily “takes over” university computer systems to provide emergency message; typically, the same message communicated by email, voice or text alerts.
- **Website posting:** Ongoing concerns to the campus community may be posted on [Alert.Lynn.edu](http://Alert.Lynn.edu) website by the Office of Marketing and Communication (i.e., Level 3 crisis; school closings, weather, important events).
- **Voicemail alerts:** Used in conjunction with email and text alerts, if necessary.
- **Public address system:** Outdoor campus-wide alert system that carries the same message as other alerts. The Department of Campus Safety or Office of Marketing and Communication may use this notification system to contact the campus community in crisis situations. The Blackboard Connect/Alertus systems are designed to provide information relative to an emergency via text, email, desktop, public address messaging system and/or voicemail. A targeted use of Blackboard Connect/Alertus, or full deployment of all modalities of communication, may be deemed necessary based on the nature of the event.

In addition to the above, the Incident Management Team (IMT) may employ other methods for notifying those within the university community, including, but not limited to, cell phones, two-way radios, Campus Safety officers and other university personnel.

Operations:

- Blackboard Connect (email, text, voice communication) and/or Alertus (desktop, public address system) should be used if one of the following is true:
  - It is determined that there is an *immediate, imminent and/or ongoing threat to the campus and/or community members*; e.g., a building fire, severe weather, gas leak, bomb threat, active shooter, chemical spill, intruder/sexual assault.
  - An event external to Lynn’s campus occurs that causes a campuswide reaction: campus is locked down, evacuated, etc.; e.g., police request campus lockdown due to external incident.
- When an incident is not deemed a threat, the proper mix of communications channels will be decided by the chief of Campus Safety on a case-by-case basis.
  - A targeted\* use of Blackboard Connect and/or Alertus may be deemed necessary. Specifically, if the incident creates fast-moving misinformation via word-of-mouth and/or social media, Marketing staff may recommend an approach to address the rumors and reduce possible panic.
  - Additionally, a campus-wide email should be used in conjunction with other communications channels.

\*A targeted deployment can also be used when an incident has occurred that, although initially believed to be a threat to the campus community, is quickly determined to be a false alarm.

**c) University community**

Official information will be made available as quickly as possible to the university operator and to the entire campus community via the communication vehicles mentioned above. Marketing, in cooperation with Campus Safety, will be prepared to issue the following types of alerts to the university community:

Emergency Notifications	<p>Used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.</p> <p>The message would go to all university-owned cell phones and to the phones of any students or employees who have registered this information in Jenzabar.</p> <p>Two types of emergency notices are possible:</p> <ul style="list-style-type: none"> <li>• Emergency Alert—Text message alert when there is imminent danger</li> <li>• Weather Alert—Text message alert about severe weather and/or weather closures</li> </ul>
Timely Warning Alerts	<p>Depending upon the incident, this type of alert will be sent for Clery Act crimes reported to the Campus Security Authority (CSA) or local law enforcement occurring in specific geographical areas (on-campus, public property, non-campus) and representing a serious and/or continuing threat to students and employees; e.g., a robbery when no suspect is in custody.</p>

If a text message alert is issued, alerts will also be sent via email and in any other way deemed appropriate given the circumstances.

**d) Public information**

University policy mandates that only certain administrators may speak on behalf of the university. Marketing serves as the authorized spokesperson for the university. All public information must be coordinated and disseminated by its staff with assistance from other university departments and/or personnel. Under certain circumstances, the previously named administrators may designate others as spokespersons, such as the chief of Campus Safety, the president or the vice president of academic affairs in certain situations.

**e) Individuals and groups outside of the campus community**

Means of notification may also occur, including dissemination of the notification to off-campus emergency contacts (i.e., Boca Police Department, fire rescue, etc.), the media, parents/guardians or other methods designed to effectively notify the campus and broader community.

**Event and Emergency Management Plan (EEMP)**

The university’s Event and Emergency Management Plan establishes an organizational structure for response to emergencies that cause a significant disruption of “normal operations.” The plan reflects Lynn’s effort to coordinate responses internally and with external agencies (i.e., city, county, etc.).

The Event and Emergency Management Plan works with individual departments and personnel to

develop and/or refine plans and procedures that meet specific university needs. This effort includes annually updating first-responder information and reviewing current plans and best safety practices. These plans may be tested through periodic tabletop exercises. Specifically, pre-designated incident command personnel may meet in a selected conference room to walk through the planning process and develop scenarios to test the plan (i.e., chemical spill). These scenarios allow personnel to work through tough issues to test the plans and response procedures.

Furthermore, the Department of Housing and Residence Life holds quarterly fire drill evacuations. These drills provide residents with a chance to familiarize themselves with evacuation routes and meeting points. Campus Safety, Auxiliary Services, and the Department of Housing and Residence Life use these drills as a chance to test systems and egress situations.

Lynn conducts one announced test exercise or drill annually to test emergency response procedures:

- A “real world” exercise was conducted for Tropical Storm Erika in 2015. Florida Governor Rick Scott declared a state of emergency in preparation for the arrival of Tropical Storm Erika Aug. 26, 2015. A pre-planning meeting and exercise was held Aug. 28, 2015, from 0800-1100 hours. This exercise was unannounced due to the nature of the incident.
- On June 1, 2016, Lynn University sent an alert announcing the beginning of the hurricane season. This communication was delivered by email and text. In addition, the Campus Safety team coordinated a test of the system with Building Captains on March 25, 2016.

#### *Emergency evacuation procedures*

Fires, explosions, bomb threats and chemical spills are among the occurrences that may require emergency evacuation of university facilities. The continuous sound and flashing of fire alarm horns and strobes, in any university owned, leased or operated facility, is the evacuation signal. Everyone who is alerted by this alarm is required to evacuate the facility as quickly and as calmly as possible.

The university’s “Zero Tolerance Fire Alarm Response Protocol” demands that all facility occupants respond to the alarm signal by immediately initiating the following evacuation procedure:

- Conclude activities immediately.
- Follow facility EXIT signs to the nearest safe exit. Do not use elevators! Special care should be taken with some footwear, such as clogs that could hamper rapid and safe descent.
- Walk briskly down stairs. Do not run! Stay on the right to allow emergency response personnel clear access up the stairs, along the left side.
- As you approach the landing of each floor, allow evacuees from that level to enter the stairwell.
- If evacuation becomes difficult via a chosen route, because of smoke, flames or blockage, re-enter the facility on a safe floor. Continue evacuation via the nearest safe exit route.
- Once you have exited the facility, move away from the building. Stay clear of the building and exit doors!
- Do not, under any circumstances, re-enter the facility unless authorized by Campus Safety officers or fire department personnel, or until a recognized university authority broadcasts the “All Clear” directive.

#### Responsibilities

- Chief of Campus Safety:  
Based on the scope and impact of an “occurrence” or life safety threat, the chief of Campus Safety may authorize the notification of the Crisis Management Team (CMT) and/or activation of the Critical Incident Management Plan.
- Employees, students and facility occupants:
  - Shall familiarize themselves with the university’s and their units’ emergency response

- procedures
  - Shall cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating an occurrence or any other life safety threats
  - Shall notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames, is detected
  - Shall notify Campus Safety of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance
- Campus Safety:
  - Shall immediately dispatch an officer to the facility reported as the location of occurrence
  - Shall confirm transition of the alarm to Simplex and that BRFD has been notified by Simplex
  - Shall provide subsequent notification to the following:
    - Auxiliary Services or Auxiliary Services on-call personnel
    - Director of auxiliary services
    - Select members of the Crisis Management Team, as appropriate (based on building involved)
  - The responding officer, upon arrival at the building from which the alarm originated, shall conduct a threat evaluation by attempting to verify the existence of a fire or life safety threat.
  - Whenever it is possible to clearly establish that the signal/situation under evaluation is a “false alarm,” the officer shall immediately notify the dispatcher, who will immediately notify the fire department and other agencies.
  - If a fire or life safety threat is suspected or verified, the officer shall immediately notify the dispatcher of his or her observations. The dispatcher shall immediately relay this information to the fire department and other emergency response agencies and shall provide as much relevant additional information as is available.
  - Fire alarms shall not be silenced unless/until the threat evaluation has been completed by the responding personnel of the BRFD.
  - Fire department personnel are the only persons authorized to silence or to grant authorization to silence a fire alarm.
- Facilities Management:
  - Shall respond to the appropriate location, upon receipt of notification from the Campus Safety dispatcher
  - Auxiliary Services personnel shall remain accessible and await the authorization from the Campus Safety or fire department personnel to silence or reset fire alarm and other building systems that may require reactivation.
  - Shall maintain the university fire alarm system at optimal functional effectiveness
  - Shall assure that timely and widespread notification is provided to the university community regarding any and all scheduled testing of the fire alarm system in any university facility
- Housing and Residence Life staff:
  - Shall familiarize themselves with the university’s emergency response procedures
  - Housing and Residence Life staff members who are in the alarm location shall immediately evacuate the building. While exiting the building, each staff member shall knock on each door and loudly alert all residents to evacuate.
  - Once outside of the building, all Housing and Residence Life staff shall assist with crowd control and moving the evacuated persons to the designated gathering area.
  - Shall cooperate with university Campus Safety officers, fire department personnel and designated emergency response personnel charged with responding to or investigating

- an occurrence or any other life safety threats
- Shall notify Campus Safety and/or activate the nearest fire alarm pull station to alert others if a life safety threat, such as the presence of smoke or flames, is detected
- Shall notify Campus Safety of any individuals with mobility limitations who intend to take refuge in stairwells or specific areas for rescue assistance

### **Persons with disabilities**

It is the responsibility of each person with a physical limitation likely to impair their ability to safely and independently evacuate a building at the time of an emergency to make the necessary arrangements with the Office of Housing and Residence Life and/or Campus Safety to provide assistance as may be appropriate to facilitate their safe and timely evacuation of university facilities at the time of an emergency.

## **Reporting Crimes and Other Emergencies**

Prompt and accurate reporting of criminal offenses and other emergencies occurring on campus assists the university in providing timely response and timely warning notices on campus and aids in compiling accurate crime statistics. The university encourages all community members to promptly report all crimes and other emergencies occurring on campus directly to Campus Safety. This may be accomplished by:

**Filing an incident report:** All persons are strongly encouraged to accurately and promptly report all crimes or emergencies to Campus Safety at +1 561-237-7226, or by speaking directly with a Campus Safety officer or by reporting the incident at the Campus Communication Center. When Campus Safety receives a report of an urgent situation, it will dispatch officers to the scene to lend assistance, investigate, prepare a report and conduct follow-up as needed. When appropriate, Campus Safety may notify the Boca Raton Police Department and/or Fire/Rescue depending on the incident's circumstance.

**In person:** Any university community member may also file a complaint, in person, against an individual or group who violates university regulations or policies and/or is breaking the law. The complainant should visit the Campus Communication Center located between Freiburger and E.M. Lynn Residence Hall, which is manned 24 hours per day, seven days per week, or by speaking directly with a Campus Safety officer.

**In writing:** Any university community member may file a complaint in writing against an individual or group who violates university regulations or policies and/or is breaking the law with Campus Safety. If the allegation is presented in writing, it should include:

1. A statement of the policy, rule or regulation that is alleged to have been violated
2. A statement of the facts and evidence in support of the claim, made with sufficient clarity to disclose the time and place of the occurrence and the actions or behavior of the accused
3. A statement naming witnesses to the alleged violation (if any)

**Voluntary confidential reporting:** Any victim or witness can also report crimes occurring on campus on a confidential basis by calling the Lynn TIP line at +1 561-237-7800. Only the chief of Campus Safety and assistant chief have access to the Lynn TIP line.

## **Missing Persons**

The purpose of this policy is to convey the procedures of the university's response to reports of on campus missing students, as required by the Higher Education Opportunity Act of 2008.

Lynn University will investigate any report of a missing student residing in any of the on-campus residence halls and take appropriate action to ensure all notifications and actions comply with legal mandates. Campus Safety will notify law enforcement when a student is determined to be missing. For purposes of this policy, a student is considered missing when a student residing in on-campus housing has been absent from Lynn University for more than 24 hours without any known reason.

### **Registering information**

All students residing in on-campus housing are annually provided the option of identifying a contact person or persons whom the university will notify if the student is determined to be missing by the university or a local law enforcement agency. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except in a missing person investigation.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or guardian.

### **Reporting a missing student**

If a student living in on-campus housing is determined to be missing, Campus Safety should be contacted immediately. The university will then initiate its notification and investigation procedures. There is no time period that will delay this notification procedure.

### **Investigation**

Upon being notified of a missing student, Campus Safety will initiate an Incident Report and immediately investigate the report of a missing student utilizing established investigative procedures and appropriate university resources as necessary. Campus Safety will also notify the Boca Raton Police Department or other appropriate law enforcement agency within 24 hours if the student is determined to be missing.

Specifically, when a student who resides in on-campus housing is determined to have been missing for 24 hours, the university will:

- Determine length of time since student was last seen or reporting parties last made contact
- Attempt to contact any person who may have information or has any type of relationship with the missing student, to include roommates, friends, instructors, Housing and Resident Life staff and teammates
- Inform university administration as information becomes available
- Determine if there are extenuating circumstances involved. If the investigation reveals any unusual activity or information, local law enforcement will be contacted immediately
- Notify the contact person if the student has designated one, within 24 hours
- Notify the student's custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated
- Inform the local law enforcement agency that the student is missing within 24 hours
- Cooperate with any investigating agency to assist in locating the missing person

### **Methods of contacting a reported missing student**

University officials may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported

missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites
- Surveying the student's room, including contacting those with whom the student may live
- Contacting friends, family members, known associates, faculty and other campus community members
- Contacting extra jurisdictional law enforcement for assistance
- Assessing student's use of campus resources, such as ID card access or computer network systems

*If contact is re-established:*

- Local investigating agencies will be contacted with the appropriate information.
- The emergency contact person will be contacted and advised of the situation.
- University administration will be made aware of the situation as known to Campus Safety at the time of re-contact.

*If contact is not re-established:*

- Campus Safety will assist any group in all reasonable efforts to find the missing person.
- University administration will be updated on the situation when information becomes available.
- The family/contact person will be kept informed of the university's information without disrupting any outside agency investigations.

## **Weapons**

Lynn University recognizes the importance of a safe and secure environment for all persons on university premises. Accordingly, the possession and/or use of weapons or other instruments that can be used as weapons are strictly prohibited on university premises, including university parking lots, or at any other location while engaged in university business regardless of whether the person is licensed to carry a weapon or not. This policy applies to all university employees, students, visitors, customers and contractors on university property, regardless of whether they are licensed to carry a concealed weapon or not. The only exceptions to this policy are security guards or other persons who have been given explicit consent by the university to carry a weapon on the property and police officers. This policy also prohibits unauthorized weapons at any university-sponsored function.

For the purposes of this policy, weapons or dangerous instruments are broadly defined to include, but are not limited to: rifles, shotguns, machine guns, semi-automatic rifles, B.B. guns, dart guns, pellet guns and other firearms; stiletos, razors and other knives capable of inflicting harm. For the purposes of this policy, a firearm is broadly defined as a weapon capable of firing a projectile and using an explosive charge as a propellant. Individuals with questions about whether an item is covered by this policy, have the responsibility to contact Campus Safety.

"University property" includes, without limitation, all university-owned or leased buildings, and surrounding areas such as sidewalks, walkways, driveways and parking lots under the university's ownership or control. University-owned or leased vehicles are covered by this policy at all times regardless of whether they are on university property at the time.

Violators of the university's weapons policy are subject to immediate corrective discipline, including termination or expulsion as applicable.

## Identity Theft

Identity theft is a modern-day phenomenon. According to the Federal Trade Commission, millions of Americans will have their identities stolen this year. The most common types of identity theft are:

- Using or opening a credit card account fraudulently
- Opening cell phone or utility accounts fraudulently
- Passing bad checks or opening new bank accounts
- Getting loans in another person's name

### What you can do

Look at your credit card and bank account statements. This is usually the first place unauthorized activity may show up.

- Don't give out personal information on the phone or through the mail unless you initiate the contact or know the caller. Thieves may pose as bank representatives, internet service providers and government agents to get you to reveal personal information.
- Never reveal personal or financial information in response to an email request, no matter who appears to have sent it. No organization, financial institution or government agency will ever ask you to reveal personal information, such as Social Security numbers, account numbers, credit card numbers, PIN numbers, etc. Don't click on the link in the email. If you are concerned about your account, contact the organization mentioned in the email using a telephone number you know to be genuine, or open a new internet browser session and type in the company's web address yourself. Don't cut and paste the link from the message into your internet browser. Phishers can make links look like they go to one place but send you to a different site.
- Tear or shred any documents that contain personal information. These include credit card receipts, insurance forms, physician and bank statements, and even credit card offers.
- Deposit outgoing mail directly into post office boxes, not in your own mailbox. A large number of thieves search mailboxes for your personal information.
- Don't carry your Social Security card with you, and only carry your ID and a minimum number of credit cards.
- Don't preprint your Social Security or driver's license numbers on your checks.

## Alcohol, Drugs and Other Substances

### Student Alcohol Use

Lynn University respects the rights of those students 21 years of age or older to consume alcohol. Therefore, with regard to on-campus consumption of alcohol, only students 21 years of age or older may consume and possess alcohol, and only if done so in the privacy of their rooms or at specifically designated functions. Students under the age of 21 are not permitted to have alcohol on campus or at any designated university function. Students found in violation of this policy may have the alcohol confiscated and may also have conduct code charges filed against them. Alcohol is not permitted in public areas without permission from an appropriate university official. The use of bulk or keg containers is prohibited, unless approved in advance pursuant to the proper protocols with an authorized university officer. Please refer to the University's Alcohol and Other Drugs Policy (see Volume VI of the *Lynn University Policy Manual*) for additional information.

### Enforcement of state underage drinking laws

It is the policy of Lynn University to enforce Florida state laws with regard to underage drinking. In the state of Florida, the legal age for consumption of alcohol is 21. Access to and use of alcohol on

campus is limited and regulated by state, federal and local laws, and by the university's rules and regulations, which are established in accordance with Florida state laws as well as insurance and safety regulations.

Students and guests under legal age who consume, possess, buy, serve or sell alcoholic beverages, or individuals who sell to or serve minors, are in violation of both state law and university policy. Possession or consumption of alcohol by students and guests over the age of 21 is allowed in the privacy of their own room. Students present during policy violations will be documented and may be subject to a Conduct Review meeting.

It is expected that students will act responsibly and maturely regardless of whether they have consumed alcoholic beverages. Inappropriate behavior resulting from alcohol consumption and/or abuse is a serious violation of university regulations.

The use or abuse of alcohol is not an acceptable excuse for any violation of university policies, specifically:

- Alcoholic beverages may not be served on university property or within university facilities without proper permission. The appropriate administrator may grant permission to those persons, groups or organizations in their area of responsibility. All permissions granted must be consistent with established policy.
- Persons under the legal drinking age may not distribute, sell, possess, consume or be under the influence of alcohol.
- In an instance of an underage person being present where alcohol is being consumed or available, the person of legal drinking age may also be held accountable. In the event one roommate is of legal drinking age and another is not, each must observe the law as it pertains to him/her.
- Persons of legal drinking age may not distribute, provide or sell alcohol to persons under the legal drinking age.
- The university reserves the right to limit the amount of alcohol brought onto campus for personal consumption: kegs, growlers and alcoholic beverages in multiple-serving containers are not allowed on campus. These items will be confiscated and disposed of.
- Alcoholic beverages may not be consumed or carried in open containers in university facilities, corridors, lounges, stairwells, lobbies, parking lots and public areas of campus, with the exception of university residence hall rooms, except where previously approved by the appropriate administrator.
- The selling, supplying, possession and consumption of alcohol are generally prohibited at student-sponsored events and university events that underage students are present, except with the written approval of the appropriate administrator.
- Use or possession of false or altered identification, or other misrepresentation of one's age in order to possess, consume or purchase alcohol, is prohibited.
- The possession and/or use of alcohol paraphernalia (funnels, bongos, beer pong tables, etc.) is prohibited.
- Public intoxication is prohibited.
- Driving while under the influence of alcohol is prohibited.

### **Why is heavy alcohol use a concern on university campuses?**

There are known risk factors, developmentally, for university students. Alcohol, binge drinking and other drug use further affect student health, well-being and academic achievement. Consequences of heavy alcohol use may include abuse and dependence, academic difficulties, accidents or injuries, aggressive behavior, alcohol poisoning, driving under the influence, hangovers, relationship problems, unplanned sexual activity, sexual assault, vandalism and violent campus crimes.

In addition, nationally, the majority of acquaintance rapes are planned, and assailants take advantage of their victim's use of alcohol and other drugs, which slow reflexes and impair the victim's ability to recognize a potentially dangerous situation.

### **Drug and Alcohol Free Workplace**

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment and operations, and in compliance with the Drug Free Workplace Act, the university has established a Drug and Alcohol Free Workplace policy concerning the use of alcohol and drugs (see Volume III of the *Lynn University Policy Manual*) by employees. As a condition of continued employment with the university, each employee must abide by the policy.

Lynn University does not consider the use of alcoholic beverages as necessary to the process of higher education. Since alcohol is a drug that can have serious consequences when consumed in a high-risk manner, all members of our community must act together in promoting health and safety.

This partnership is designed to:

- Assist students in minimizing the harmful effects of alcohol
- Encourage students to live a healthier lifestyle and make better consumption choices
- Educate students about the risks and responsibilities inherent in the consumption of alcohol
- Help students to develop awareness about the consequences of high-risk behavior
- Respond to any treatment needs

### **Possession, use and sale of illegal drugs**

Lynn University does not support any activity related to the possession, use, provision of or sale of any substance considered to be illegal ([lynn.edu/policy](http://lynn.edu/policy)). This policy includes, but is not limited to, marijuana, salvia or the non-prescribed use of prescription drugs. Drug paraphernalia is also prohibited, and includes any and all types of equipment, products and materials of any kind that are used, intended for use or designated for using or selling drugs.

On-campus and/or off-campus involvement in possession, use or sharing of drugs may result in suspension from the university for a minimum of one semester and until the student completes his or her educational sanctions. This suspension may occur regardless of legal action.

The selling or sharing of illegal drugs, including marijuana and prescription drugs, on or off campus, may result in immediate expulsion. Given the considerations and other dangers regarding the use and abuse of drugs, regulations will be enforced and are applicable regardless of the status of any legal proceedings.

Specifically:

- Illegal substances may not be possessed, used, distributed, bought, sold or manufactured on campus.
- Controlled substances may not be possessed, used, distributed, bought, sold or manufactured on campus except as expressly permitted by law.
- Illegal or inappropriate use of substances to cause intoxication or hallucinations is prohibited.

### **Prescription drugs**

The misuse and abuse of any prescription drugs can result in a variety of physical and psychological consequences, ranging from addiction to accidental overdose and death. Mixing prescription drugs

with alcohol or any other drug increases the likelihood of toxic overdose and death. Sharing prescription drugs is a felony under Florida law and is a violation of the Student Code of Conduct. The illegal possession, use or sharing of prescription drugs is a violation of university policy and may result in conduct sanctions.

### **Location and paraphernalia**

Students found in the vicinity of drug use (i.e., being in the same room) or the possession of marijuana-related paraphernalia, which is defined as, but not limited to, any and all types of equipment, products or materials of any kind that are used, intended for use or designed for using or selling drugs, will face conduct sanction.

### **Enforcement of federal and state drug laws**

It is the policy of Lynn University to enforce federal and state of Florida drug laws. Students, staff or faculty who engage in conduct prohibited by law in violation of any city ordinances, state criminal laws or federal laws relating to illegal drug use or the university's drug policies may be subject to disciplinary sanctions as follows:

- For **students**, sanctions may include warnings, behavioral contracts, community service, financial fines or restitution, referrals to professional counseling, social probation, probation, suspension from the university, expulsion, and the withholding or revocation of a degree. University sanctions are set forth in detail in the Student Code of Conduct. Sanctions that include suspension and/or dismissal from the university may be noted on the student's permanent academic records, including transcripts.
- For **staff**, the sanction may include any form of progressive discipline or termination as set forth in Volume III of the *Lynn University Policy Manual*, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
- For **faculty**, the sanction may include any form of progressive discipline or termination as set forth in Volume IV of the *Lynn University Policy Manual*, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as well as possible training and/or referral to counseling.
- For an **employee who is also a student** who is acting within the scope of his/her employment at the time of the incident, the sanction may include any permissible discipline from Volume III of the *Lynn University Policy Manual*.

At the discretion of the university, a student or employee found to have violated any city ordinances, state criminal laws or federal laws relating to alcohol or drug use or university alcohol and drug policies may be required, in addition to any disciplinary action taken or as an alternative to disciplinary action, to participate in and satisfactorily complete an appropriate counseling, rehabilitation or assistance program. In addition to university sanctions, the affected individual may be subject to criminal penalties under applicable federal and state law (see below).

### **Substance abuse programs and further support**

Pursuant to the Federal Drug-Free Schools and Communities Act Amendments of 1989, Lynn University has a drug and alcohol prevention program for its students and employees. The program includes an annual disclosure to each student and to all employees outlining the standard of conduct expected of students and employees in relationship to the possession, use or distribution of illicit drugs and alcohol on any of the university's campuses or as part of any university activity; a description of the applicable legal sanctions under local, state and federal law that may arise from the

unlawful possession or distribution of illicit drugs; a description of the health risks associated with the use of illicit drugs; and a clear statement of the disciplinary sanctions that may be imposed by the university upon students and employees for violations of the standard of conduct.

The university's Alcohol and Drug Prevention Program is reviewed biennially by the university to determine effectiveness and to implement changes (if needed) to ensure that the university's disciplinary sanctions are consistently enforced. The university's biennial review includes a determination as to: (a) the number of drug- and alcohol-related violations and fatalities occurring on the Lynn University campuses or as part of university-sanctioned activities that are reported to campus officials; and, (b) the number and types of sanctions the university imposed on students and employees as a result of such violations or fatalities. See Volume II of the *Lynn University Policy Manual* for a complete description of the university's program.

The university recognizes societal problems that exist with regard to alcohol and substance abuse. Therefore, the university accepts an ethical as well as legal responsibility to promote a campus environment free from alcohol and drug-related problems.

Toward that end, the university offers a variety of ongoing programs designed to assess risks and minimize negative consequences associated with alcohol and drug use.

### **Academic Life Emergency Response Team (ALERTeam)**

The ALERTeam is a student assistance team composed of the dean of students, counselors, staff, faculty and a residence director. This group has been trained as an intervention team to identify, intervene with and refer for assistance those students who are at risk for stress, substance abuse, suicidal tendencies, etc., which affect their performance in school.

### **Counseling**

The university's Counseling Center offers a variety of substance abuse services and relevant literature. Off-campus referrals are occasionally recommended for those in need of formal addiction assessment and appropriate treatment. Additional information about counseling services is available at [lynn.edu/counseling](http://lynn.edu/counseling).

### **Safe Ride**

This program is designed to assist students in need of a safe ride back to their residence within the local area. The service is provided at no cost to riders, and it operates Wednesday through Saturday, 11 p.m.–3 a.m. Information is available at 1-800-675-6349.

### **Alcohol sanctions course**

This course educates students about the inherent dangers of alcohol use. The course focuses on risk reduction and issues that influence an individual's personal decision to consume alcohol.

### **Federal laws and campus policies**

The Drug-Free Schools and Campuses Act codified as part 86 of EDGAR (34 CFR Part 86): The Department of Education (DOE) issued proposed regulations for use in compliance with the Drug-Free Schools and Campuses Act. Under these, institutions and agencies must establish drug awareness programs that include, at a minimum, annual notification of the following information:

- Statement that use or distribution of illicit drugs and alcohol is prohibited on the school's property and as part of any of the institution's activities
- Description of the criminal laws applicable to the illegal use or possession of drugs and alcohol
- Description of health risks associated with the use of drugs and alcohol
- Description of available drug and alcohol counseling treatment and rehabilitation programs

- Statement of the disciplinary sanctions imposed on students who violate the school's policy
- Schools and agencies must conduct biennial reviews of their programs to determine effectiveness, implement changes and ensure that disciplinary sanctions are enforced with consistency. The DOE may provide technical assistance to violators and require payment of any and all federal funds. In addition, noncompliance may result in a finding of ineligibility to receive any federal funds.

Policies concerning employee use and abuse of controlled substances and alcohol are detailed in the staff handbook. See Volume III of the *Lynn University Policy Manual* for a complete description of the university's program.

### **Drug and alcohol programming**

The university strives to provide robust educational programming every year. Examples of programming include the following programs and measures, which also will be performed in the 2016-2017 academic year.

1. *Certified Peer Educators*: Learn beginning peer counseling skills and receive a national certification from the Bacchus Network. This program includes undergraduate student interns and select Peer Mentors as well as student volunteers.
2. *Classroom presentations*: By students for students about alcohol and other drugs and under the instruction of a graduate assistant and the supervision of Counseling Center staff.
3. On-campus *undergraduate internship for academic credit* focusing on alcohol and other drug education
4. *Students in Recovery group*: For students who want assistance in remaining free of alcohol and other drugs (AOD) and who already are abstinent.
5. *A group for students* seeking to make a change with AOD, but who are not ready to commit to abstinence.
6. *National Collegiate Alcohol Awareness Week*: Programming covers alcohol poisoning, drinking/texting and driving, alcohol/date rape drugs and sexual assault, and mixing alcohol with prescription and/or illicit drugs.
7. *Safe Spring Break Carnival*: Hosted in partnership with community agencies, this event increases spring break safety awareness, and activities increase knowledge and understanding about alcohol and other drugs as well as health and safety.
8. *Online alcohol education* for incoming first-year students, before arriving on campus.

All programs and student learning is measured via evaluation forms or pre- and post-test surveys. Biennial reviews are completed on an ongoing basis.

### **Legal sanctions**

The university may report all suspected violations of local, state or federal law to the appropriate civil authorities.

### **Additional external resource information provided to students:**

#### *Alcohol and substance abuse resources*

The following is a list of some alcohol and other drug prevention, counseling, treatment and rehabilitation programs and hotlines. Addiction is a disease for which help is available. Students are encouraged to contact the Counseling Center for help by calling +1 561-237-7237. Employees may seek help through the Unum Employee Assistance program, [lifebalance.net](http://lifebalance.net) (user ID and password = lifebalance) or speak with a specialist at 1-800-854-1446.

Hotlines:

Alcoholics Anonymous	+1 561-383-1111
Narcotics Anonymous	+1 561-848-6262
Cocaine hotline	1-800-347-8998
AIDS hotline	1-800-352-2437
Suicide hotline	+1 561-383-1111

*Alcohol or drug intoxication or overdose emergencies*

Individuals concerned about a person's intoxication, condition, consciousness or safety should call 911 and/or take the individual to a hospital emergency room. Also, please contact the Department of Campus Safety or, if the incident involves a resident student, a staff member from residence life.

After calling 911, turn the person on his or her side, with their arm extended and supporting their head. Never allow an intoxicated or drugged person to "sleep it off."

Walk or drive an intoxicated person(s) home. Do not let or leave anyone alone outside when intoxicated. Make certain intoxicated individuals are safe INSIDE once home.

*Signs of alcohol poisoning*

- Person is known to have consumed large quantities of alcohol in a short period of time.
- Person is semi-conscious or unconscious and cannot be awakened.
- Person has cold, clammy, unusually pale or bluish skin.
- Person is breathing slowly or irregularly—usually this means less than eight times a minute or eight seconds or more between any two breaths.
- Person vomits while unconscious and does not wake up during or after.

**Disclosures to victims of alleged crimes**

Lynn University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any investigation and/or due process hearing conducted by the university against a student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of a crime of violence or non-forcible sex offense (incest or statutory rape), the university will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Note: The university will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request to the university.

## **Conduct Review Proceedings**

Students who violate university policy or local/state/federal law or act in a way that impedes the safety of themselves or others may face conduct code charges, as well as possible legal action. Students found responsible for violating policy may be addressed in as expedient a manner as possible. If a student is found to be a risk to himself or herself or others while conduct review proceedings are pending that student may be required to leave the campus until the conduct review can be completed.

At the discretion of the conduct review officer, select students may be referred to the Counseling Center for substance abuse education. Prevention education includes assessment of the student's current use/abuse, factual information pertaining to alcohol and other drugs, the effects, risks and

consequences, and harm reduction strategies and resources. When indicated, a student may subsequently be referred off campus for a chemical dependency assessment for treatment that falls outside the scope of what can be provided in the Counseling Center setting.

## **Sexual assault, dating violence, domestic violence and stalking**

### *Educational programs and campaigns*

Through comprehensive educational programming and awareness campaigns designed to reduce the risk of sexual assault, domestic violence, dating violence and stalking incidents between members of the campus community (also referred to as “sexual and gender-based misconduct”) and to encourage students, staff and third parties to play an active role in creating a safe and respectful living, learning and working environment, the university seeks to empower individuals to make smart decisions and take responsible actions.

### *Primary prevention and awareness programs*

The university’s primary prevention campaigns and programming seek to stop incidents of sexual assault, domestic violence, dating violence and stalking before they occur through the promotion of positive behaviors that foster healthy, mutually respectful relationships and sexuality; encourage safe bystander intervention; and seek to change behavior and social norms in healthy and safe direction. Awareness programming at the university has been developed to increase awareness of issues of sexual and gender-based misconduct while sharing information and resources to prevent interpersonal violence, promote safety and reduce perpetration.

As part of the university primary prevention and awareness programs, incoming first-year students are required to complete online educational modules during their first week on campus. These online modules, provided by Campus Clarity, include the following:

- Complete copies and a review of the university’s Sexual and Gender-based Misconduct Policy (available in full online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix)), which prohibits sexual assault, domestic violence, dating violence and stalking both on and off campus between members of the university community
- The definition of sexual assault, domestic violence, dating violence and stalking as those terms are defined for purposes of the Clery Act
- The definition of sexual battery, domestic violence, dating violence and stalking in the state of Florida
- The definition of consent to sexual activity in the state of Florida
- Information on safe and positive options for bystander intervention, risk reduction and recognizing abusive behaviors
- Information regarding options for reporting an incident of sexual assault, domestic violence, dating violence and stalking to the university, local law enforcement or both
- Information on the resources available to victims of sexual assault, domestic violence, dating violence and stalking such as confidential counseling, health services and interim and protective measures

Additionally, online training modules provided by Campus Clarity include sections designed to prepare students to address issues related to the use and misuse of alcohol and other drugs, including information about risk reduction and a copy of the university’s policy on alcohol and other drugs.

All new employees must complete an online training course within the first thirty (30) days of their employment. The online training modules, provided by LawRoom, include the following:

- Complete copies and a review of the university’s Sexual and Gender-based Misconduct Policy (available in full online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix)), which prohibits sexual assault, domestic

violence, dating violence and stalking both on and off campus between members of the university community

- The definition of sexual assault, domestic violence, dating violence and stalking as those terms are defined for purposes of the Clery Act
- The definition of sexual battery, domestic violence, dating violence and stalking in the state of Florida
- The definition of consent to sexual activity in the state of Florida
- Information on safe and positive options for bystander intervention, risk reduction and recognizing abusive behaviors
- Information regarding options for reporting an incident of sexual assault, domestic violence, dating violence and stalking to the university, local law enforcement or both
- Information on the resources available to victims of sexual assault, domestic violence, dating violence and stalking such as confidential counseling, health services and interim and protective measures
- Information on the role of Responsible Employees and how to respond when a report of sexual assault, domestic violence, dating violence and/or stalking is made

In an effort to reduce the risk of sexual assault, domestic violence, dating violence and stalking, various programs and safety measures, including but not limited to a comprehensive bystander intervention program, the creation of individual and community safety plans and strategies, and self-defense courses and general crime prevention education, have been created and are available to members of the campus community during new student and new staff orientations and throughout the academic year. See Bystander Intervention and Risk Reduction sections below.

### **Prohibition against sexual assault, dating violence, domestic violence and stalking**

The university community depends upon trust and respect among its members. The university is committed to maintaining a healthy and safe learning, living and working environment that promotes responsibility and respect in all matters where no one is unlawfully excluded from participation in, denied the benefits of or subjected to discrimination in any university program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity or gender expression (“sex discrimination”).

Sexual and gender-based misconduct, as defined under the Sexual and Gender-based Misconduct Policy (available in full online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix)) is a form of sex discrimination that may deny or limit an individual’s ability to participate in or benefit from university programs or activities. Sexual and gender-based misconduct offenses, which include acts of dating violence, domestic violence, sexual assault, stalking as defined by the Clery Act, within the university community are a violation of trust and respect, are prohibited and will not be tolerated. This prohibition applies to incidents occurring between members of the university community (students, employees and contractors, consultants or vendors doing business or providing services to university) on or off campus at any university academic, educational, co-curricular, athletic, study abroad, residential or other university-sponsored program, as well as off-campus incidents not associated with university programs if the conduct has the effect of creating a hostile environment impacting members of the university community. This conduct and any retaliation or intimidation associated with it is prohibited by the university and may also violate federal and state law.

The university is dedicated to preventing sexual and gender-based misconduct offenses by providing:

- Education, prevention and training programs that inform the community about the risks and myths that contribute to sexual and gender-based misconduct
- Assistance and support, including procedures sensitive to a person who has been the victim of a sexual or gender-based misconduct offense

- A process for the prompt and equitable investigation and resolution of incidents of sexual and gender-based misconduct that includes appropriate disciplinary sanctions for those who commit sexual and gender-based misconduct offenses, as well as the imposition of remedial actions to address and remedy the effects of such offenses

Violations of the university's Sexual and Gender-based Misconduct Policy may result in the imposition of sanctions up to and including termination, dismissal or expulsion.

### **Definitions of dating violence, domestic violence, sexual assault and stalking**

Lynn University prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the Clery Act:

*Sexual assault*: physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or other incapacity, such as being a minor or having an intellectual or other disability. This includes the following:

- *Sex offenses – forcible*:<sup>1</sup> any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent
  - Forcible rape: the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
  - Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity
  - Sexual assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity
  - Forcible fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity
- *Sex offenses – non-forcible*: unlawful, non-forcible sexual intercourse
  - Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - Statutory rape: non-forcible sexual intercourse with a person who is under the statutory age of consent

*Note: The above definitions have been incorporated into the University's Sexual and Gender-Based Misconduct Policy. The Sexual and Gender-Based Misconduct Policy provides more extensive definitions of prohibited offenses that are consistent with Clery Act Reporting definitions. The Clery Act compliant definitions within the Sexual and Gender-Based Misconduct Policy will be utilized in determining whether an incident of sexual assault in violation of the university's Sexual and Gender-based Misconduct Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above*

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<sup>1</sup> Sex offenses definitions from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program.

*definitions will also be utilized by the university for Clery Act Reporting purposes.*

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

*Domestic violence:* a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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.

*Stalking:* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

*Note: The above definitions have been incorporated into the University's Sexual and Gender-Based Misconduct Policy. The Sexual and Gender-Based Misconduct Policy provides more extensive definitions of prohibited offenses that are consistent with Clery Act Reporting definitions. The Clery Act compliant definitions within the Sexual and Gender-Based Misconduct Policy will be utilized in determining whether an incident of sexual assault in violation of the university's Sexual and Gender-based Misconduct Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized by the university for Clery Act Reporting purposes.*

*Consent:* The person must act freely and voluntarily, and have knowledge of the nature of the act or transaction involved. Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is clear permission and can only be given by one of legal age. The following are essential elements of effective consent:

- *Informed and reciprocal:* All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting, and a willingness to do the same thing, at the same time, in the same way.
- *Freely and actively given:* Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- *Mutually understandable:* Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity. In the absence of clear communication or outward demonstration, there is no consent. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. Relying solely upon nonverbal communication can lead to a false conclusion as to whether consent was sought or given.
- *Not indefinite:* Consent may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate

consent in an ongoing manner and communicate clearly throughout the stages of sexual activity. Withdrawal of consent can be an expressed “NO” or can be based on the outward demonstration that conveys that an individual is hesitant, confused and uncertain or no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately, and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

- *Not unlimited:* Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

### **The effect of alcohol and other drugs on consent**

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person’s decision-making capacity, awareness of the consequences and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person’s level of intoxication. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence and stalking or intimate partner violence, and does not diminish one’s responsibility to obtain informed and freely given consent.

### *Incapacitation*

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because he or she lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if he or she is asleep, unconscious or otherwise unaware that sexual activity is occurring.

Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness or emotional volatility.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature and the quality of the act
- Level of consciousness

Evaluating incapacitation also requires an assessment of whether a respondent should have been aware of the complainant’s incapacitation based on objectivity and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent’s

position.

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of the university's Sexual and Gender-based Misconduct Policy.

*Note: The above definitions have been incorporated into the University's Sexual and Gender-Based Misconduct Policy. The Sexual and Gender-Based Misconduct Policy provides more extensive definitions of prohibited offenses that are consistent with Clery Act Reporting definitions. The Clery Act compliant definitions within the Sexual and Gender-Based Misconduct Policy will be utilized in determining whether an incident of sexual assault in violation of the university's Sexual and Gender-based Misconduct Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized by the university for Clery Act Reporting purposes.*

### **State of Florida laws**

**Sexual Battery:** In the state of Florida, sexual assault is legally referred to as sexual battery, and law enforcement will utilize this definition in determining whether to pursue criminal charges. Florida State Statute 794.011 defines sexual battery as: "Any oral, anal, vaginal penetration by or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object performed without consent and not for a bona fide medical purpose."

Florida State Statute 794.011(1)(a) defines "consent" as intelligent, knowing and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

**Stalking:** Stalking in the state of Florida is defined as the willful, malicious and repeated following or harassing of a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress; or an aggravated stalking, which means the willful, malicious and repeated following or harassing another with credible threats with the intent to place that person in reasonable fear of death or bodily injury; or willfully, maliciously, repeatedly following or harassing a minor under age 16; or after injunction for protection or any court-imposed prohibition of conduct, knowingly, willfully, maliciously and repeatedly following or harassing another person. Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal stalking charges.

**Dating Violence:** Dating violence in the State of Florida is defined as violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past six months.
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties.
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal dating violence charges.

*Domestic violence:* Domestic violence in the state of Florida is defined as 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. “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common, regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single-dwelling unit. Florida law enforcement agencies will utilize this definition in determining whether to pursue criminal domestic violence charges.

### **Bystander intervention program**

The bystander intervention program was started in 2012. Since then, various student leaders, staff and faculty members have been trained to facilitate presentations in the classroom to educate the campus community on bystander intervention. All incoming first-year students are required to complete a bystander intervention course. Participants learn the definitions of consent, sexual assault, dating violence, domestic violence, stalking and bystander intervention. They learn how to identify red flags in common college scenarios, how to assume personal responsibility in order to better assist someone who might be in trouble, and the different techniques of intervening, both directly and indirectly. Participants also learn about on- and off-campus resources, prevention strategies and what to do if they know someone who has been the victim of a sexual assault. This program is ongoing.

### *Goals*

The program aims to educate, prepare and empower students to better recognize how to safely intervene, and to give them the confidence and comfort to intervene in situations that involve, or have the potential to involve, sexual assault or an incident of domestic violence, dating violence or stalking. Participants will learn about the three steps of intervention.

### *Three steps of bystander intervention*

1. *Notice red flags.*

Students will discuss what the challenges are for people to notice an event taking place such as distractions, alcohol, surroundings and ambiguity.

2. *Assume personal responsibility.*

Students learn that it is EVERYONE’s responsibility to intervene to stop inappropriate behavior. Intervening in these situations, as soon as it is safe to do so, is the best course of action. At the very least, students will be encouraged to speak up. Students will understand that the correlation between the person’s relationships to the victim or the perpetrator has an impact on what they would do in the situation.

3. *Know how to intervene.*

Students will discuss ways that they could safely intervene in potential situations and the reasons why some people do not intervene.

### *Risk reduction*

- Only perpetrators are responsible for their actions, and the university educates members of the campus community on ways to reduce risk of abuse with no intent to blame victims. While individuals can never completely be protected from sexual violence, dating violence, domestic violence and stalking, certain actions can help reduce the risk of being victimized in social situations (taken in part from Rape, Abuse & Incest National Network; for more information,

visit [rainn.org](http://rainn.org)).

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe, uncomfortable or worried for any reason, don't ignore these feelings. Go with your gut. If you see something suspicious, get somewhere safe and contact law enforcement immediately. Call 911 or Campus Safety at +1 561-237-7227.
- Avoid clubs and parties that charge men to enter but allow women to enter and/or drink for free.
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. This can be challenging in some settings, like at a party or when on a date. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character, get him or her to a safe place immediately.
- Keep an eye on your friends. If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- Have a backup plan. Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable at. Download a rideshare app, like Uber, or keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave.
- Utilize university services. If you feel uncomfortable at an off-campus event, utilize Safe Ride. Safe Ride runs Wednesday through Saturday nights, 11 p.m.–3 a.m. within a ten-mile radius of campus. Safe Ride can be reached by calling 1-800-675-6349. If you are uncomfortable on campus at night or need an escort, call Campus Security at +1 561-237-7226.
- Know what you're drinking. Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
- Check in with yourself. You might have heard the expression "know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel.
- Trust your instincts. If you feel unsafe, uncomfortable or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
- Be aware of sudden changes in the way your body feels. Do you feel more intoxicated than you should? Some drugs are odorless, colorless and/or tasteless, and can be added to your drink without you noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you may need a urine test and possibly others).
- Ask yourself, "Would I do this if I was sober?" Alcohol can have an effect on your overall judgment. You wouldn't drive, make medical decisions or ride a bike while intoxicated. Many professionals, such as doctors, teachers and pilots, cannot be drunk while doing their jobs. Given this context, is what you're about to do a good idea? Will you be comfortable with your

decision the next day?

### **How to get involved**

The Women's Center offers one "Train the Trainer" session per year. This training is open to any interested students, staff or faculty members. Once a community member is a trained facilitator, he or she will be required to make at least two presentations throughout the academic year (Orientation, classrooms, RA training, clubs and organizations, etc.). For more information, please contact the coordinator of the Women's Center at +1 561-237-7955.

### **Sexual and gender-based misconduct rights and resources guide**

A Sexual and Gender-Based Misconduct Rights and Resources Guide is available at the Counseling Center, Health Center, the Women's Center, the Office of the Title IX Coordinator and Campus Safety.

The brochure outlines the following:

1. Notification for students and employees about existing counseling, health services, mental health, victim advocacy, legal assistance and other services available for victims both on campus and in the community
2. Notification to victims about options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement
3. An explanation of the student or employee's rights and options (whether the incident occurred on or off campus), including a statement of the standard of evidence that will be used during the proceedings, and all other pertinent information

### **Print materials**

The Office of the Title IX Coordinator has created a series of print materials to share with members of the university community about how to identify and report incidents of sexual and gender-based misconduct (including sexual assault, domestic violence, dating violence and stalking) and how to access support and other resources. These materials, which also include posters and brochures designed to inform readers about bystander intervention and risk reduction, are available at various on-campus offices, including the Counseling Center, the Health Center, the Women's Center, the Office of the Title IX Coordinator and Campus Safety, and can be found online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix). Reporting parties, whether making a formal or confidential report, will be provided with these written materials about their rights and options.

### **Ongoing awareness and prevention**

Ongoing awareness and prevention educational programs are offered each year for all students and staff and include:

- Programming specific for first-year students
  - Various, during Welcome Weekend
  - Online training via Campus Clarity
  - Mandatory bystander intervention training
  - Mandatory completion of "Healthy Relationship and Personal Responsibility Curriculum" delivered via Dialogues of Self and Society seminar course
  - Various, during "First 40" Transitional Program
- Parent orientation
- New faculty and staff orientation
- New faculty and staff online training programming via LawRoom
- Title IX workshops for faculty and staff, including resident assistants (RAs) and community

- advisers (CAs)
- Escalation Project program for interpersonal violence hosted by the One Love Foundation
- Consent and safe sex education sponsored by the Health Center
- Know Your IX on 9/9 Awareness Fair
- Residence hall floor programming
- Project date safe “Can I Kiss You?” presentation
- Sexual assault awareness month programming

### **Professional staff training**

Specialized training in understanding victim responses, trauma and the dynamics of sexual harassment and sexual assaults is a high priority, and all “responsible employees” have completed an online training hosted by LawRoom. The required online training module includes the following:

- Statements that the university prohibits acts of sexual and gender-based misconduct, including dating violence, domestic violence, sexual assault, stalking and harassment
- The definition of domestic violence, dating violence, sexual assault, stalking and harassment in the applicable jurisdiction
- The definition of consent to sexual activity
- Information on risk reduction and recognizing abusive behaviors
- Information about how to report incidents of stalking, sexual violence or interpersonal violence and how to seek support and services
- Requirements for “responsible employees” to report incidents of sexual and gender-based misconduct to the Title IX coordinator, and information on how to respond to a report of sexual and gender-based misconduct

Additionally, all professional employees designated as judicial and/or investigative staff also receive annual training on methods and best practices related to domestic violence, dating violence, sexual assault and stalking. These trainings will focus on how investigations and the hearing process are to be conducted in a manner that protects the safety of victims and promotes accountability. Topics covered include: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

Professional staff members play an active role in the university’s Title IX training each year and have completed the following off-campus trainings:

- Academic Impressions: Title IX Investigator Certification Course
- Peter Lake’s “Four Corners of Compliance” two-day Title IX/VAWA training
- Pepper Hamilton Advanced Title IX Team Workshop
- Florida Council Against Sexual Violence and Victim’s Rights Law Center Title IX training
- The Clery Center for Security on Campus “Intersection of Title IX and the Clery Act” conference

Various staff groups received targeted in-person trainings conducted by the Title IX coordinator. Specifically, professional staff members within Housing and Residence Life as well as resident assistants and community advisers received bi-annual training regarding methods and best practices related to domestic violence, dating violence, sexual assault and stalking and how to respond to the needs of a survivor. Housing and Residence Life staff members, including resident assistants and community advisers, are considered “responsible employees” and receive training on reporting requirements and how to effectively serve as a first responder in cases of dating violence, domestic violence, sexual assault and stalking.

### **Procedures victims should follow in the case of alleged dating violence, domestic violence, sexual assault or stalking**

It is the university's goal to empower individuals who have experienced sexual assault, domestic violence, dating violence or stalking to make the decisions that are best for them. Various campus and community advocates, counselors and emergency first responders are available to offer assistance. Moreover, seeking assistance and advice promptly from one of these resources may also be important to ensure one's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the university and/or law enforcement in responding effectively should the victim decide to pursue such actions. Assistance is available 24 hours a day, seven days a week. The Resource Table provides contact information for the various campus and community advocates, counselors and emergency first responders available to provide assistance.

**Get to a safe place:** First and foremost, an individual who is the victim of sexual assault, domestic violence, dating violence, stalking or other violent actions is urged to get to a safe place away from the perpetrator or from any other potential danger as soon as possible.

Individuals on campus who are not in a safe place should contact Campus Safety at +1 561-237-7226 (24 hours) or local law enforcement at 911 immediately (24 hours). Individuals off campus should contact local law enforcement at 911 immediately (24 hours).

**Preserve evidence:** Collecting evidence does not obligate an individual to any particular course of action but can assist law enforcement should you decide to ultimately pursue criminal charges. For evidence collection purposes, it is important that, if possible, you do not shower, bathe, wash, comb your hair, use the toilet, smoke, brush your teeth, eat or drink, or wash clothes, sheets, blankets or other items. Anything of evidentiary value should be placed in a paper bag (plastic bags are discouraged). Also, you are urged to photograph visible injuries. Pictures should be taken both zoomed in and panned out to show location. A credit card, coin or dollar bill may be used for reference of size.

**Seek medical care (health care options):** Whether a victim elects to report the incident or not, it is important that medical attention be sought as soon as possible. This will allow the individual to get care for any injuries that may have resulted from the assault, to receive medications in order to prevent sexually transmitted infections in the event of a sexual assault, and to properly collect and preserve evidence, if the patient consents to do so. A medical examination within 72 hours is critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. A listing of local hospitals that have rape kits and/or Sexual Assault Nurse Examiners (SANE), which will assist law enforcement should criminal charges ultimately be pursued by the victim, are set forth in the Resources Table.

Choosing to undergo a Sexual Assault Forensic Exam (commonly referred to as a "rape kit") does not require that the individual report the incident to police or to the university. Undergoing the exam, however, will help to ensure that the victim receives proper care and preserves his/her opportunity to support a disciplinary or criminal action if s/he decides later to prosecute, seek a protective order or report the incident to the university.

While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. Individuals are encouraged to let hospital personnel know if they do not want their insurance policyholder to be notified about access to these services.

**Getting to the hospital:** For victims with injuries that require emergency medical care, it is imperative

that Campus Safety be called at +1 561-237-7226 or that Emergency Medical Services be contacted at 911 to request emergency transport.

**Transportation assistance:** If there are no pressing medical needs, the victim may make arrangements for travel to the hospital or contact any of the university or off-campus resources listed in the Resource Table for assistance in seeking medical attention off campus.

### **What happens during the medical exam?**

Even if you have no apparent injuries after the assault, it is still a good idea to seek medical care. Going to the hospital, even though it might be difficult, is an important way for you to start taking care of yourself. You can decide what medical care you want or don't want. You may come to health services, or you may go to any hospital you choose. At the hospital, you will be asked questions about your general health. If you are female, you will be asked about your menstrual history and your use of contraception. You will also be asked specific questions about the assault. Medical providers ask specific questions to find out what to look for when they examine you. The information you give helps them conduct a thorough physical evaluation.

Then you can choose to have a general physical exam and, if you are female, a pelvic exam. The clinician will check for external and internal injuries and test for any sexually transmitted infections. You may be given antibiotics to prevent infection. For females, a pregnancy test will be done, and, with your permission, you may be given emergency contraceptive pills to prevent unintended pregnancy.

The medical providers will, with your permission, collect physical evidence to be used if you decide to prosecute. This physical evidence is called a "rape kit." This cannot be done at health services, but must be done at a certified emergency room or hospital. Depending on the types of sexual contact that occurred, the search for physical evidence may include taking samples from the vagina, mouth or rectum to test for sperm cells and semen. Other evidence may be obtained from fingernail scrapings, foreign matter on your body and the clothes you were wearing at the time of the assault.

All exam findings are completely confidential and can only be released with your written consent. If you have visible injuries, you may be asked to have photographs taken. Photographing injuries is important because by the time your assailant is prosecuted, the injuries may have healed. Going to the hospital does not mean that you have to make a report to the police. That is your choice. However, the police can be called in the collection of evidence. The hospital staff will probably ask you to come back for a follow-up checkup, or advise you to follow up with a medical provider of your choice. A counselor will always be available to talk with you. Additional ongoing counseling will be available to you through the support resources of your choice.

**Contact a confidential counselor or health care providers<sup>1</sup>:** A victim of sexual assault, domestic violence, dating violence or stalking may seek medical, counseling, support and reporting information from any of the university or off-campus confidential resources listed in the Resource Table. Discussing a matter with these offices or individuals is not considered a report to the university or a

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<sup>1</sup> A victim can seek medical assistance and support from employees within the University Health Center without triggering a university investigation that could reveal the victim's identity or that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the Title IX coordinator. This limited report—which includes no information that would directly or indirectly identify the victim—helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX coordinator. The Title IX Coordinator will provide non-identifying information for Clery Reporting requirements.

request that any action be taken by the university in response to a sexual assault, domestic violence, dating violence or stalking incident unless specifically requested by the victim. Conversations with these resources are confidential, except as described in the Resource Table.

The confidential counselors and health care members listed in the Resources Table can provide individuals with both immediate and long-term help. They will listen and help access additional assistance, and explain options for obtaining additional support from the university and others. They can also arrange for medical care and accompany victims, or arrange for someone to accompany individuals, to seek such care. In addition, they can provide assistance in filing a complaint with local law enforcement should the victim decide to pursue such action. These resources may be used regardless of whether the victim wants to file an official report or participate in a university investigation and resolution proceeding or a criminal process. These resources are familiar with the university's investigation and resolution processes, can explain what to expect, and provide support while university or legal processes are pending, all on a confidential basis.

**Contact a non-confidential university resource:** In addition to confidential resources, any individual who has experienced an incident of sexual assault, domestic violence, dating violence or stalking has the option to contact any of the non-confidential university resources listed in the Resource Table for immediate assistance or to decline notifying these resources.

Upon the receipt of an initial report, the victim's immediate health and safety needs will be assessed by the first responder (usually a Campus Safety officer). The first responder will outline all of the options for the victim, including but not limited to medical treatment, access to an on-campus safe room, the importance of preserving relevant evidence or documentation, and filing a report with the appropriate law enforcement authority. Additionally, the first responder will advise the victim that the university has a duty to investigate the report in order to remedy the effects of any hostile environment created for the victim and the campus community.

**Make a report to local law enforcement (non-confidential):** Any member of the university community who has experienced an incident of sexual assault, domestic violence, dating violence or stalking has the option to (a) report the conduct to the law enforcement agency that has jurisdiction over the location where the incident occurred; (b) be assisted by any of the university resources listed in the Resource Table in notifying law enforcement if the victim so chooses; and (c) decline to notify law enforcement or the university. The university will comply with a student's request for assistance in notifying the law enforcement agency.

A criminal charge and a report with the university may be pursued at the same time; however, individuals may pursue a formal complaint with the university without pursuing criminal charges and vice versa. The university, however, may still be obligated to investigate the matter even if the victim elects not to file a formal complaint with the university. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether or not the university's Sexual and Gender-based Misconduct Policy has been violated. Any of the university resources listed in the Resource Table can provide assistance in filing a complaint with local law enforcement.

### **Seek legal assistance**

A victim of sexual assault, domestic violence, dating violence or stalking has the right to obtain a petition for injunction (also known as a "no contact" order or a restraining order) or a similar lawful order issued by a criminal court. While Lynn University does not provide legal assistance or attorneys, students may contact the confidential student advocate (see Resource Table) to provide assistance in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order

of Protection. In addition, the victim may directly contact via the Palm Beach County District Attorney's Office:

**Palm Beach County District Attorney**

401 North Dixie Highway  
West Palm Beach, Florida, 33401  
Phone: +1 561-355-7100  
Hours: 8 a.m. to 4:30 p.m. Monday through Friday

The university will enforce active injunctions issued by a court of law. If you are a student and have a court-issued injunction order, please contact the Title IX Coordinator or Campus Safety for assistance in enforcing the order. Please be aware that if you notify the university of an existing no-contact order, the Title IX coordinator may follow up with you as prescribed by Title IX.

If you receive nuisance, obscene or prank calls, hang up immediately. Do not engage in conversation. If these types of calls persist, contact the local law enforcement as well as any of the resources listed in the Resource Table. Save all nuisance or dangerous voice and electronic messages as evidence to be reviewed by the proper authorities.

**Frequently asked questions**

**What is a petition for injunction (also known as a restraining order)?**

An injunction is a court order, sometimes referred to as a restraining order, that directs a person not to have contact with you. The individual who files an injunction is called the "petitioner," and the party being filed against is called the "respondent."

**What will an injunction for protection (also known as a restraining order) do?**

It will legally prohibit an alleged abuser (the respondent) from committing any further acts of violence to you or from threatening you.

Depending on the situation, an injunction may:

- Restrain the respondent from going to, in or within 500 feet of petitioner's residence, place of employment, place of school or places you and your family frequent
- Provide no contact between the parties, in any manner
- Require the respondent to attend counseling, treatment or a batterer's intervention program
- Require the respondent not to possess a firearm or to surrender any firearms to law enforcement
- Provide you sole possession of a dwelling you and respondent shared
- Address awarding temporary custody of any minor child between the parties, visitation of the child and child support
- Address support for petitioner (alimony)

**Is there a fee for filing an injunction of protection?**

There is no filing fee for an injunction of protection against domestic violence, repeat violence, dating violence or sexual violence.

**What happens if the respondent violates the order?**

Safety first! Call the police to protect yourself (and your children). File a police report to document the incident, and then proceed to the office clerk of the appropriate circuit court to file a violation.

**What if I have questions about filing?**

The confidential student advocate can explain all of your options, discuss safety planning and assist with filing the injunction for protection. A trained victim advocate provided by Palm Beach or Broward County is also available to provide support and assistance to any student or employee to help make an informed decision regarding reporting options and to offer support/accompaniment through the court and overall reporting process. The Palm Beach Victim Services is +1 866-891-7273 and the Broward County Victim/Witness Liaison Office is +1 954-831-6200. All services are free. Additional on-campus and off-campus resources can be found in the Appendices of this document.

## **Procedures in the case of alleged sexual assault, dating violence, domestic violence or stalking**

### **Victim confidentiality**

The university, including those individuals who receive a report or disclosure that cannot guarantee confidentiality, will maintain a victim's privacy to the greatest extent possible. Moreover, the university's investigation and resolution proceedings will be discreet and only disclosed on a "need to know" basis. In cases where the victim is a student, the university will take reasonable care to protect the student's privacy by using the student's Lynn University ID number in an incident report and in publicly available recordkeeping (without the inclusion of identifying information) as defined in 42 U.S.C. 1395 (a)(20). The university will also protect the victim's privacy by omitting or redacting any personally identifiable information in any publically available university records regarding the incident or the university's investigation and resolution proceedings.

The university will maintain as confidential any interim or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the university's ability to provide the interim or protective measures. The Title IX coordinator will determine when it is necessary to share personally identifiable information with other university representatives in order to provide an interim or protective measure. Before doing so, however, the Title IX coordinator will inform the victim or his or her advocate which information will be shared, with whom it will be shared and why.

If a report of sexual and gender-based misconduct reveals that there is an immediate threat to the health or safety of students or employees on campus, or that an ongoing serious or continuing threat to the campus community exists, an emergency Timely Warning notification will be issued. The purpose of the Timely Warning notification is to enable individuals to protect themselves and to increase safety awareness, as well as seek information that will lead to the arrest and conviction of the perpetrator. The victim's name and other personally identifiable information will not be included in any emergency notification or public safety advisery.

### **Support services**

Lynn University and the local community provide counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services for victims—free of charge. A comprehensive list of support services on and off campus is set forth in the Resource Table, as well in the Sexual and Gender-Based Misconduct Rights and Resources Guide, which is available at the Counseling Center, Health Center, the Women's Center, the Office of the Title IX coordinator, and Campus Safety.

### **Interim accommodation and protective measures ("interim measures")**

Interim measures are those services (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, etc.), accommodations (academic, living, transportation and working situations), protective measures (no contact orders, enforcement of court-issued protective orders) or other assistance that the university puts in place and/or enforces for

victims after receiving notice of alleged sexual assault, domestic violence, dating violence or stalking but before any final outcomes—investigatory, disciplinary or remedial—have been determined. These services and accommodations are available regardless of whether the victim reports to law enforcement. Moreover, even when the victim doesn't request any measures to be taken, the university may elect to impose some measures at its discretion to ensure safety not only for the victim, but also for the welfare of the university community or the integrity of the investigative process.

The university offers victims of sexual assault, domestic violence, dating violence or stalking two options for reporting the misconduct and requesting interim measures. The first option allows the victim to report the misconduct to any of the university's non-confidential resources listed in the Resource Table (i.e., the Title IX Coordinators, Campus Safety, etc.). The second option allows a victim to disclose the conduct to a professional counselor from the Counseling or Health Centers, the confidential student advocate or an off-campus victim advocate, who in turn can request the Title IX coordinator to introduce interim measures on the victim's behalf. Under the second option, victims should be aware that when a counselor or advocate requests interim measures on their behalf from the Title IX coordinator and discloses that the reason for the request is sexual or gender-based misconduct, the request may trigger the university's Title IX obligation to investigate. To the extent the counselor or advocate makes such a disclosure, but, consistent with the victim's wishes, asks that the university not investigate or otherwise notify the alleged perpetrator of the report, the Title IX coordinator will consider whether it can honor the request while still providing a safe and nondiscriminatory environment for all students, as set forth in the confidentiality section of the university's Sexual and Gender-based Misconduct Policy and take interim measures to protect the victim as necessary.

The university is obligated to comply with a student's reasonable request for interim measures following an alleged incident of sexual assault, domestic violence, dating violence or stalking. Factors that will be considered by the Title IX coordinator include, but are not limited to, the following: the specific need(s) expressed by the victim; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the victim; whether the victim and alleged perpetrator share the same residence hall, dining hall, classes, transportation or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

### **How to report to the university**

Once a report is made with the university, the victim will be referred to as the complainant and the alleged perpetrator the respondent. There are several ways to formally report sexual assault, domestic violence, dating violence or stalking, as well as retaliation or intimidation incidents to the university:

a. Title IX coordinator or a deputy Title IX coordinator

A report may be made to the Title IX coordinator regardless of whether the complainant or witness is a student, employee or third party. Lynn University's Title IX coordinator is Lorna Fink, university compliance officer, whose office is located in the Office of General Counsel (in the Green Center), 3601 N. Military Trail, Boca Raton, FL 33431. Fink may be contacted by phone at +1 561-237-7727 or by email at [lfink@lynn.edu](mailto:lfink@lynn.edu).

b. Campus Safety

Sexual and gender-based misconduct, retaliation or intimidation may be reported to Campus Safety regardless of whether the complainant or witness is a student, employee or third party.

Campus Safety is located in front of Freiburger Residence Hall and is available by phone at +1 561-237-7226. Campus Safety officers are available 24 hours a day, seven days a week.

Campus Safety personnel immediately report to the Title IX coordinator all relevant details about the alleged sexual or gender-based misconduct that the university will need to determine what happened—including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

c. Employee Services

In addition to the Title IX coordinator, incident of sexual and gender-based misconduct, retaliation or intimidation may also be reported to Employee Services if the complainant or witness is an employee or third party.

d. “Responsible employees”

Any member of the university community has the option to report an incident of sexual misconduct, retaliation or intimidation to a “responsible employee” of the university.

The following Lynn employee positions have been designated as “responsible employees”: the president; the vice presidents; the Title IX coordinator, and deputy title IX coordinators; all Student Affairs staff, including resident assistants and professional Housing and Residence Life staff; all Athletic Department staff, including coaches; and all Campus Safety officers. In addition, faculty and staff are required to report sexual and gender-based misconduct offenses to the Title IX coordinator.

When a member of the university community tells a responsible employee, faculty or staff member about an incident of sexual or gender-based misconduct, retaliation or intimidation, the individual has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator as soon as reasonably possible all relevant details about the complaint that the university will need to determine what happened—including the names of the victim and alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident. Any responsible employee who knew about a violation of this policy and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the university’s response to the report. A responsible employee will not share information with law enforcement without the complainant’s consent or unless he or she has also reported the incident to law enforcement or otherwise required by law.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the university to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

**Requests for Confidentiality**

Victims may (i) request that the university not investigate the information or allegation(s) reported, (ii) request confidentiality, (iii) refuse to file a report, and/or (iv) refuse to cooperate in the investigation and/or resolution of allegation(s).

The university takes such requests and decisions seriously; however, such requests and decisions may limit the university’s ability to investigate and take reasonable action in response to a report of sexual or gender-based misconduct. In such cases, the university will evaluate such requests and decisions in the context of the university’s commitment to providing a reasonably safe and non-

discriminatory environment.

In order to make such an evaluation, the Title IX coordinator may conduct a preliminary investigation and may weigh such requests and decisions against the following factors:

1. The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - a. Whether there have been other sexual or gender-based misconduct complaints about the same alleged perpetrator
  - b. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence
  - c. Whether the alleged perpetrator threatened further sexual or gender-based misconduct or other violence against the victim or others
  - d. Whether the sexual or gender-based misconduct was committed by multiple perpetrators
2. The seriousness of the alleged sexual or gender-based misconduct, including but not limited to whether it was perpetrated with a weapon
3. Whether the victim is a minor
4. The respondent's right to receive information about the allegations if the information is maintained by the university as an "Education Record" under FERPA
5. Whether the university possesses other means to obtain relevant evidence of the sexual or gender-based misconduct (e.g., security cameras or security personnel, physical evidence)
6. Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group or person

The presence of one or more of these factors could lead the university to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the university will likely respect the victim's request for confidentiality. If the university honors the request for confidentiality, a victim must understand that the university's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

There are times when the university may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all members of the university community. If the university determines that it cannot maintain a victim's confidentiality, the assigned Title IX coordinator will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the university's response.

The university will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to implement interim measures. Retaliation against the victim, whether by students, university employees or third parties, will not be tolerated.

The university will also:

1. Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus
2. Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests
3. Inform the victim of the right to report a crime to campus or local law enforcement—and provide the victim with assistance if the victim wishes to do so

The university will not require a victim to participate in any investigation or disciplinary proceeding.

Because the university is under a continuing obligation to address the issue of sexual and gender-based misconduct, reports (including non-identifying reports) will also prompt the university to consider broader remedial action—such as increased monitoring, supervision or security at locations where the reported sexual and gender-based misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the university determines that it can respect a victim's request for confidentiality, the university will also take immediate action as necessary to protect and assist the victim. Accommodations can and will be provided as is reasonably necessary. Any accommodations or protective measures provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the university to provide such accommodations or protective measures. The Title IX coordinator will work with the victim to institute a series of accommodations and protective measures that are appropriate and meet the victim's request for confidentiality. Additionally, accommodations and protective measures are available to victims whether or not a report is filed with the appropriate law enforcement agency.

### **Declining to file a report**

The student has the right not to file a report with the university. However, students are highly encouraged to seek medical attention, including counseling, either on or off campus. Students who wish to file a report at a later date may do so by contacting the Title IX coordinator or Campus Safety. Please note that a delay in reporting could weaken or result in a loss of evidence used to determine whether an individual is responsible for a sexual misconduct/assault.

### **Amnesty policy**

As partners with the university in promoting health and safety, all students have a responsibility and obligation to seek immediate assistance for any student known to be experiencing a serious health crisis, including one resulting from high-risk drinking or the abuse of other drugs. As such, students who seek assistance on behalf of a peer and/or themselves under the influence of alcohol will not receive a Code of Conduct sanction for this action. Additionally, the student who is the subject of the report will not receive a Code of Conduct sanction for this action.

It is the university's intention to partner with students in promoting health and safety. The university will provide students with the assistance needed to respond to high-risk drinking and other drug abuse. In a crisis, students are encouraged to seek such assistance by contacting Campus Safety at +1 561-237-7226.

After the crisis is resolved, the student who experienced the health crisis, as a result of alcohol intoxication or other drug consumption, will be referred to the substance abuse prevention and treatment specialist, who will provide further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to the individual student's need.

### **University proceedings**

When a complainant makes a non-confidential report to the university, he or she has the right to expect the university to institute proceedings to resolve the matter promptly, fairly and impartially from the initial investigation to the final result. All university officials and other members of the university community chosen to conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking will receive training at least once a year. Such training will include but not be limited to: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

Depending upon the status of the reporting party and the responding party (student or employee), various proceedings for resolution of a complaint may be utilized. A full description of the resolutions processes and proceedings available for a sexual assault, domestic violence, dating violence and stalking complaint can be found within the university's Sexual and Gender-based Misconduct Policy, available in its full form online at [my.lynn.edu/titleix](http://my.lynn.edu/titleix). Below is a summary of those processes and proceedings.

## **Initial meeting with the Title IX coordinator**

### ***1. Meeting with the complainant***

Within five days following the filing of a report (or as soon as is reasonably practicable), the Title IX coordinator or designee will contact the complainant to schedule an initial meeting. (If the person who reported the alleged sexual and gender-based misconduct is a third-party reporter, the Title IX coordinator will attempt to meet with him or her as soon as possible to gather information.) At this initial meeting, the Title IX coordinator will, as applicable:

- Provide the complainant a copy of the university's Sexual and Gender-based Misconduct Policy, including a review of his or her rights
- Provide written notification of the counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both within the university and in the community and the availability of changes to academic, living, transportation, and working situations or protective measures regardless of whether the victim reports to law enforcement, including a copy of the university's Sexual and Gender-Based Misconduct Rights and Resources Guide
- Explain the avenues for formal and, if applicable, informal resolution of the complaint
- Explain the steps involved in a Title IX investigation
- Advise the complainant that he or she may have an adviser of his or her choice present throughout the Title IX investigation and resolution process. If the complainant is a member of the Lynn University community and does not have an adviser, the university will assist the complainant in finding an adviser.
- Discuss confidentiality standards and concerns
- Determine whether the complainant wishes to pursue an informal (if applicable) or formal resolution through the university, law enforcement, both or no resolution of any kind
- Refer the complainant to the Counseling Center, the confidential student advocate, Health Center and other on- and off-campus resources, as appropriate
- Discuss the importance of preserving relevant evidence or documentation in the case (e.g., texts, emails, notes, photographs, etc.)
- Discuss protection from, and reporting of, retaliation and intimidation
- Discuss with the complainant, as appropriate, possible interim measures that can be provided to him or her during the pendency of the investigative and resolution processes. (If interim protective measures have already been implemented, the Title IX coordinator or designee will evaluate whether they should continue to be provided and whether other interim measures should also be implemented.) The university may implement such measures regardless of whether a formal complaint has been filed (with either campus officials or law enforcement agencies) or whether an investigation has commenced (by either campus officials or law enforcement agencies). These interim measures may include the interim protective measures and/or other appropriate interim measures including, but are not limited to:
  - A no contact order
  - Arranging for the complainant to withdraw from or take an incomplete in a class without penalty
  - Providing academic support services (e.g., tutoring)
  - Providing alternative course completion options

- Providing counseling services

The Title IX coordinator or designee will promptly inform the complainant (no later than it is communicated to the respondent) of the imposition of any interim measures and, to the extent that it affects him or her, the respondent.

## **2. Meeting with respondent**

If the complainant wishes to pursue resolution through the university or if the university otherwise deems that further investigation is warranted, within five days or as soon as is reasonably practicable after the Title IX coordinator's initial meeting with the complainant, the Title IX coordinator will schedule an initial meeting with the respondent. During the initial meeting with the respondent, the Title IX coordinator or designee will, as applicable:

- Provide the respondent, in writing, information consistent with state and federal privacy laws and, if applicable, the alleged victim's request for heightened confidentiality, that is sufficient to allow him or her to respond to the substance of the allegation, including, if possible, the name of the complainant and the date, location and nature of the alleged sexual or gender-based misconduct
- Provide the respondent a copy of the Sexual and Gender-Based Misconduct Policy, including a review of his or her rights under the policy
- Explain the university's procedures for resolution of the complaint
- Explain the steps involved in a Title IX investigation
- Advise the respondent that he or she may have an adviser of his or her choice present throughout the Title IX investigation and resolution process. If the respondent is a member of the Lynn University community and does not have an adviser, the university will assist the respondent in finding an adviser.
- Discuss confidentiality standards and concerns with the respondent
- Discuss non-retaliation and intimidation requirements with the respondent
- Inform the respondent of any interim measures already determined and to be provided to the complainant that directly affect the respondent (e.g., changing the respondent's class schedule, or moving the respondent to an alternate residence hall)
- Discuss the importance of preserving relevant evidence or documentation in the case (e.g., texts, emails, notes, photographs, etc.)
- Refer the respondent to the Counseling Center or other resources, as appropriate, and discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes

The university may implement such measures if requested and/or appropriate, and reasonably available, whether a formal complaint has been filed (with either campus officials or law enforcement agencies) or whether an investigation has commenced (by either campus officials or law enforcement agencies). Such determination will promptly be communicated to the respondent (no later than it is communicated to the complainant) and, to the extent that it affects him or her, the complainant.

\*The Title IX coordinator will advise both the respondent and the complainant that he or she may have an adviser of his or her choice present throughout the Title IX investigation and resolution process. The adviser may be an attorney, retained at the respondent or complainant's own initiative. Any adviser may participate as a silent observer in any meeting or proceeding related to the investigation or resolution process. If the respondent or complainant is a member of the Lynn community and does not have an adviser, the university will provide the respondent and complainant with a list of faculty or staff who have volunteered to act as an adviser to parties involved in the Title IX investigative and resolution process.

### **Title IX coordinator's initial assessment**

After meeting with the complainant and the respondent, the Title IX coordinator or designee will make a determination as to whether (a) a formal Title IX investigation is warranted to resolve the case; (b) the case can possibly be resolved through informal resolution; (c) the case can be resolved through other means of resolution including but not limited to referral to the Office of Student Conduct and Community Standards upon receipt of a full investigative report from Campus Safety without need for an additional Formal Title IX Investigation; or (d) there are no reasonable grounds for believing that sexual assault, domestic violence, dating violence or stalking has occurred.

In the event that the Title IX coordinator or designee determines there are no reasonable grounds for believing that the conduct at issue constitutes sexual assault, domestic violence, dating violence or stalking, the Title IX coordinator or designee will determine (in consultation, as necessary, with the complainant, the respondent and other university administrators) and document the appropriate resolution of the complaint, will promptly notify the parties of such resolution and will close the complaint.

### **Informal resolution**

The university recognizes that in some limited circumstances voluntary informal resolution options may be an appropriate means of addressing some behaviors reported under the Sexual and Gender-based Misconduct Policy. Mediation will never be used in cases alleging acts of sexual assault or other forms of sexual violence. The Title IX coordinator or designee will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the conduct at issue. For cases involving student respondents, the Office of Student Conduct and Community Standards will conduct the informal resolution process. For all other respondents, the Title IX coordinator (or designee), in collaboration with the appropriate administrator, will conduct the informal resolution process.

While informal resolution will never be the primary resolution mechanism used to address a report of sexual assault or other forms of sexual violence, the university may utilize informal resolution measures as appropriate in such cases under the following circumstances:

- To determine remedial actions when the Office of Student Conduct and Community Standards determines there are no reasonable grounds for believing that a report constitutes gender-based discrimination, harassment and/or sexual misconduct as defined by the Sexual and Gender-Based Misconduct Policy
- To determine disciplinary sanctions and/or remedial actions when the respondent has admitted that he or she has violated the Sexual and Gender-Based Misconduct Policy
- To determine appropriate remedial actions whenever a complainant does not wish to start or continue a formal resolution process, and no pattern, predation, threat, violence or weapon conditions as outlined in Section 8.7 (Requesting Confidentiality from Lynn University) presents the university with the obligation to proceed formally despite the complainant's request
- To determine appropriate steps for reintegrating the respondent into the university community after a period of separation and addressing any lingering community concerns

It is not necessary to pursue informal resolution first, and anyone participating in informal resolution can stop that process at any time and request a formal resolution. Participating parties must voluntarily elect to pursue an informal resolution process without pressure or compulsion from others. The university or the parties may, at any time, elect to end such proceedings and initiate formal resolution instead. In such cases, information provided by the parties in the course of the investigation and conflict resolution may be considered in the subsequent formal resolution. Moreover, the complainant and respondent may be accompanied by an adviser at any meetings related to the

informal resolution process. If a satisfactory resolution is reached through, the matter will be considered completed. If these efforts are unsuccessful, the formal resolution process will commence.

Information shared or obtained during an informal resolution process will be treated as confidential to the extent permitted by law. Any agreements reached in an informal resolution process must be approved by the Title IX coordinator to ensure consistency with the university's Title IX obligations.

The Title IX coordinator will maintain records of all reports and conduct resolved through informal resolution. Informal resolution will typically be completed within 60 business days as is reasonable and practicable.

### **Formal Title IX investigation and resolution procedures**

If the Title IX coordinator determines that a formal resolution is warranted to resolve the complaint, the Title IX coordinator will refer the matter for formal resolution, which includes a thorough and prompt investigation and provides for a fair and impartial evaluation and resolution. The formal resolution process utilized by the university is determined by the role of the respondent:

- *Complaints against students* will be investigated and resolved pursuant to the formal resolution procedures for complaints against students outlined below.
- *Complaints against faculty, staff and third parties* will be investigated and resolved pursuant to the formal resolution procedures for complaints against faculty, staff and third parties outlined below.

#### **A Formal resolution procedures for complaints against student respondents**

The university will determine whether a student is responsible for an incident of sexual assault, domestic violence, dating violence or stalking in violation of the Lynn University Sexual or Gender Based-Misconduct Policy and what, if any, disciplinary sanctions and/or remedial actions are appropriate, in accordance with the procedures described below:

##### *1. Assignment of investigator*

If the Title IX coordinator determines that a Formal Title IX Investigation is warranted to resolve a complaint, the Title IX coordinator will appoint an investigator or an investigative team ("investigator") who has specific training and experience investigating allegations of sexual assault, domestic violence, dating violence or stalking. The appointed investigator may include a Campus Safety officer or a staff member with the Office of Student Conduct and Community Standards. The Title IX coordinator will notify both the complainant and the respondent in writing of the Formal Title IX Investigation and the name of the investigator(s). The investigator(s) may be an employee(s) of the university or an external investigator(s) engaged to assist the university in its fact gathering.

The respondent and the complainant may protest the appointment of the investigator(s) by identifying a possible conflict of interest in writing to the Title IX coordinator within twenty-four (24) hours after the appointment of the investigator(s). The Title IX coordinator will carefully consider such statements and will assign a different investigator(s) if it is determined that a material conflict of interest exists. The investigator(s) will refrain from posing questions about or considering the complainant's sexual history with anyone other than the respondent. The mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual misconduct. The investigator(s) will also ensure that the investigation is conducted in a manner that does not inflict additional trauma on the complainant.

##### *2. Process for formally resolving complaints*

If the respondent is a student, the matter will be referred to the Office of Student Conduct for formal resolution. The Office of Student Conduct will allow the complainant and respondent access to the

investigative report. All parties to whom access to the investigative report is granted are encouraged to maintain it in confidence (even after the resolution of the complaint).

a. Student conduct hearing

A student conduct hearing is conducted for the purpose of determining whether it is more likely than not (also known as the “preponderance of the evidence” standard) that the respondent committed an act of sexual assault, domestic violence, dating violence or stalking in violation of the university’s Sexual and Gender-based Misconduct Policy. Every effort is made to conduct hearings within 30 days from the date that the complaint is referred to a hearing. All relevant and useful evidence, including hearsay, may be admissible in a hearing at the discretion of the hearing officer, and credibility may serve as a contributing factor in the outcome, as well. Student conduct hearings allow for the resolution of complaints in a manner that not only seeks to hold parties found responsible under the preponderance of the evidence standard accountable for their actions, but also allows for a forum in which both the complainant and respondent can receive the resources necessary to better their experience within the Lynn University community. The following rules and regulations apply to student conduct hearings for matters of sexual assault, domestic violence, dating violence or stalking:

- Complainants and respondents will have equal access to the student conduct hearing officer but will NOT have equal access to each other. Cross examination is permitted in the form of the submission of question to the student conduct hearing officer. The use of the submitted questions is to the student conduct hearing officer’s discretion.
- Hearings in absentia: If the respondent or the complainant fails to appear for the scheduled hearing, the hearing will be conducted in the student’s absence without the benefit of their explanation. During all conduct review proceedings, reasonable efforts will be undertaken to encourage the involved students to actively participate. If all reasonable attempts to contact an involved student have been exhausted, the student conduct officer may proceed with the review in the involved student’s absence. If the student is subsequently determined to have violated any section of the Student Conduct Code, the corresponding sanction imposed will be effective immediately. All relevant information presented at the review will be considered. The involved student will be sent a written notification of the decision. The absent student will still maintain their right to appeal.
- After the review, the student conduct officer shall determine whether or not the respondent was responsible for violating any section(s) of the Student Code of Conduct within three business days, unless the student conduct officer determines additional time is needed to make a decision. The student conduct officer will set forth a list of appropriate sanctions to address and remedy the unique hostile environment created in the individual case.
- The complainant and the respondent will be notified in writing of the findings and any applicable sanctions. If the respondent is found responsible for violating a specific section(s) of the Student Code of Conduct, the applied sanction will be explained in the outcome letter. The student conduct officer will author all pertinent documents.
- In addition to any sanctions imposed on the respondent, promptly following the conclusion of the hearing(s) and the student conduct officer’s issuance of a determination of responsibility, the Title IX coordinator (or their designee) will determine the final remedial actions to be provided to the complainant, if any, and the Title IX coordinator (or their designee) will communicate such decision to the complainant, and, to the extent that it affects him or her, to the respondent. See Remedial Actions below.

Note: Should a student respondent that has a complaint pending for violation of the college’s Sexual and Gender-based Misconduct Policy decide to leave or withdraw from the university, the process may still proceed to a reasonable resolution, even in the absence of the respondent. The respondent will not be permitted to return to Lynn University unless all sanctions have been satisfied, if applicable, and a hold may be placed on the student’s account to prohibit re-enrollment and the release of

transcripts.

Complainant rights: Complainants are afforded the following rights in the university's investigative and resolution processes:

- To be treated with respect, dignity and sensitivity throughout the process
- To seek and receive appropriate support services at the university
- To the presence of an adviser throughout the process
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA)—the university will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- To be informed of the university's Sexual and Gender-Based Misconduct Policy and procedures
- To a prompt and thorough investigation of the allegations
- To review all applicable documents and evidence available to the university prior to a hearing or investigator review
- To challenge any individual taking part in a hearing or investigator review if a conflict of interest is present
- To participate or decline to participate in the university's investigation—however, the university will determine an outcome with the information available pursuant to applicable proceedings
- To refrain from making self-incriminating statements
- To be notified, in writing, of the case resolution, including the outcome of any sanctions/remedial action and appeal
- To report incidents of criminal sexual and gender-based misconduct to law enforcement if he or she wishes to do so
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings

Respondent's(s') rights: Respondents are afforded the following rights in the university's investigative and adjudication process:

- To be treated with respect, dignity and sensitivity throughout the process
- To seek and receive appropriate support services at the university
- To the presence of an adviser throughout the process
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA)—the university will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- To be informed of the university's Sexual and Gender-Based Misconduct Policy
- To a prompt and thorough investigation of the allegations
- To review all applicable documents and evidence available to the university prior to a hearing or investigator review
- To challenge any individual taking part in a hearing or investigator review if a conflict of interest is present
- To participate or decline to participate in the university's investigation—however, the university will determine an outcome with the information available pursuant to applicable proceedings
- To refrain from making self-incriminating statements
- To be notified, in writing, of the case resolution, including the outcome of any sanctions/remedial action and appeal
- To understand that information collected in this process may be subpoenaed in criminal or civil proceedings

b. Sanctions

In light of the facts and circumstances of each case, the following sanctions or combination of sanctions (with or without appropriate modifications) may be applied by the student conduct officer to any student found responsible for violating the Student Code of Conduct:

- No action
- Written warning: A written notice to the involved students expressing disapproval of acts committed
- Disciplinary probation: The disciplinary probation notice informs the student that for a specified period of time, additional violations shall lead to removal from university housing, suspension or expulsion from the university. Disciplinary probation may also be assigned with specific restrictions.
- Educational assignment
- Removal from university housing
- Suspension. Students will may be required to meet certain conditions in order to be eligible for re-instatement, and may be subject to probation or additional terms upon re-enrollment.
- Expulsion

In addition to the imposition of disciplinary sanctions, the Title IX coordinator may take remedial action to remedy the hostile environment. These remedies may be imposed to protect the complainant and the university community and are considered separate from, and in addition to, any disciplinary sanction or interim measure that may have been provided prior to the conclusion of the university's investigation.

Title IX requires both parties be notified, in writing, about the outcome of both the investigation and any appeal. This notification will be provided concurrently in writing. If providing notification concurrently is impracticable, the complainant will be notified prior to the respondent to reduce the risk of retaliation or any potential safety problems. The Title IX coordinator will inform the complainant as to whether or not the investigation found that the alleged conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant, as well as other steps the university has taken to eliminate the hostile environment, if the school finds one to exist, and prevent its recurrence. The respondent will NOT be notified of the individual remedies offered or provided to the complainant. A list of remedies, services and accommodations provided to the complainant along with additional methods utilized to eliminate the hostile environment and prevent recurrence are set forth in the remedial action section above. The notice of outcome letters will also provide each party with their appeal options. The university may also notify appropriate university officials, including a direct supervisor of a respondent, as necessary to implement the outcome, sanctions and/or remedial actions.

### c. Appeals

Complainants and respondents may file an appeal within twenty-four (24) hours of their notification of the student conduct officer's decision. Such appeals must be requested in writing (not email) to the Vice President of Student Affairs or his or her designee.

The appeal shall be limited to a review of the initial proceeding and supporting documents for one or more of the following purposes:

- The original conduct review meeting was inconsistent with the established procedures.
- Evidence is now available that could not have been obtained at the time of the conduct review meeting.
- The sanction is excessive, inconsistent or insufficient with the nature of the offense.

If the Vice President of Student Affairs or their designee determines there is merit for an appeal, the facts of the incident will be reviewed with the student. Appeals can result in one of the following ways:

- The student will be found not responsible for the violation of the Student Code of Conduct.
- The student's original sanction will be upheld.
- In rare circumstance, a new formal Title IX investigation will be conducted and the case will be re-evaluated under the preponderance of the evidence standard and submitted to a different hearing officer for review.

## **B. Formal resolution procedures for complaints against faculty, staff and third parties**

The university will determine whether a faculty member, staff employee or third party is responsible for an incident of sexual assault, domestic violence, dating violence or stalking in violation of the Lynn University Sexual or Gender Based-Misconduct Policy and what, if any, disciplinary sanctions and/or remedial actions are appropriate, in accordance with the procedures described below:

### *1. Assignment of investigator*

If the Title IX coordinator or designee determines that a formal Title IX investigation is warranted to resolve a complaint of sexual or gender-based misconduct, the Title IX coordinator will appoint an investigator or an investigative team ("investigator") who has specific training and experience investigating allegations of sexual assault, domestic violence, dating violence or stalking. The Title IX coordinator will notify both the complainant and the respondent in writing of the formal Title IX investigation and the name of the investigator(s). The investigator(s) may be an employee(s) of the university or an external investigator(s) engaged to assist the university in its fact gathering.

The respondent and the complainant may protest the appointment of the investigator(s) by identifying a possible conflict of interest in writing to the Title IX coordinator within twenty-four (24) hours after the appointment of the investigator(s). The Title IX coordinator will carefully consider such statements and will assign a different investigator(s) if it is determined that a material conflict of interest exists.

### *2. The investigator's activities*

The Title IX investigation will be conducted in a manner appropriate in light of the circumstances of the case. The formal investigation may include, but is not limited to, conducting interviews with the complainant, the respondent(s) and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character); reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering, examining and preserving other relevant documents and physical, written (including medical records) and electronic evidence (including social media, security camera footage, etc.). The parties will have an equal opportunity to present relevant witnesses and evidence to the investigator, as well as identify witnesses who may have relevant information. Moreover, both the complainant and respondent(s) may have an adviser accompany him (but not actively participate) or her through the investigation process.

In gathering the facts and arriving at a conclusion, the investigator may consider the respondent's prior conduct history if:

- The respondent(s) was previously found to be responsible
- The previous incident was substantially similar to the present allegation
- The information indicates a pattern of behavior by the respondent(s)

Additionally, the investigator will refrain from posing questions about or considering the complainant's sexual history with anyone other than the respondent. The mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude a finding of sexual misconduct. The investigator(s) will also ensure that the investigation is conducted in a manner that does not inflict additional trauma on the complainant.

### 3. *The investigator's report and conclusions*

The investigator will complete within 30 days after the investigation begins a preliminary written report that makes (1) findings of fact and (2) conclusions as to whether the respondent violated any provision of the university's Sexual and Gender-Based Misconduct Policy. The standard of proof shall be by a preponderance of the evidence.

The findings of fact portion of the report will include items such as summaries of all interviews conducted, photographs, descriptions of relevant evidence, summaries of relevant electronic records and a detailed report of the events in question. The conclusion(s) will be clearly explained and address each element necessary to establish whether the respondent violated the university's Sexual and Gender-Based Misconduct Policy so that the reader understands how the investigator(s) reached the conclusions outlined in the report in light of the available evidence and the standard of proof.

In general, the investigator(s) may redact information that is irrelevant, more prejudicial than probative or immaterial. Statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty, may also be redacted.

Before the report is finalized, the complainant and respondent will be given the opportunity to review the preliminary report and all information that was used in reaching a determination of whether this policy has been violated. Consistent with FERPA or safety concerns, identifying information about the complainant or third parties may be redacted at the discretion of the Title IX coordinator. A complainant and respondent may submit any additional comment or evidence to the investigator within five (5) business days of the opportunity to review the report.

Upon receipt of any additional information by the complainant or respondent, or after the five-day comment period has lapsed without comment, the investigator(s), in consultation with the Title IX coordinator, will issue a final report to both parties outlining the findings of fact and indicating conclusions as to whether the respondent, by the preponderance of the evidence, violated any provision of the university's Sexual and Gender-Based Misconduct Policy. (See Notice of Outcome section below.)

#### a. Determination not to proceed to disciplinary action

If the investigator(s), in consultation with the Title IX coordinator or designee, determines that the respondent did not violate any provision of the university's Sexual and Gender-Based Misconduct Policy, the final outcome letter to both parties will inform them of the complainant's right to appeal that decision on the grounds of either (a) a lack of fairness in the procedures or process used to investigate the complaint that may alter the outcome of the investigation or (b) significant new information (previously unknown) that has been revealed or discovered that materially alters the facts of the matter and may alter the outcome of the investigation.

#### b. Determination to proceed to disciplinary action

If the investigator(s), in consultation with the Title IX coordinator or designee, determines that there is sufficient information to find, by a preponderance of the evidence, that the respondent violated the university's Sexual and Gender-Based Misconduct Policy, the final written report to both parties will inform them that the matter will be referred for disciplinary action to the appropriate administrative officer. In addition, the matter will be referred to the Title IX coordinator or designee for the imposition of remedial actions.

### 4. *Disciplinary sanctions and remedial actions*

#### a. Assignment of the administrative officer

The administrative officer will be designated based on the role of the respondent:

- For complaints against **staff**, the administrative officer is typically the director of employee services or a designee in conjunction with the appropriate supervisor.
- For complaints against **faculty**, the administrative officer is typically the director of employee services or designee in conjunction with the appropriate supervisor.
- For a complaint against a **student employee** who was acting solely within the scope of his or her university employment at the time of the incident, the administrative officer is typically the director of employee services or designee in conjunction with the appropriate supervisor.

The administrative officer must be a neutral and impartial decision-maker. Any administrative officer who has reason to believe he or she cannot make an objective determination must recuse oneself from the process.

#### b. Imposition of disciplinary sanctions

If the respondent is found responsible, the assigned administrative officer will consider the imposition of a disciplinary sanction designed to eliminate the misconduct, prevent its recurrence and remedy its effects, while supporting the university's educational mission and Title IX and VAWA obligations. Disciplinary sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

The administrative officer is responsible for determining the appropriate disciplinary sanction. Both the complainant and respondent will be provided two days from the date they are provided the investigator's report to submit a written impact statement for consideration by the administrative officer. These written statements provide the parties an opportunity to inform the administrative officer how the incident has impacted them and whether any facts or mitigating circumstances should be considered. The administrative officer, in reaching a final decision on an appropriate sanction, will review the investigator's report and impact statements, as well as consult with the Title IX coordinator.

The administrative officer may impose any sanction deemed appropriate after a consideration of all of the relevant information.

- For **staff** employees, the sanction may include any form of progressive discipline or termination as set forth in Volume III of the Lynn Policy, including training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination.
- For faculty, the sanction may include any form of progressive discipline or termination as set forth in Volume IV of the Lynn Policy, including training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination.
- For a **student employee** who is acting within the scope of his or her employment at the time of the incident, the sanction may include any permissible sanction from the Student Code of Conduct or Volume III of the Lynn Policy.

#### c. Remedial actions

In addition to the imposition of disciplinary sanctions, the Title IX coordinator or designee may take remedial action to remedy the hostile environment. These remedies may be imposed to protect the complainant and the university community and are considered separate from, and in addition to, any disciplinary sanction or interim measure that may have been provided prior to the conclusion of the university's investigation.

#### 1. *Examples of remedial action for the complainant*

Complainant remedies, as determined by the Title IX coordinator, may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities
- Ensuring the complainant and respondent do not share classes or extracurricular activities
- Moving the respondent or complainant (if the complainant requests to be moved) to a different residence hall
- Providing comprehensive, holistic victim services, including medical, counseling and academic support services such as tutoring
- Arranging for the complainant to have extra time to complete, re-take or withdraw from a class without an academic or financial penalty

## 2. *Examples of remedial action for the broader university population*

Remedies for the broader university population, as determined by the Title IX coordinator, may include, but are not limited to:

- Designating an individual from the Counseling Center who is specifically trained in providing trauma-informed comprehensive services to victims of sexual violence to be on-call to assist students whenever needed
- Training or retraining employees on the university's responsibilities to address allegations of sexual and gender-based misconduct and how to conduct Title IX investigations
- Developing materials on sexual or gender-based misconduct
- Conducting bystander intervention and sexual and gender-based misconduct prevention programs with students
- Issuing policy statements or taking other steps that clearly communicate that the university does not tolerate sexual and gender-based misconduct and will respond to any incidents and to any student who reports such incidents
- Conducting a "campus climate check" to assess the effectiveness of efforts to ensure that the university is free from sexual or gender-based misconduct and to inform future proactive steps that the school will take
- Targeted training for a group of students if, for example, the sexual and gender-based misconduct created a hostile environment in a residence hall or on an athletic team
- Developing a protocol for working with local law enforcement

## 3. *Final outcome letters*

Title IX requires both parties be notified, in writing, about the outcome of both the investigation and any appeal. This notification will be provided concurrently in writing. If providing notification concurrently is impracticable, the complainant will be notified prior to the respondent to reduce the risk of retaliation or any potential safety problems. The Title IX coordinator or designee will inform the complainant as to whether the investigation found that the alleged conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant, as well as other steps the university has taken to eliminate the hostile environment, if the school finds one to exist, and prevent its recurrence. The respondent will NOT be notified of the individual remedies offered or provided to the complainant. A list of remedies, services and accommodations provided to the complainant along with additional methods utilized to eliminate the hostile environment and prevent recurrence are set forth in the "remedial action" section above. The notice of outcome letters will also provide each party with their appeal options. The university may also notify appropriate university officials, including a direct supervisor of a respondent, as necessary to implement the outcome, sanctions and/or remedial actions.

## 4. *Appeals*

Either the complainant or the respondent or both may appeal the determination of the final outcome letter. The vice president of business and finance or a designee decides appeals. The three grounds for appeal are:

- The original conduct review meeting was inconsistent with the established procedures.
- Evidence is now available that could not have been obtained at the time of the conduct review meeting.
- The sanction is excessive, inconsistent or insufficient with the nature of the offense.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appeal shall consist of a plain, concise and complete written statement outlining the grounds for the appeal. The appeal must be submitted within twenty-four (24) hours of the date of the final outcome letter to the vice president of business and finance office.

Upon receipt of the appeal, the vice president of business and finance (or designee) will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) business days from receipt of the appeal. In the event that both parties initially appeal the findings, each party will be provided notice and a copy of the other party's appeal. The Title IX coordinator will be copied on all matters related to the appeal.

The vice president of business and finance (or designee) will conduct an impartial appeal. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The vice president of business and finance (or designee) shall consider the merits of an appeal only on the basis of the grounds for appeal. The vice president of business and finance (or designee) will review the written investigation report and all supporting documents and may consult with both parties independently.

The vice president of business and finance (or designee) can affirm the original findings, alter the findings and/or alter the sanctions, depending on the basis of the requested appeal. If the appeal is based on procedures not having been followed in a material manner, the vice president of business and finance (or designee) can ask that a new investigation and/or imposition of sanctions occur. In the case of new and relevant information, the vice president of business and finance (or designee) can recommend that the case be returned to the administrative officer to assess the weight and effect of the new information and render a determination after considering the new facts.

The vice president of business and finance (or designee) will communicate the result of the appeal to the complainant and respondent in writing within ten (10) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

## **Campus Security Authorities (CSAs)**

The Clery Act is a federal law requiring institutions of higher education to collect and report statistics on certain crimes in an Annual Security Report. This report provides the university community with information about the extent and nature of crime on the university's campus and helps ensure greater community safety.

The Clery Act requires "campus security authorities" (CSAs) to report campus crimes to Campus Safety. In this way, CSAs facilitate timely warnings and help ensure accurate statistics for the annual report. CSAs, as defined by the Clery Act, include all Campus Safety staff; deans (or other senior student administrative personnel); coaches; directors, vice presidents, coordinator of the Women's Center, dean of students, director of auxiliary services, Center for Student Involvement (CSI) staff, Housing and Residence Life staff; Health Services, advisers, overseers and advisers to student clubs

and organizations; and other campus officials who have “significant responsibility for student and campus activities,” such as, but not limited to, the Division of Student Affairs. Others designated as CSAs include the director of employee services; all advisers to student groups, clubs and organizations. CSAs must promptly share information about Clery crimes reported to them with Campus Safety. Counseling Center professionals are exempt from the reporting requirement while working within the scope of a license or certification.

Each of these individuals is required and trained to report incidents of a Clery Act crime occurring on campus or at a university-sanctioned event to the Office of Student Affairs for inclusion in the university’s Annual Security and Fire Report prepared for the U.S. Department of Education.

## Crime Statistics

### Policy for preparing the annual disclosure of campus crime statistics

1. The chief of Campus Safety collects data regarding crime statistics and reviews the statistics with the dean of students on a monthly basis.
2. The statistics are drawn from the daily incident reports filed with Campus Safety, Department of Housing and Residence Life and the Boca Raton Police Department.
3. The chief of Campus Safety prepares a monthly report that is submitted to the dean of students.
4. The Annual Security and Fire Report policy statements are prepared and compiled by the chief of Campus Safety, Title IX coordinator, vice president for student affairs, substance abuse prevention and treatment specialist, and Women’s Center coordinator in accordance with federal guidelines and is distributed no later than Oct. 1 of each year.
5. Statistics are submitted to the Department of Education via the Crime Statistics Survey.

The Annual Security and Fire Report is published to the university community, new students, prospective students, faculty and staff. This guide is available at the Department of Campus Safety administrative office, at the Campus Communication Center and on the university’s website.

#### *Definition of crime categories*

The university includes in the Annual Security and Fire Report the following Clery crime statistics by category that occur on the university’s Clery geography during the most recent calendar year and during the two preceding calendar years as reported to campus security authorities or local law enforcement.

(1) **Criminal offenses:** criminal homicide, including arson, murder and non-negligent manslaughter, and manslaughter by negligence; robbery; aggravated assault; burglary; motor vehicle theft; and sexual assault, including rape, fondling, incest and statutory rape:

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

*Criminal homicide-manslaughter by negligence:* the killing of another person through gross negligence

*Criminal homicide-murder and non-negligent manslaughter:* the willful (non-negligent) killing of one human being by another

*Robbery:* the taking or attempting to take anything of value from the care, custody or control of a

person or persons by force or threat of force or violence and/or by putting the victim in fear

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

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

*Motor vehicle theft:* the theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

*Sexual assault:* physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or other incapacity, such as being a minor or having an intellectual or other disability. This includes the following:

*Sex offenses – forcible:*<sup>1</sup> Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent

*Forcible rape:* the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)

*Forcible sodomy:* oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sexual assault with an object:* the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

*Forcible fondling:* the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity

*Sex offenses – non-forcible:* unlawful, non-forcible sexual intercourse

*Incest:* non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

*Statutory rape:* non-forcible sexual intercourse with a person who is under the statutory age of consent

(2) **Hate crimes:** any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias (race, religion, sexual orientation, gender, gender-identity, ethnicity, national origin, disability)

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<sup>1</sup> Sex Offenses Definitions from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program.

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

*Simple assault:* an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness

*Intimidation:* to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack

*Destruction/damage/vandalism of property:* to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

(3) **VAWA offenses:** any incidents of domestic violence, dating violence and stalking (Note that sexual assault is also a VAWA offense but is included in the Criminal Offenses category for Clery Act reporting purposes):

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

*Domestic violence:* a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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.

*Stalking:* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

(4) **Arrests and referrals for disciplinary action for weapons:** carrying, possessing, etc., law violations, drug abuse violations and liquor law violations: Statistics will be disclosed separately for each of these four general categories. In addition, the ASR will include the total number of crime reports that were "unfounded" and subsequently withheld from the crime statistics.

*Weapon law violations:* the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and

all attempts to commit any of the aforementioned.

*Drug abuse violations:* violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

*Liquor law violations:* the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### **Definitions of geography**

*On-campus:* any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the university but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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

*Public property:* all public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Clergy crimes occurring on public property as defined here will be included in the statistics report. The university's crime statistics do not include, however, crimes that occur on privately owned homes or businesses within or adjacent to the campus boundaries.

### **Unfounded reports**

The university will report to the Department of Education in its Annual Security and Fire Safety Report the statistics for the total number of crime reports that were "unfounded" and subsequently withheld from the crime statistics reported in the Annual Security and Fire Safety Report.

Unfounded reports are those that have been fully investigated by sworn law enforcement personnel and, based on the results of this full investigation and evidence, have made formal determination that the crime report is false or baseless. Recovery of stolen property, stolen property that is of low value, the refusal of a victim to cooperate with law enforcement or the failure to make an arrest do not justify classifying a report as "unfounded."

# Fire Safety Report Log – 2015

## Residence Halls

Building	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Injuries*	Deaths	Property Damage	Case Number
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### EML

2013	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0

### Lynn

2013	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0

### Trinity

2013	0	0	0	0	0	0	0	0	0
2014	1	1	10/19/14	2033 hrs	Trash can fire	0	0	\$0-99	IR 14-10-0601
2015	0	0	0	0	0	0	0	0	0

### de Hoernle

2013	0	0	0	0	0	0	0	0	0
2014	1	1	05/07/14	2012 hrs	Micro-wave – popcorn fire	0	0	\$0-99	IR 14-05-0279
2015	0	0	0	0	0	0	0	0	0

### Freiburger

2013	1	1	11/22/13	1309 hrs	Student lit tennis ball on fire	0	0	\$0-99	IR 13-11-0532
2014	0	0	0	0	0	0	0	0	0
2015	1	1	02/23/15	0226 hrs	undetermined	0	0	\$0-99	IR 15-02-0123

\*Number of injuries requiring treatment in a medical facility

## Fire safety amenities

### Residence Halls

	Fire Alarm Monitoring Done Offsite	Partial 1 Sprinkler System	Full 2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of (Fire) Drills Each Academic Year
EML	Yes		Yes	Yes	Yes	Yes	4
Lynn	Yes		Yes	Yes	Yes	Yes	4
Trinity	Yes		Yes	Yes	Yes	Yes	4
de Hoernle	Yes		Yes	Yes	Yes	Yes	4
Freiburger	Yes		Yes	Yes	Yes	Yes	4

# CRIME STATISTICS: CLERY DATA, Calendar Years 2013, 2014, 2015

The following crimes were reported to local police agencies or to campus security authorities.

## Main Campus – 3601 N. Military Trail, Boca Raton, Florida

OFFENSES	2013				2014				2015			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	1	0	0	2	2	0	0	7	7	0	0
Fondling	4	4	0	0	4	4	0	0	1	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	2 <sup>1</sup>	0	0	0	0	0	0
Burglary	13	14	0	0	13	13	0	0	7	7	0	0
Motor Vehicle Theft	0	2	0	0	0	2	0	0	0	2	0	0
Arson	0	0	0	0	0	2	0	0	0	1	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	2	0	0
Dating Violence	1	1	0	0	1	2 <sup>2</sup>	0	0	2	2	0	0
Stalking	0	2	0	0	0	8	0	0	1	10	0	0
<b>ARRESTS</b>												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	4	4	2	0	7	7	0	0	10	10	2	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Weapons	0	1	0	0	0	0	0	0	0	0	0	0
Drugs	46	54	0	0	31	31	0	0	12	13	0	0
Alcohol	62	68	0	0	69	69	0	0	34	44	0	0

<sup>1</sup> One of the two aggravated assaults and dating violence crimes is duplicative.

<sup>2</sup> One of the two aggravated assaults and dating violence crimes is duplicative.

School of Aeronautics – 3960 Airport Rd., Boca Raton, Florida

OFFENSES	2013				2014				2015			
	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus	On-Campus Property		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0

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

- *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim
- *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity
- *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- *Statutory rape*: Sexual intercourse with a person who is under the statutory age of consent

There were no “unfounded” crimes reported for the 2015 Annual Security and Fire Safety report by law enforcement.

Lynn University Presidential Residence (non-campus property) had no reportable crimes in calendar year 2015.

# Hate Crimes, 2015

Main Campus – 3601 N. Military Trail, Boca Raton, Florida

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2014	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation											
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P				
HATE CRIME S / LOCATION																																								
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault ==	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/ Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Hate Crimes, 2015

School of Aeronautics – 3960 Airport Rd., Boca Raton, FL.

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2014	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
HATE CRIME S/LOCATION																																				
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Hate Crimes, 2014

Main Campus – 3601 N. Military Trail, Boca Raton, Florida.

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2014	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
HATE CRIMES / LOCATION																																				
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Hate Crimes, 2014

School of Aeronautics – 3960 Airport Rd., Boca Raton, Florida

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2014	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
HATE CRIMES/ LOCATION																																				
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Hate Crimes, 2013

Main Campus – 3601 N. Military Trail, Boca Raton, Florida

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2013	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
HATE CRIMES /LOCATION																																				
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/ Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0				
Intimidation	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

### Hate Crimes, 2013

School of Aeronautics – 3960 Airport Rd., Boca Raton, Florida

ON: On-campus, NC: Non-Campus, RF: Residential facility, PP: Private property

2013	Race				Gender				Religion				National Origin				Gender Identity				Disability				Ethnicity				Sexual Orientation							
	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P	O	N	R	P
HATE CRIME S/LOCATION																																				
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Appendices

### A. On-campus resources

Resource	Contact	Availability	Confidential?	Reporting obligations
Title IX coordinator Lorna Fink, compliance officer	+1 561-237-7727 <a href="mailto:lfink@lynn.edu">lfink@lynn.edu</a> Green Center	9 a.m.-5 p.m.	No	Supervises investigation and response to reported sexual or gender-based misconduct incidents If the incident is a crime, reports it without any identifying information to Campus Safety for inclusion in the Daily Crime Log and annual statistical report, and for issuance of any required timely warning Shares information with university personnel who need to know in order to carry out university policies and procedures
Deputy Title IX coordinator for students Dr. Phillip Riordan, vice president for student affairs	+1 561-237-7749 <a href="mailto:priordan@lynn.edu">priordan@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	No	See Title IX coordinator.
Deputy Title IX Coordinator for Employees, Aaron Greenberg, Director of Employee Services	+1 561-237-7915 <a href="mailto:agreenberg@lynn.edu">agreenberg@lynn.edu</a> Green Center	9 a.m.-5 p.m.	No	See Title IX coordinator.
Deputy Title IX coordinator for athletics Sara Quatrocky, Associate Athletic Director/SWA	+1 561-237-7765 <a href="mailto:squatrocky@lynn.edu">squatrocky@lynn.edu</a> de Hoernle Sports and Cultural Center	9 a.m.-5 p.m.	No	See Title IX coordinator.
Campus Safety and Security	+1 561-237-7226 Campus Communication Center, west of Freiburger Residence Hall	24/7	No	Campus Safety reports to the Title IX coordinator all information received about sexual and gender-based misconduct incidents so the university can investigate and respond.  If the incident is a crime, includes it in a Daily Crime Log and annual statistical report, without identifying the alleged victim.  If the incident is a crime and poses a serious or continuing threat, Campus Safety will issue an emergency notification or timely warning.  If there is reasonable cause to suspect that a minor has been sexually abused, Campus Safety will notify Child Protective Services.  Campus Safety will share information with university personnel who need to know it in order to carry out university policies and procedures.
Chief of Campus Safety Larry Rickard	+1 561-237-7118 <a href="mailto:lrickard@lynn.edu">lrickard@lynn.edu</a> E.M. Lynn Residence Center, 4th floor	9 a.m.-5 p.m.	No	See Campus Safety.
Counseling services for students	+1 561-237-7237 E.M. Lynn Residence Center	9 a.m.-5 p.m. After hours, contact Campus Safety (non-confidential)	Yes	If a patient's clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, mental health officials will be contacted. If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.
Director of counseling services, Nicole Ovedia	+1 561-237-7140 <a href="mailto:novedia@lynn.edu">novedia@lynn.edu</a> E.M. Lynn Residence Center	Normal Business Hours.	Yes	Same as counseling services for students
Substance abuse prevention and treatment specialist, Gail	+1 561-237-7468 <a href="mailto:gdecina@lynn.edu">gdecina@lynn.edu</a> E.M. Lynn Residence	9 a.m.-5 p.m.	Yes	Same as counseling services for students

Decina	Center				
Licensed psychotherapist, Kelly Farrell	+1 561-237-7121 <a href="mailto:kfarrell@lynn.edu">kfarrell@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	Yes		Same as counseling services for students
Licensed psychotherapist, Mark Levinsky	+1 561-237-7411 <a href="mailto:mlevinsky@lynn.edu">mlevinsky@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	Yes		Same as counseling services for students
Licensed psychotherapist, Sandra Whitmer	+1 561-237-7956 <a href="mailto:swhitmer@lynn.edu">swhitmer@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	Yes		Same as counseling services for students
Referral for counseling services for employees- Employee Services	+1 561-237-7915		Yes, if referral reason is not disclosed to Employee Services		If a patient's clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, mental health officials will be contacted. If there is reasonable cause to suspect that a minor has been sexually abused, Child Protective Services will be contacted.
Health Center	+1 561-237-7231 E.M. Lynn Residence Center	9 a.m.-5 p.m.	Yes		A victim can seek medical assistance and support from these individuals without triggering a university investigation that could reveal the victim's identity or that the victim has disclosed the incident.  While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the Title IX coordinator. This limited report—which includes no information that would directly or indirectly identify the victim—helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX coordinator.
Director of Health Center, Rita Albert	+1 561-237-7405 <a href="mailto:ralbert@lynn.edu">ralbert@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	Yes		See Health Center.
Dean of students, Gary Martin	+1 561-237-7157 <a href="mailto:gmartin@lynn.edu">gmartin@lynn.edu</a> E.M. Lynn Residence Center	9 a.m.-5 p.m.	No		Will report to the Title IX coordinator all information received about sexual misconduct incidents so the university can investigate and respond; If the incident is a crime, the dean will report it without any identifying information to Campus Safety for inclusion in the daily crime log and annual statistical report and for issuance of any required timely warning; If there is reasonable cause to suspect that a minor has been sexually abused, will notify Child Protective Services and Campus Safety & Security.
Housing and Residence Life staff	+1 561-237-7236 <a href="mailto:reslife@lynn.edu">reslife@lynn.edu</a> E.M. Lynn Residence Center	9 a.m. – 5 p.m., plus on-site CAs 24/7	No		See dean of students above.
Women's Center Director of Women's Center, Charlotte Muriel	+1 561-237-7955 <a href="mailto:cmuriel@lynn.edu">cmuriel@lynn.edu</a> Lynn Student Center, 2nd Floor	9 a.m.-5 p.m.	Yes		Individuals who work in the on-campus Women's Center can generally talk to a victim without revealing any personally identifying information about an incident to the university. A victim can seek assistance and support from these individuals without triggering a university investigation that could reveal the victim's identity or that the victim has disclosed the incident.  While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the Title IX coordinator. This limited report—which includes no information that

			would directly or indirectly identify the victim—helps keep the Title IX coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX coordinator.
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B. Off-campus resources

Resource	Contact	Confidential?
Local law enforcement	911	No
Boca Raton Police Department (Non-Emergency)	+1 561-338-1333	No
Child Protective Services	+1 561-837-5078	No
Victim advocacy and support Aid to Victims of Domestic Abuse (AVDA) 24-hour Hotline	1-800-355-8547	Yes
Palm Beach County Victim Services	1-866-891-7273 (RAPE)	Yes
SAFE RIDE	1-800-675-6349	Yes
Rape, Abuse and Incest National Network (RAINN)	1-800-656-4673, <a href="http://rainn.org">rainn.org</a>	Yes
Florida Council Against Sexual Violence	<a href="http://fcasv.org">fcasv.org</a>	
Florida Coalition Against Domestic Violence	<a href="http://fcadv.org">fcadv.org</a>	
National Domestic Violence Hotline (NDV)	1-800-799-7233 (SAFE)	Yes
Off-campus medical attention		
Bethesda Hospital East	+1 561-737-7733	
Bethesda Hospital West	+1 561-336-7000	
Boca Raton Regional Hospital	+1 561-395-7100	
Butterfly House, Wellington Regional Medical Center	+1 561-355-2418	
Delray Medical Center	+1 561-498-4440	
Good Samaritan Medical Center	+1 561-655-5511	
JFK Medical Center	+1 561-965-7300	
Jupiter Medical Center	+1 561-747-2234	
Kindred Hospital the Palm Beaches	+1 561-840-0754	
Lakeside Medical Center	+1 561-996-6571	
Palm Beach Gardens Medical Center	+1 561-622-1411	
Palms West Hospital	+1 561-798-3300	
Select Specialty Hospital	+1 561-357-7200	
St. Mary's Medical Center	+1 561-844-6300	
West Palm Hospital	+1 561-842-6141	