



# ANNUAL SECURITY & FIRE SAFETY REPORT 2020



UNIVERSITY of SOUTH FLORIDA  
ST. PETERSBURG CAMPUS

UNIVERSITY POLICE DEPARTMENT  
[stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)

## From the Chief of Police

I want to thank you for taking time to review our Annual Security and Fire Safety Report, which contains valuable information regarding campus safety, policies and procedures, and the value of our mutual partnership in maintaining the safety of the campus community.

The University of South Florida St. Petersburg Police Department (UPD) is a fully accredited state law enforcement agency that provides a wide array of policing and safety services to the entire campus community. However, we are most effective when we work together, so your partnership is absolutely essential in recognizing and immediately reporting any suspicious or criminal activity.

I encourage you to visit the UPD website for additional information including our emergency notification system, weather safety and preparedness, and armed intruder preparedness. In addition, the UPD website connects you to helpful resources, such as, the Wellness Center, the Student, Outreach and Care Action Team (SOCAT), and various safety education programs.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, a copy of this Annual Security Report is available to you online at <https://www.stpetersburg.usf.edu/police/reports/annual-reports.aspx> or in a hard copy format in the lobby of the University Police Department located at 530 3<sup>rd</sup> St S. This report includes crime statistics for the previous three years concerning crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of South Florida St. Petersburg; and on public property within, or immediately adjacent to and accessible from the campus.

It is our hope that our students, staff and faculty will continue to take advantage of the resources we have made available to the campus community. You may contact UPD at **(727) 873-4444** or [usfsp-police@usf.edu](mailto:usfsp-police@usf.edu).

Please feel free to contact UPD should you need any assistance.

Sincerely,



David J. Hendry  
University Police Department  
University of South Florida St. Petersburg campus



# TABLE OF CONTENTS

|  |      |
|--|------|
| Chapter 1  |      |
| <b>UP Crime Prevention, Awareness, and Reporting</b> .....   | 1-1  |
| Chapter 2  |      |
| <b>Timely Warnings</b> .....   | 2-1  |
| Chapter 3  |      |
| <b>Victim Advocacy</b> .....   | 3-1  |
| Chapter 4  |      |
| <b>Title IX</b> .....  | 4-1  |
| Chapter 5  |      |
| <b>Procedures Regarding Alleged Dating Violence, Domestic Violence,<br/>Sexual Assault or Stalking</b> ..... | 5-1  |
| Chapter 6  |      |
| <b>Missing Student</b> .....   | 6-1  |
| Chapter 7  |      |
| <b>Emergency Notification Procedures</b> .....   | 7-1  |
| Chapter 8  |      |
| <b>Testing Emergency Notification Response and Evacuation Procedures</b> .....                               | 8-1  |
| Chapter 9  |      |
| <b>Emergency Evacuation Procedures</b> .....   | 9-1  |
| Chapter 10   |      |
| <b>Annual Fire Safety Report</b> .....   | 10-1 |
| Appendices .....   | A-1  |
| Contact Page .....   | C-1  |

## INTRODUCTION

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

In 2008, the *Higher Education Opportunity Act or HEOA* (Public law 110-35) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the requirements of the Clery Act and created additional safety- and security-related requirements for educational institutions such as ours.

In 1994, the *Violence Against Woman Act of 1994 or VAWA* (Public Law 103-322) was the first major federal law to help government agencies and victim advocates work together to fight domestic violence, sexual assault, and other types of violence against women. The VAWA created new punishments for certain crimes and started programs to prevent violence and help victims. The reauthorization of the VAWA in 2013 amended the Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking. These amendments to the Clery Act went into effect July 1, 2015.

Compliance with these federal laws is not a once-a-year event. Many requirements must be satisfied before an institution can be considered in full compliance. Some requirements are ongoing, such as crime information collecting, campus alerts and crime log updating, while other requirements are less frequent, such as this Annual Security and Fire Safety Report and the online survey our institution submits to the Department of Education by October 1<sup>st</sup> each year.



# Chapter 1

## UP Crime Prevention, Awareness, and Reporting

### Campus Law Enforcement

The University of South Florida St. Petersburg Police Department (UPD) is a fully accredited law enforcement agency and is comprised of police officers who have the right to arrest, in accordance with the laws of this state, on campus or within 1,000 feet of any property controlled by the university. The UPD also has mutual aid agreements or memorandums of understanding with the surrounding law enforcement agencies within Pinellas County, including the St. Petersburg Police Department and the Pinellas County Sheriff's Office.

These agreements request the voluntary assistance of others in matters of routine law enforcement that do or may cross jurisdictional lines, including but not limited to, the continuation of investigations, the development of intelligence, the collection of evidence of past, present or future criminal activity, or apprehension of persons suspected of criminal activity.



### Crime Statistics Preparation and Annual Reporting

Each institution within USF has a police department responsible for submitting semi-annual Uniform Crime Report (UCR) data to the Florida Department of Law Enforcement (FDLE) for locations under their jurisdiction. See APPENDIX A for a map of UPD's jurisdiction for USF St. Petersburg. The FDLE forwards this information to the Federal Bureau of Investigation (FBI) for publication in the FBI's UCR.

In addition to this reporting, each institution's police department, through their Clery Coordinator, reports a subset of these crimes as required under the Clery Act and VAWA. These Clery-VAWA crimes and incidents are reported by the institution's Clery Coordinator by October 1<sup>st</sup> each year to the Department of Education and they are included in this annual security report. Each institution's police department has a Clery Coordinator who is a law enforcement officer specially trained in classifying and compiling annual crime statistics under Clery and VAWA. Below is contact information for our Clery Coordinator:

#### USF St. Petersburg campus Clery Coordinator

Chief David Hendry  
USF St. Petersburg Police Department  
530 3rd St S, PPF 105 | St. Petersburg, FL 33701  
(727) 873-4444 | Fax: (727) 873-4122  
[usfsp-police@usf.edu](mailto:usfsp-police@usf.edu) | [stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)

Our Clery Coordinators receive reports of crimes and incidents from students, employees, the community, Campus Security Authorities (CSAs), and external law enforcement agencies.

#### Annual Crime Statistics Compilation

Clery Coordinators are responsible for determining on behalf of our institution whether or not the information being reported to them constitutes a Clery-VAWA crime or incident. This determination is based on the information available to them at the time their determination is made; their training and experiences as a law enforcement officer; and the specialized training they have received for classifying Clery-VAWA crimes or incidents. When a crime or incident is so determined to be both a Clery-VAWA crime or incident and, said crime or incident, occurred on our Clery geography, then it is included in our annual crime statistics. The Clery Act does not require crimes to be reported anonymously. It prohibits personally identifiable information from being included in our institution's disclosure of crime statistics. Crime reports made to our Clery Coordinators or our CSAs may include personally identifiable information to aid in crime investigation. However, the Clery Coordinator must omit this information from the annual security report and the web-based data collection. Also, the Clery Coordinator will not identify the victim or the person accused of committing the crime when disclosing the number of reported crimes as part of our annual crime statistics.

## Daily Crime Log

UPD maintains a Daily Crime Log of all incidents reported to them. This log provides the following information regarding criminal incidents and alleged criminal incidents reported to UPD:

- Date the crime was reported,
- Date and time the crime occurred,
- General location of the crime; and,
- Current disposition of the Complaint, if known.

An entry, addition to an entry, or a change in the disposition of a complaint are recorded within two business days of the reporting of the information to the UPD. The only exceptions to this rule are if disclosure on the log is 1) prohibited by law or 2) would jeopardize the confidentiality of the victim. A business day is Monday through Friday, except for two days when the institution is closed (e.g. weekends, holidays, or during other campus closures).

The crime log for the most recent 60-day period is available for public inspection in the lobby of the UPD free of charge during normal business hours. Anyone has access to our crime log, whether or not they are associated with USF, including the media. Any portion of the Daily Crime Log older than 60 days is also available for public inspection upon request. Logs are archived for seven years or as required under State of Florida law, whichever period is greater in accordance with USF Policy 5-012: *Records Retention and Disposition*, available online here: <https://usf.app.box.com/v/usfpolicy5-012>

## Clery-VAWA Crime or Incident

Clery-VAWA crimes and incidents are organized into three categories: criminal offenses, hate crimes, and arrests and referrals for disciplinary action. These include the following:

### Criminal Offenses

We report the following criminal offenses as part of our annual crime statistics under the Clery Act and VAWA:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (Rape, Fondling, Incest, or Statutory Rape)
- Domestic Violence
- Dating Violence
- Stalking
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

### Hate Crimes

We report hate crimes for all of the above-listed criminal offenses as well as the following additional criminal offenses as part of our annual crime statistics under Clery and VAWA:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

A hate crime is *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.* Although there are many possible categories of bias, Clery and VAWA limit these categories for the purposes of annual crime statistic reporting to the following seven categories: race, gender, religion, sexual orientation, ethnicity, national origin, and disability.

## Arrests and Disciplinary Referrals for Violation of Weapons, Drug, and Liquor Laws

We report the number of arrests and the number of persons referred for disciplinary action for the below-listed violations of law as part of our annual crime statistics under the Clery Act and VAWA:

- Weapons Law Violations
- Drug Abuse Law Violations
- Liquor Law Violations

Definitions of these crime and incidents under the Clery Act, VAWA, State of Florida Law, and the FBI's UCR, are provided in APPENDIX B.

## Clery Geography

Each institution within USF discloses statistics for reported Clery-VAWA crimes that occur on the following locations:

- **On-Campus**
- **On-Campus Residential** (a subset of On-Campus)
- **Non-Campus buildings or property** that our institution owns or controls
- **Public Property** within or immediately adjacent to the campus

The definitions for these geographic categories are *Clery Act*-specific and are the same for every institution within USF regardless of its physical size or configuration. These definitions are provided in APPENDIX B. A map of the Clery Geography for USF St. Petersburg is provided in APPENDIX C.

## Campus Security Authorities

"Campus Security Authority" is a Clery-specific term that encompasses four groups of individuals and organizations associated with our institution who must report Clery-VAWA crimes and incidents to our institution's Clery Coordinator. These groups of individuals and organizations include the following:

- 1) *A campus police department or a campus security department of an institution, e.g., University Police.*
- 2) *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or*

| Clery Crimes Reported<br>(includes attempts) | Total Uniform Crimes Reported on the Campus "Residential"<br>=on-campus student housing facility; "Campus"=on-campus |        |             |        |             |        | Non-Campus Buildings<br>and Properties |      |      | On Public Property |      |      | Total<br>Clery Crimes Reported |      |      | Unfounded*<br>Crimes |      |      |   |
|--|--|--------|-------------|--------|-------------|--------|--|------|------|--------------------|------|------|--------------------------------|------|------|----------------------|------|------|---|
|  | 2017   |        | 2018        |        | 2019        |        | 2017                                   | 2018 | 2019 | 2017               | 2018 | 2019 | 2017                           | 2018 | 2019 | 2017                 | 2018 | 2019 |   |
|  | Residential  | Campus | Residential | Campus | Residential | Campus |  |      |      |                    |      |      |                                |      |      |                      |      |      |   |
| Murder                                       | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 0    | 0                    | 0    | 0    |   |
| Manslaughter                                 | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 0    | 0                    | 0    | 0    |   |
| Sex Offense-Rape                             | 1  | 1      | 0           | 0      | 2           | 2      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 1    | 0                    | 2    | 0    | 0 |
| Sex Offense-Fondling                         | 0  | 0      | 1           | 1      | 5           | 5      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 1    | 5                    | 0    | 0    | 0 |
| Sex Offense<br>Statutory Rape                | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 0    | 0                    | 0    | 0    | 0 |
| Sex Offense-Incest                           | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 0    | 0                    | 0    | 0    | 0 |
| Domestic Violence                            | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 2    | 3                  | 0    | 2    | 3                              | 0    | 0    | 0                    | 0    | 0    | 0 |
| Dating Violence                              | 0  | 0      | 0           | 0      | 2           | 2      | 0                                      | 0    | 0    | 0                  | 0    | 0    | 0                              | 0    | 0    | 2                    | 0    | 0    | 0 |
| Stalking                                     | 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    | 1    | 0                  | 0    | 1    | 0                              | 0    | 0    | 0                    | 0    | 0    | 0 |
| Aggravated Assault                           | 0  | 0      | 0           | 0      | 0           | 0      | 0                                      | 0    | 2    | 0                  | 3    | 2    | 0                              | 3    | 0    | 0                    | 0    | 0    | 0 |
| Burglary                                     | 0  | 1      | 1           | 2      | 3           | 3      | 0                                      | 0    | 0    | 0                  | 0    | 1    | 2                              | 3    | 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 |
| Motor Vehicle Theft                          | 0  | 0      | 0           | 1      | 0           | 1      | 0                                      | 0    | 0    | 0                  | 0    | 2    | 0                              | 1    | 3    | 1                    | 0    | 0    | 0 |

Hate Crimes 2017: No Hate Crimes Reported. | 2018: No Hate Crimes Reported. | 2019: No Hate Crimes Reported.

| Arrests and Referrals<br>(Listed by reporting category) | Number of Arrests or Referrals for Weapons, Drug Law, of Liquor Violations |        |             |        |             |        | Non-Campus Buildings and Properties |      |      | On Public Property |      |      | Unfounded*<br>Crimes |      |      |
|---|--|--------|-------------|--------|-------------|--------|-------------------------------------|------|------|--------------------|------|------|----------------------|------|------|
|   | 2017   |        | 2018        |        | 2019        |        | 2017                                | 2018 | 2019 | 2017               | 2018 | 2019 | 2017                 | 2018 | 2019 |
|   | Residential  | Campus | Residential | Campus | Residential | Campus |                                     |      |      |                    |      |      |                      |      |      |
| Weapons Law Violations                                  |  |        |             |        |             |        |                                     |      |      |                    |      |      |                      |      |      |
| Arrests   | 0  | 0      | 0           | 1      | 0           | 0      | 0                                   | 0    | 0    | 1                  | 0    | 0    | 1                    | 1    | 0    |
| Referrals   | 1  | 1      | 3           | 3      | 0           | 0      | 0                                   | 0    | 0    | 0                  | 0    | 0    | 1                    | 3    | 0    |
| Drug Law Violations                                     |  |        |             |        |             |        |                                     |      |      |                    |      |      |                      |      |      |
| Arrests   | 3  | 5      | 0           | 0      | 0           | 2      | 0                                   | 0    | 0    | 3                  | 27   | 14   | 8                    | 27   | 16   |
| Referrals   | 56   | 59     | 11          | 20     | 10          | 10     | 0                                   | 0    | 0    | 0                  | 0    | 0    | 59                   | 20   | 10   |
| Liquor Law Violations                                   |  |        |             |        |             |        |                                     |      |      |                    |      |      |                      |      |      |
| Arrests   | 0  | 0      | 0           | 0      | 0           | 0      | 0                                   | 0    | 0    | 1                  | 5    | 5    | 1                    | 5    | 5    |
| Referrals   | 57   | 59     | 49          | 65     | 65          | 76     | 0                                   | 0    | 0    | 0                  | 0    | 0    | 59                   | 65   | 76   |

a campus security department, e.g., an individual who is responsible for monitoring the entrance into institutional property. This includes individuals who provide security at a campus parking kiosk, monitor access into a campus facility, or act as event security or escort students around campus after dark.

- 3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- 4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An "official" in this context is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Examples of individuals who meet the criteria for being Campus Security Authorities include, but are not limited to, the following:

- A dean of students who oversees student housing, a student center, or student extracurricular activities.
- A director of athletics, a team coach, or a faculty advisor to a student group.
- A student resident advisor or assistant or a student who monitors access to dormitories.
- A coordinator of Greek affairs.

Examples of individuals who would not meet the criteria for being Campus Security Authorities include, but are not limited to, the following:

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
- Clerical or cafeteria staff.

### Exemption for Pastoral and Professional Counselors

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not considered Campus Security Authorities under the Clery Act:

- **Pastoral counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have

learned about. This is similar to the privilege provided under certain circumstances to doctors, counselors, and attorneys when they may learn of crimes from patients or clients. This exemption is intended to protect the counselor-client role. However, even these legally-recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

### What Campus Security Authorities Do

The function of a Campus Security Authority (CSA) is to report to our institution's Clery Coordinator allegations of Clery-VAWA crimes and incidents on our Clery Geography that he or she concludes were made in good faith. Obviously in the event of an emergency, Campus Security Authorities should contact 9-1-1 first.

### What Campus Security Authorities Should NOT Do

CSAs are not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. CSAs should not try to apprehend the alleged perpetrator of the crime. That, too, is the responsibility of law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

CSAs play a vital role in the timely and accurate reporting of certain crimes and incidents for each separately-accredited institution within USF. To access more information about what might make you a CSA, training resources, and more CSA-centric information, consult the following webpage dedicated to USF resources:

<https://www.stpetersburg.usf.edu/police/reports/campus-security-authority.aspx>

## How to Report Crimes or Other Emergencies on Campus

All members of the USF community are encouraged to promptly report known or suspected crimes to Campus Police or the external law enforcement agency with jurisdiction. Any emergency involving a threat to life or property should be immediately reported to 9-1-1. All campus phones may be used to dial 9-1-1 at no charge. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. University Police responds to all emergency situations involving our campus, regardless of whether the situation requires police, fire, or medical assistance.

We have Emergency Blue Light Phones located throughout campus, which are equipped with location indicators. Consult APPENDIX D for a map of emergency blue light phone locations on the USF St. Petersburg Campus.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, UPD will take the required action by either dispatching an officer, or asking the caller to report to the USF St. Petersburg campus Police Department headquarters to file an incident report. Incidents should be reported even when the victim of a crime is unable (physically/mentally) to make such a report. UPD Police Department officers will investigate a report when it is

# How to Report Crimes or Other Emergencies on Campus

deemed appropriate. Reporting incidents to UPD is important to facilitate timely determination of the existence of a significant emergency or dangerous situation and assess for timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense information to be appropriately included in our annual disclosure of crime statistics.

All other police business (crimes over with, suspicious persons, questions, etc.) may be directed to UPD at (727) 873-4444 or by visiting their main office located at 530 3<sup>rd</sup> Street South, St. Petersburg, FL 33701.

## Mandatory Reporters of Clery-VAWA Crimes or Incidents

While all members of USF are strongly encouraged to report crimes to the police, certain USF employees are required to report Clery-VAWA crimes and incidents because, under the Clery Act and VAWA, they are Campus Security Authorities (CSAs). Employees who are not sure whether or not they are a CSA should contact their institution's Clery Coordinator. Their contact information is provided above. It can also be accessed online at the following address: [usf.edu/police/your-safety/campus-security-authority.aspx](https://www.usf.edu/police/your-safety/campus-security-authority.aspx).

In emergency situations, CSAs should always call 9-1-1. In non-emergency situations or once an emergency situation has been de-escalated, CSAs must report Clery-VAWA crimes or incidents which occur on our Clery Geography using the CSA report form, available online at: [www.stpetersburg.usf.edu/police/documents/www\\_clery\\_reporting\\_form\\_feb\\_2019.pdf](http://www.stpetersburg.usf.edu/police/documents/www_clery_reporting_form_feb_2019.pdf)

Reports of Clery crimes and incidents to the Clery Coordinator do not need to contain names of those involved; only a description of the situation and location of the incident. If you are unsure of which form to use or which Clery Coordinator to contact, just report it on the form you have. Our Clery Coordinators will sort it out. The important thing to remember is to report a Clery-VAWA crime or incident to the Clery Coordinator as soon as possible.

## AlertUSF

AlertUSF Messenger is part of USF's Emergency Notification System (ENS). It was established to notify our community in the event of a campus emergency. It allows USF students and employees to receive emergency updates via text message. All official USF emergency notifications are sent out through AlertUSF. Faculty, staff, and students are urged to sign up. USF strongly recommends all USF students and employees subscribe for this important service.

To register for AlertUSF or to update your contact information follow these instructions:

1. Login to the NetID Account Services website via [netid.usf.edu/una/](http://netid.usf.edu/una/) using your NetID.
2. Click Update Emergency Notification Settings.
3. Follow instructions to opt in, provide mobile phone number, and select campus locations for alerts.
4. Click Submit.

## USF Safe App & Tips

USF Safe is the official safety app for the University of South Florida. This free mobile safety app provides quick access to:

- Emergency Contacts (On and Off Campus)
- Numbers Customized for Each Campus Safety Resources in One Place
- Access to Existing Support Resources
- USF Bulletin Board for Ongoing Situations
- Interactive and Searchable Maps
- Location Sharing and Friend Walk
- Mobile Blue Light (Beacon)

To report a crime tip, start by downloading the USF Safe app on your Apple or Android smart phone. Choose the campus in which you are on, and then click "Report a Tip." If you do not have an Android or Apple smart phone, you can text a TIP to the USFPD. Simply draft a message and send to 67283. Please note standard text messaging rates apply based on your individual plan. For more information regarding the USF Safe App, please visit <https://www.usf.edu/administrative-services/university-police/your-safety/usf-safe-app.aspx>

Smartphone users who download the app can report tips to USF Police, make emergency phone calls, and other safety resources all in one place.

## Silent Witness: Anonymous Crime Reporting

To anonymously report a crime tip, members of the USF St. Petersburg campus community can utilize the Silent Witness Reporting



process, which can be accessed online at <https://www.stpetersburg.usf.edu/police/silent-witness/index.aspx>

### Protecting the Confidentiality of Victims

USF will protect the confidentiality of victims and other necessary parties—complete publicly available record-keeping and, for the purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim pursuant to the Clery Act under VAWA, and other applicable federal and State of Florida laws.

USF will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of our institution to provide the accommodations or protective measures.

### Prohibition on Retaliation

USF encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of a grievance, complaint, or report by employees and students of violations of law, rule, regulation, policy, or other misconduct.

In support of an environment of open communication within the USF community, USF will not tolerate retaliation, retribution, or reprisals against an employee or student who submitted such a good faith filing. Employees and students who learn of retaliation should report it immediately. For more information on the USF prohibition

on retaliation, retribution, or reprisals, consult USF Policy 0-020, available online at <https://usf.app.box.com/v/usfpolicy0-020>

### What happens to Employees or Students Who Violate Our Retaliation Policy?

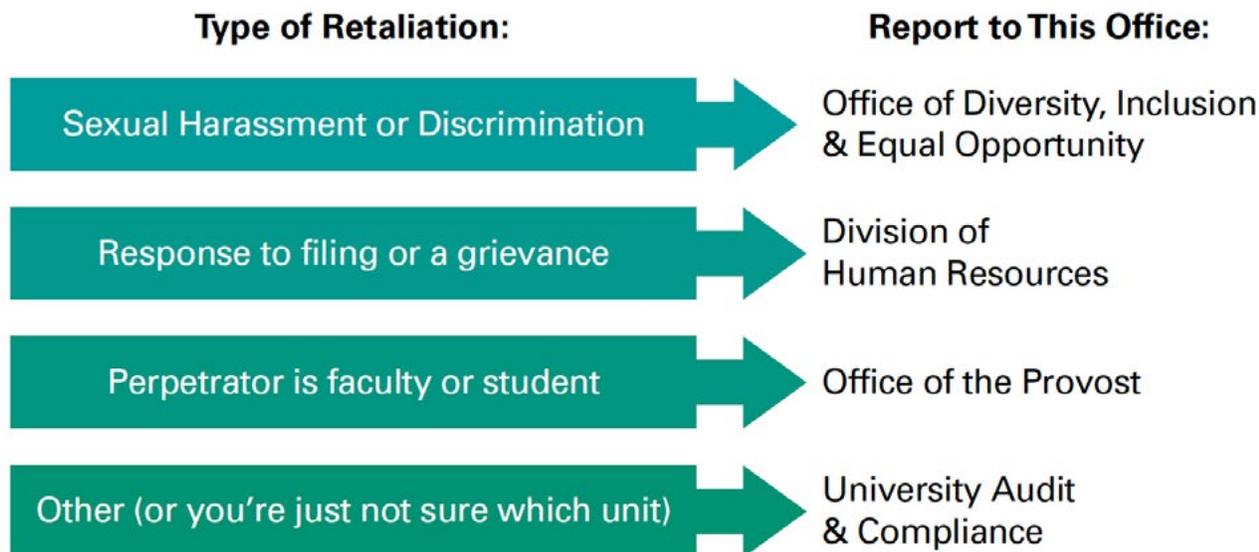
Employees who engage in retaliation in violation of USF Policy 0-020 will be subject to disciplinary action up to dismissal from employment. Students who engage in retaliation in violation of USF Policy 0-020 will be referred to the Office of Student Rights and Responsibilities for potential adjudication under the Student Code of Conduct process.

### How to Report Retaliation

An employee or student who believes retaliation may have been taken against them as a result of filing a grievance, complaint, or report of violations of law, rule, regulation, policy or other misconduct, should immediately report the retaliation to their next level supervisor, if feasible, otherwise, reports of retaliation should be made as shown in the chart below.

During the day and during evening hours when classes are in session, facilities within USF (excluding housing facilities) are generally open to the public: students, parents, employees, contractors,

## Report Retaliation Based on the Type of Retaliation Being Experienced



<sup>1</sup>The term “accommodation” used within the context of the Clery Act and the VAWA (Clery/VAWA) is reasonably understood to mean temporary supportive services or interim measures for victims of sexual assault, dating violence, and stalking occurring within our Clery Geography. When this term is used within the context of the Americans with Disabilities Act (ADA), its meaning differs from the use of this term under Clery/VAWA. Under the ADA, this term refers to reasonable, permanent accommodations for those who have a qualifying disability under the ADA. For more information concerning ADA-related accommodations contact Student Disability Services. More information concerning Clery/VAWA-related accommodations is provided in this report.

## Security of and Access to Campus Facilities

guests, and invitees. Outside of these hours, all facilities are generally locked and only those who require access are admitted. UPD provides regular patrol of university buildings as well as parking lots. In the case of periods of extended closing, the institution will admit only those with appropriate authority.

The institution monitors our buildings and grounds with a concern for the safety and security of all persons and property. Inspections are routinely conducted and repairs are promptly made to ensure that appropriate safety and security standards are maintained. University Police assist Facilities Management personnel by reporting potential safety and security hazards, which include conducting campus lighting surveys and reporting outages. Students, faculty, and staff are also encouraged to call Facilities Management to report any safety or security hazards.

### Facilities Management Contract Information:

#### Facilities Management

USF St. Petersburg campus

140 Seventh Avenue S.

St. Petersburg, FL 33701

(727) 873-4135 or (727) 873-4444 after hours

<https://www.stpetersburg.usf.edu/resources/facilities/work-request.aspx>

A representative of UPD is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before contractors begin working. UPD also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarms, or procedures that serve to reduce the opportunities for crime to occur in or around campus buildings.

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

Our law enforcement officers regularly patrol the residence halls and are readily available to assist on a 24-hour basis. A Resident Assistant or Night Clerk is on duty in residence hall complexes every night for security purposes. These security measures and personnel are representative of our concern for the protection of your person and property. Maintenance personnel make security inspections and corrections as needed. Students are encouraged to call the Housing Office or UPD to promptly report security deficiencies. Remember, in an emergency always call **9-1-1**.

### Housing Office Contact information:

#### Housing and Residence Life

USF St. Petersburg campus

500 2<sup>nd</sup> Street South

St. Petersburg, FL 33701

(727) 873-5101

## Programs About Campus Security Procedures

Our law enforcement officers provide safety and security training for all new students, faculty, and staff members of the university during orientation. This training introduces new members of the USF community to the various systems and practices our institutions put in place to enhance the safety and security of all community members. Information on how to respond to various kinds of potential emergency situations is reviewed with participants. Information about the importance of signing up for the AlertUSF emergency text message system is provided.

UPD offers a wide variety of services to assist the USF St. Pete campus, including evening and night time safety escorts between locations on campus. Contact the UPD at **(727) 873-4444** for assistance.



## Crime Prevention Programs for Students and Employees

The USF St. Petersburg campus offers a number of programs intended to reduce the potential for personal injury and loss of property. Presentations on safety are included in incoming students and residence hall students' orientation, and are held frequently during fall and spring semesters for the benefit of students, faculty, and staff.

USF encourages all students and employees to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students and employees regularly through seminars, films, bulletins, crime alerts, posters, brochures, and other publications.

### UPD provides crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape (for both men and women)
- Rape Aggression Defense (RAD) [Self Defense for Women]
- Rape Aggression Defense (RAD) [Self Defense for Men]
- Personal Safety—Reducing Your Risks
- Drinking and Driving—DUI Information
- Burglary and Theft Prevention
- Citizens' Response to Active Shooter
- Operation ID—Engraving
- USF St. Petersburg campus Police Department—Who We Are & What We Do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Violence in the Workplace
- Alcohol Awareness

For more information on these education, prevention, and awareness programs visit the UPD website at [stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)

The Title IX Office provides mandatory VAWA Training to all new employees during Employee Orientation Sessions, and offers monthly Responsible Employee Training to mandated reporters.

The USF St. Petersburg campus Wellness Center offers a variety of education, prevention and awareness programs including the following:

- QPR Suicide Prevention
- Safe Zone Ally Training
- USFSP Cares: How to Help
- Strengths Quest Training
- Awareness events and campaigns
- Workshops and presentations
- Consultations on safer sexual behavior and sexually transmitted infections
- Social media blogs on wellness and safety

For more information on these education, prevention, and awareness programs visit the Center for Student Well-Being website at [stpetersburg.usf.edu/student-life/wellness](http://stpetersburg.usf.edu/student-life/wellness).



# Alcohol and Illegal Drugs

## Alcohol and Drug-Free Workplace Policy Statements

USF Alcohol Policy prohibits the unlawful manufacture, distribution, possession, use, or sale of alcohol on the property of, or in connection with, any of the activities of USF. Such prohibitions are at all times subject to the applicable alcoholic beverages laws and ordinances of the State of Florida as well those by the city and county in which our institution resides.

The USF Drug-Free Workplace Policy prohibits the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) on the property of or in connection with any of the activities of USF. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs, is a violation of the USF Drug-Free Workplace Policy as well as federal and state law.

## Alcohol Standards of Conduct

The specific standards of conduct for the possession, use, and sale of alcoholic beverages by USF students, employees, and community members include, but are not limited to, the following:

- Do not violate the underage drinking laws of the State of Florida by
  - Possessing or consuming alcoholic beverages if you are less than twenty-one (21) years-of-age.
  - Selling, furnishing, giving, serving, or providing alcoholic beverages to any person under twenty-one (21) years-of-age.
  - Misrepresenting or misstating your age or the age of any other person for the purpose of inducing any licensor or his agents or employees to sell, give, serve, or deliver any alcoholic beverage to a person under twenty-one (21) years-of-age.
- Do not sell, or intend to sell, alcohol without a proper license issued by the State of Florida Division of Alcoholic Beverages and Tobacco.
- Do not operate a motor vehicle under the influence of alcohol.
- Do not be intoxicated in public.
- Do not conduct an open house party or any other event at which minors may possess or consume alcohol.
- Do not attend class, an organizational meeting, or any other USF event that is specific for an educational gain while under the influence of alcohol.

## Sanctions for Violating Our Alcohol Policy

Any criminal violation of State of Florida alcohol laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are addressed by the Pinellas County Clerk of the Circuit Court.

Any employee or student determined to have violated USF policy or regulation with regard to the manufacture, distribution, possession, use, or sale of alcohol shall be subject to institutional disciplinary action for misconduct. Such violations of policy by any employee or student will be reason for evaluation or treatment for an alcohol use disorder or for institutional disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements and policies and procedures or referral for prosecution consistent with local and state law.

## Sanctions for Violating Our Drug-Free Workplace Policy

Any criminal violation of federal or State of Florida drug laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are addressed by the Pinellas County Clerk of the Circuit Court.

Any employee or student determined to have violated USF policy or regulation with regard to the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) on the property of or in connection with any of the activities of USF shall be subject to institutional disciplinary action for misconduct. Such violations of policy by any employee or student will be reason for evaluation or treatment for a drug use disorder or for disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements, policies, and procedures, or referral for prosecution consistent with local, state, and federal law.

In order to comply with federal law, the USF employees convicted of violating any criminal drug statute occurring in the workplace must notify their dean, director or supervisor no later than five (5) days after such conviction. USF will discipline any employee who is so convicted and/or require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program.

## Alcohol and Drug-Free Workplace Policy Resources

Our alcohol and drug-free workplace policies, and the enforcement thereof, are codified in the below listed USF policies and regulations:

- USF Alcohol Policy 30-023:  
<https://usf.app.box.com/v/usfpolicy30-023>
- USF Drug-Free Workplace Policy 0-610  
<https://usf.app.box.com/v/usfpolicy0-610>
- USF Student Code of Conduct, USF Regulation 6.0021:  
<https://usf.app.box.com/v/usfregulation60021>

### Illegal Drug or Alcohol Abuse Prevention Programs

USF is committed to the safety and well-being of the campus community. All institutions in USF have developed education, prevention, and treatment resources to support students and staff in making healthy and informed decisions related to alcohol and illegal drugs. Below is more information about the drug or alcohol abuse prevention and education programs available to USF students and employees.

#### Prevention and Education Programs for Students

As part of the university's alcohol education program, all incoming students are required to complete an online course called AlcoholEdu for College. This course uses science-based research to educate participants about alcohol and its effects. Whether you drink or not, the course will provide information to help you make informed decisions about alcohol as well as negotiate the drinking behavior of your peers.

#### Counseling for Students

The USF St. Petersburg campus Wellness Center offers free assessment and treatment to currently registered students who may have alcohol and substance abuse problems. Students may be self-referred or referred by the Office of Student Right and Responsibilities or other campus departments. Students who need more intensive assistance will be referred to community providers. For more information about drug and alcohol counseling services for students, visit the Wellness Center in the Student Life Center (SLC), 2<sup>nd</sup> floor, Suite 2200, in person or visit their website: [stpetersburg.usf.edu/student-life/wellness](http://stpetersburg.usf.edu/student-life/wellness)

#### Counseling for Employees

Human Resources has partnered with Magellan Health Services to provide all USF employees with an Employee Assistance Program (EAP). Magellan's EAP program offers confidential alcohol and substance abuse screening, assessment, and referral to all USF employees, in addition to other solution-focused help and resources for all types of life issues. The Magellan program is available for all USF employees free-of-charge, 24 hours a day, seven days a week online at [MagellanHealth.com/member](http://MagellanHealth.com/member) or by telephone at 1-800-327-8705.

The Magellan program includes a comprehensive online resource library of articles, screening and self-assessment tools, tip sheets, calculators, resource guides, on-demand learning and personalized improvement plans. Employees and their families have up to three (3) counseling sessions. If an employee needs additional assistance beyond the scope of what the Magellan program provides, the employee may be referred to other resources such as their health benefits or community resources like Alcoholics Anonymous. USF managers and supervisors can provide referrals for their employees through the EAP. An employee's use of EAP services are confidential. They cannot provide information back to USF about who uses the program.

For more information about the drug and alcohol abuse services and other services provided to USF employees through the EAP, visit the Human Resources EAP webpage at [usf.edu/hr/benefits/eap.aspx](http://usf.edu/hr/benefits/eap.aspx)

### Health Risks Associated with Alcohol Abuse and the Use of Illicit Drugs

The information below was extracted from the publication "What Works: Workplaces Without Drugs," U.S. Department of Labor, 1991. This information is also available on our Human Resources website at <https://usfweb.usf.edu/human-resources/resources/showfile/1/38>

#### Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses, or low doses combined with other depressants of the central nervous system, cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may permanently damage vital organs such as the brain and liver. Mothers who drink while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## Anabolic Steroids

Anabolic steroids are powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids may be taken orally or injected. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Athletes have used steroids since the 1950s, hoping to enhance performance. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging in severity from liver cancer and sterility to acne. Psychological effects include very aggressive behavior, known as “roid rage”, and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include quick weight and muscle gains; behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; darkening of the skin; and persistent, unpleasant breath odor.

## Cannabis

All forms of cannabis have negative physical and mental effects. Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is “high.” Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

## Cocaine

Cocaine stimulates the central nervous system, and long-term use can lead to psychological dependence. Its immediate effects include dilated pupils, elevated blood pressure and body temperature, and increased heart rate. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as insomnia, loss of appetite, tactile hallucination, paranoia and seizures. Cocaine use may lead to death through disruption of the brain’s control of heart and respiration.

## Depressants

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and

altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to women who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. These children often have birth defects and behavioral problems.

## Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogues known as designer drugs. These drugs can be several times stronger than the drugs they imitate. Many can cause severe neurochemical damage to the brain. The narcotic analogues can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or perspiration and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations, and impaired perception.

## Hallucinogens

Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. PCP often causes distance and space estrangement, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users of PCP report memory and speech difficulties. Some of these effects may last a year following prolonged daily use. Mood disorders such as depression, anxiety, and violent behavior also occur. Long-term chronic users may become paranoid and violent and experience hallucinations. Large doses may produce convulsions, coma, or heart and lung failure.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, and anxiety. Delayed effects, or flashbacks, can occur even after use has ceased.

## Inhalants

A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

## Narcotics

Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may pro-

duce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

## Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may perspire and experience headaches, blurred vision, dizziness, sleepiness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users also report feeling restless, anxious, and moody. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

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## Information about Registered Sex Offenders

Under Florida Statutes, Section 1006.695, each institution within USF is required to inform new students and employees at orientation and on its website of the existence of the Florida Department of Law Enforcement Sexual Predator and Sexual Offender Registry website and the toll-free phone number that gives access to sexual predator and sexual offender public information.

This information is as follows:

### Florida Department of Law Enforcement Florida Sexual Offenders and Predators

Website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Toll-free number: 1-888-357-7332

For TTY Accessibility: 1-877-414-7234

In compliance with this law, UPD provides this information to all new students and employees during orientation. Likewise, UPD maintains this information on their website: <https://www.stpetersburg.usf.edu/police/reports/sex-offenders.aspx>

The Campus Sex Crimes Prevention Act also requires sexual predators and offenders to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student at that institution. UPD will notify the university community when a registered sexual predator or offender has registered as being on campus in accordance with Florida Statutes, Section 1005.10.

If you have any questions or concerns regarding these laws, please call **(727) 873-4444**.

# Chapter 2

## Timely Warnings

Our institution issues timely warnings for any Clery Act crime that occurs on our Clery Geography that is:

- Reported to Campus Security Authorities (CSAs) or local police agencies; and
- Considered by our institution to represent a serious or continuing threat to students and employees.

The intent of timely warnings is to enable members of the USF campus community to protect themselves. Timely warnings essentially are crime awareness and prevention bulletins to the USF community, thus the warning will be issued as soon as possible even if the facts are not yet known.

Timely warnings are issued on a case-by-case basis at the discretion of the Chief of USF Police or designee in light of all facts surrounding a crime, including factors such as:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

USFPD decides the content of the timely warnings. These warnings include information that promotes safety and would aid in the prevention of similar crimes including, but not limited to, information about the crime that triggered the warning.

USFPD issues timely warnings to our institution-issued email accounts. All enrolled USF students and employees are provided an active email account. USFPD will also use these email accounts to issue updates to timely warnings.

Since our timely warnings are sent to institution-issued email accounts, it is imperative that all enrolled students and current employees have such an email account. For assistance with student and employee email accounts, please contact:

### USF Tampa Information Technology

Help Desk: [help@usf.edu](mailto:help@usf.edu)

Phone: (813) 974-1222

Web: [usf.edu/it](https://usf.edu/it)

For more information concerning timely warnings policies and procedures, please consult USF Emergency Management Policy 6-010, available at the Office of General Counsel's website: <https://usf.app.box.com/v/usfpolicy6-010>

### The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement

The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is general precluded from disclosure, such information may be released in an emergency situation.

The Family Educational Rights and Privacy Act (FERPA), which protects student education information from disclosure, does not preclude our institution's compliance with the timely warning provision of the Clery Act. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated, as those records are not protected by FERPA.

For more information about FERPA and the timely warning requirement under the Clery Act, consult the U.S. Department of Education's May 1996 Dear Colleague Letter on Campus Security Issues, available online via the Department of Education's website: <http://www.fldoe.org/core/fileparse.php/7674/urlt/0064538-ferpa.pdf>





# Chapter 3

## Policies, Programs, and Procedures for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

### Policy Prohibitions and Definitions

The crimes of sexual assault, dating violence, domestic violence, and stalking are prohibited under USF Policy 0-004: <https://usf.app.box.com/v/usfpolicy0-004>. These crimes are prohibited in all academic, educational, extracurricular, athletic, and other programs of the USF, whether those programs take place in university facilities, at a class or training program sponsored by the university at another location, or elsewhere. Below are the definitions of these crimes and the term “consent” in the context of sexual activity as provided under Florida Statutes.

Sexual Assault is called “Sexual Battery” under Florida Statutes and is defined as follows:

The oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object without that person’s consent. Sexual battery does not include an act done for bona fide medical purpose.

Consent in the context of the above definition of sexual battery means intelligent, knowing, and voluntary consent and does not include coerced submission; it is not deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender. State of Florida statutes clarify that consent is NOT obtained in the following circumstances:

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the present ability to execute the threat in the future.
4. The offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer or is an elected official or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner

as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of the government.

For more information about Florida sexual battery statutes, visit [leg.state.fl.us/statutes](http://leg.state.fl.us/statutes) (Chapter 794).

**Domestic Violence** is defined under Florida statutes 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.

**Dating Violence** is defined under Florida Statutes 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 6 months.
2. The nature of the relationship must have been characterized by expectation of affection or sexual involvement between the parties; and
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.

**Stalking** is defined under Florida Statutes as:

A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.

In this context, the term “harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose. Likewise, the term “cyberstalk” means to engage in a course of conduct to communication, or to cause to be communicated, words, images,

or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### Prevention and Awareness Trainings and Campaigns

USF provides programs to prevent sexual assault, dating violence, domestic violence, and stalking (“VAWA Training”) to all incoming USF students and employees in accordance with the VAWA amendments to the Clery Act. Likewise, USF provides ongoing prevention and awareness campaigns (“VAWA Campaigns”) for these same crimes to current USF students and employees.

For more information on VAWA trainings and campaigns for USF students and employees, including how to schedule these trainings and campaigns for your area or group, contact the Office of Title IX at (813) 974-4373. Below is a brief overview of the VAWA trainings and campaigns.

### Sexual Assault Prevention for Undergraduates

Sexual Assault Prevention for Undergraduates by Everfi covers the importance of values, aspects of (un)healthy relationships, gender socialization, sexual assault, consent, bystander intervention, and on-going activism. The program satisfies the U.S. federal government mandate that all new students be given education and resources on violence prevention and response. It is disseminated to all new, incoming students each fall and spring semester.

### Bystander Intervention Training

The USF Center for Victim Advocacy provided an interactive Bystander Intervention Training program to USF-Tampa students throughout the year. The goal of the Bystander Intervention training program is to equip USF students with the tools and confidence to safely intervene to decrease instances of interpersonal violence on USF’s campus. This program of bystander intervention training is offered monthly in an open format, as well as by request. It lasts approximately 1.5 hours and is facilitated by trained student facilitators.

### Got Consent? Campaign

The ‘Got Consent?’ campaign is a marketing campaign aimed at increasing visibility on the necessary component of a sexual relationship: obtaining consent.

### Domestic Violence Awareness Month – October

Domestic Violence Awareness month covered how to prevent violence, get connected to resources, and recognize warning signs of domestic and dating violence. Departments and organizations submitted proposals for their events to CVAVP for calendar and marketing inclusion.

### Sexual Assault Awareness Month – April

Sexual Assault Awareness Month emphasized the importance of raising awareness about sexual violence and how to prevent it at the university all while supporting survivors of sexual assault.

A Sexual Assault Awareness Month committee was developed and facilitated by the Violence Prevention Specialist to increase cross-campus collaboration and resource sharing.

### Take Back the Night

Our institution hosted its annual Take Back the Night, a safe place for survivors and allies of gender-based violence to speak out about their experience and come together as a campus community.

### USF Annual Title IX Conference

The USF Office of Title IX hosted their annual Title IX conference. Staff from the Center for Victim Advocacy presented on topics of gender-based violence. USF students and employees are encouraged to attend this annual conference and are provided free or significantly discounted registration. The conference is open to members of the USF community as well as national attendees. For information on the annual Title IX conference and other diversity, inclusion, and equal opportunity (DIEO) events, visit <https://www.usf.edu/diversity/about-dieo/events/>

### Orientation

The Center for Victim Advocacy provides violence prevention, awareness, and resources are facilitated at every first year, transfer, and international student orientation in differing formats with direct support from CVAVP. Orientation expo participation is also requested each semester.

### Violence Prevention Trainer Program

The Center for Victim Advocacy recruits undergraduate and graduate students yearly to volunteer as a violence prevention trainer. The goal of this peer-to-peer model program is to utilize students to teach their peers how to step in and intervene to prevent violence, recognize unhealthy and abusive characteristics in relationships, and how to ask for consent.

### Red Flag Campaign

The Red Flag Campaign uses a bystander intervention strategy to address and prevent sexual assault, dating violence, and stalking on college campuses. The Center for Victim Advocacy hosted this campaign, which aims to reach students where they are through pop-up displays of red flags, informational tables, and workshops.

### Additional Trainings Provided

The Center for Victim Advocacy and Violence Prevention delivers ongoing training sessions and educational programs to USF-Tampa students and employees. These sessions and programs include topics such as bystander intervention, consent, sexual violence, domestic violence, victimology, and crime prevention to students, staff, and faculty. Information on how to schedule these sessions and programs for your unit, group, or area is available on the Center for Victim Advocacy and Violence Prevention website: <https://www.st-petersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx>

## Key Topics Covered in Prevention and Awareness Trainings and Campaigns

USF's prevention and awareness trainings and campaign programs address the below listed key topics as required under the VAWA amendments to the Clery Act for our students and employees:

1. USF's policies prohibiting the crimes of sexual assault, dating violence, domestic violence, and stalking.
2. The definitions of consent (in reference to sexual activity), dating violence, domestic violence, sexual assault, and stalking per Florida statutes.
3. Safe and positive options for bystander intervention.
4. Information on risk reduction to recognize warning signs of abusive behavior and how to minimize risk for potentially violent situations.
5. Information on possible sanctions or protective measures USF may impose following a final determination of an institutional disciplinary procedure regarding sexual assault, dating violence, domestic violence, or stalking.
6. Procedures victims should follow if a sex offense, sexual assault, dating violence, domestic violence, or stalking has occurred.
7. Procedures for institutional disciplinary action in cases of alleged sexual assault, dating violence, domestic violence, or stalking.
8. Information about how the institution will protect the confidentiality of victims.
9. Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on campus and in the community.
10. Written notification of 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 USFPD or local law enforcement.

More information on all these key topics is provided in this and subsequent sections of this report.

## Safe and Positive Options for Bystander Intervention

### Bystander Intervention Steps

The five steps of bystander intervention (adapted from Darley & Latane) are provided below and are incorporated into our prevention and awareness trainings and campaign:

**Step 1: Notice a situation** – pay attention to your surroundings.

**Step 2: Interpret the situation** as someone is in danger or there is a potential for danger. Many situations are ambiguous it's okay if you are wrong and it's not an emergency.

**Step 3: Assume responsibility to help.** Decide that YOU personally should do something to help the victim or that, if you do not help, no one will.

**Step 4: Know how to help.** Try Bystander Intervention Techniques. (We give you some examples below.)

**Step 5: Decide to safely intervene.**

### Bystander Intervention Techniques

Our prevention and awareness trainings and campaigns discuss and provide examples of bystander intervention techniques, such as:

- **Distract**

- Ask for directions
- Spill a drink
- Engage them in conversation
- Women: Invite the female to go to the restroom with you; once there, ask if she needs help

- **Delegate**

- Involve others if you don't feel safe intervening alone
- Ask friends to help you distract or confront
- Find the person-at-risk's friends and tell them you are concerned about the safety of their friend

- **Direct**

- Directly confront the situation (think about how you would directly stop someone from driving drunk)
- "I don't like how you treat your girlfriend [or wife] – it's abusive and needs to stop." Offer to help find an intervention program.
- "I'm getting her friends to take her home now."

### One Love Student Organization

Escalation Workshop: a powerful, film-based workshop that opens people's eyes to the warning signs of relationship abuse. The workshop consists of a film, *Escalation*, followed by a guided discussion led by a trained facilitator. The advisor of this student organization is the Violence Prevention Specialist.

## Hungry for Consent

The overall goal of Hungry for Consent is to equip USF \*incoming\* students to demonstrate healthy, mutual consent in sexual and romantic relationships. This was hosted as a large scale event at the beginning of the fall semester, and by request throughout the year.

## Coffee and Consent

The overall goal of Coffee and Consent is to equip students to demonstrate healthy, mutual consent in sexual and romantic relationships. These are offered throughout the year as pop up events by request.

## Consent Concoctions

The overall goal of Consent Concoctions is to equip students to demonstrate healthy, mutual consent in sexual and romantic relationships, specifically involving alcohol. These are offered throughout the year as pop-up events by request.

## Survivor Love Letters

The goal of USF's Survivor Love Letters campaign is to increase the perception of a survivor-supportive campus so that students feel comfortable preventing violence and seeking out resources.

For more information on our violence prevention education, workshops, and trainings please visit <https://www.stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx> or email [ahall4@usf.edu](mailto:ahall4@usf.edu).

## Warning Signs of an Abuser

- **Intensity:** “Too much, too soon”

- Pushes for a quick relationship – wants to move in together or marry soon after meeting
- “Sweeps you off your feet” – expensive gifts; constant messaging and calling; wants to be with you all the time
- Uses conversation that is inappropriately intimate

- **Power and Control:**

- Jealousy (It is not a sign of love but of possession)
- Demands your undivided attention; even at inappropriate times
- Doesn't want you to spend time with your friends or family
- Invades your personal space – sits or stands uncomfortably close, touches you constantly or in ways that make you uncomfortable.
- Refuses to take responsibility for own behavior or mistakes – blames you and/or others when something goes wrong
- Wants to be in control and make all decisions

- **Sexual Entitlement:**

- Sexualizes non-sexual situations and relationships, e.g., in the workplace

- Makes inappropriate comments about people's bodies or sexuality
- Pushes you to have sex when you don't want to; makes you feel guilty when you refuse sex
- Wants you to have sex in a way that make you uncomfortable or is painful
- “Playful” use of force during sex
- Believes in male superiority over women; believes in rigid sex roles

- **Anger and Hostility:**

- Becomes angry easily and quickly
- Does not tolerate frustration or disappointment well
- Teases animals, children, or other adults in a mean or physical way and doesn't stop when asked; may be cruel to animals
- Yells, calls you names, or belittles you
- Looks at you or acts in ways that intimidate you
- Gets into physical fights with other people
- Drives in a dangerously aggressive way

## Risk Reduction Tips

1. Consent is necessary regardless of sex, gender identity, or sexual orientation of the parties involved.
2. Know your sexual intentions and limits. You have the right to say “No” to any unwanted sexual act. If you are uncertain about what you want, ask the other person to respect your need to wait until you are sure.
3. Listen carefully. Take the time to hear what the other person is saying. If you do not understand whether consent has been given, ask for clarification.
4. Believe in your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately.
5. It is okay to “make a scene” if you feel threatened or unsafe. Being assertive and calling attention to what is happening is a highly successful self-defense technique. If you feel you are being pressured or coerced into sexual activity you do not want, state your feelings (“I don't like that you are pressuring me”) and get out of the situation. Preventing rape is worth a few moments of social awkwardness or embarrassment.
6. Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape (called “sexual battery” in Florida). Having sex with someone who is incapacitated, drugged, passed out, incapable of saying “No,” or unaware of what is happening is rape.
7. Be especially careful under these circumstances:
  - a) In-group situations: Be prepared to resist pressure from friends to participate in violence against or violation of another person.

**b)** In situations involving the use of alcohol or drugs: Substances can interfere with your ability to assess situations, to communicate effectively, and to protect yourself.

8. Get involved and take action if you believe someone is at risk. If you see someone in trouble at a party, or a person forcing or pressuring another person, intervene. You may save someone from being prosecuted for a crime.

### Procedures Victims Should Follow

The Center for Victim Advocacy and the Title IX Coordinator have created a one-page, two-sided flyer to provide victims of sexual assault, dating violence, domestic violence, and stalking (the “VAWA Flyer”) with written information about the following:

1. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
2. How and to who the alleged offense can be reported.
3. Options about the involvement of law enforcement and campus authorities, including the victims’ options to
  - a) Notify law enforcement authorities, including on-campus and local police;
  - b) Be assisted by campus authorities in notifying law enforcement authorities, if the victim chooses; or
  - c) Decline to notify law enforcement authorities.
4. The rights of victims and our institution’s responsibility for orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
5. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within USF and in the community.
6. Options for, and available assistance in, changing academic, living, transportation, and work situations (“protective measures”).
7. Students’ or employees’ rights and options in the event of these crimes.

When a student or employee reports to the institution that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with the VAWA flyer and the Victim’s Guide, as a written explanation of the student’s or employee’s rights and options.

An example of the VAWA flyer used for our institution during this reporting period is provided in APPENDIX E. In addition, the Center for Victim Advocacy and Violence Prevention has developed a Guide for Victims of Sexual Assault & Harassment; Domestic, Relationship, & Dating Violence; and Stalking to provide more in-depth details about the above topics as well as those listed below. This guide is provided in its entirety in APPENDIX F.

## Victim Resources: Confidential, Non-Confidential, On-Campus and Off-Campus

USF provides written communication to its students and employees about existing on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services, both confidential and non-confidential, available for victims of sexual assault, sexual harassment, dating violence, domestic violence, and stalking, and other crimes via the following:

- Annual Security & Fire Safety Report
- VAWA Trainings (online and live) for students and employees
- VAWA Crimes Victim Flyer (see APPENDIX E)
- Victim’s Guide (see APPENDIX F)
- Employee Assistance Program

The above list is not exhaustive. For more information about the confidential and non-confidential resources located on campus and off campus for victims of sexual assault, dating violence, domestic violence, and stalking, contact the Center for Victim Advocacy by calling (727) 873 – 4432; for immediate after-hours support, call (727) 873-4422.

## Institutional Disciplinary Action for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Our university has policies and procedures in place to investigate and take institutional disciplinary action against students, employees, vendors, visitors, and third parties found responsible for committing sexual assault, domestic violence, dating violence, or stalking within our Clery Geography. Our investigations and associated disciplinary actions occur independently of the criminal justice system and are aimed at ensuring the safety and security of the USF community and providing support to victims of these acts.

The Title IX Office is responsible for investigating allegations of sexual assault, domestic violence, dating violence, or stalking reported to them as having occurred within our Clery Geography. The results of Title IX investigations are provided to the USF Office responsible for performing an institutional disciplinary proceeding and/or taking appropriate institutional action depending on the identity of the accused individual (the “Respondent”) as follows:

- When the Respondent is a USF student, Title IX investigatory results are forwarded to Student Rights and Responsibilities (SCED). This unit applies processes detailed in the Student Code of Conduct and determines whether to formally charge the student. If a formal charge is made, the case will be heard at a formal hearing by a trained hearing panel or an administrative conduct officer. More details about in-

stitutional proceedings, actions, and the associated appeals process under the Student Code of Conduct are provided in the SCED section below.

- When the Respondent is a USF employee, vendor, visitor, or third party, the Title IX Final Investigative Report is forwarded to the Respondent, Complainant, and Human Resources (or, if faculty, the Office of the Provost). If the Respondent is found responsible, appropriate university offices can impose institutional disciplinary actions via processes detailed in USF policies and procedures. More details about such institutional disciplinary actions are provided below.

- Title IX forwards are forwarded to Human Resources (HR), the Office of the General Counsel, and, if the Respondent is a faculty member, the Office of the Provost for institutional disciplinary action.
- When the Respondent is both an USF employee and a student, or their status as such is not clear, the Title IX Office, SCED, and HR work together to ensure the Title IX investigatory results are forwarded to the appropriate office.



# Chapter 4

## Title IX

Our university has policies and procedures in place to investigate and take institutional disciplinary action against students, employees, vendors, visitors, and third parties found responsible for committing sexual assault, domestic violence, dating violence, or stalking within our Clery Geography. Our investigations and associated disciplinary actions occur independently of the criminal justice system and are aimed at ensuring the safety and security of the USF community and providing support to victims of these acts.

The USF Title IX Office is responsible for investigating allegations of sexual assault, domestic violence, dating violence, or stalking reported to them as having occurred within our Clery Geography. The results of their Title IX investigations are provided to the USF office responsible for disciplinary proceeding and taking appropriate institutional action depending on the affiliation with the university of the accused individual (the “Respondent”) as follows:

- When the Respondent is a **USF student**, Title IX investigatory results are forwarded to Student Conduct & Ethical Development (SCED). This unit applies processes detailed in the Student Code of Conduct. The case will be heard at a formal hearing by a trained hearing panel or an administrative conduct officer. More details about SCED’s institutional proceedings, actions, and associated appeals process under the Student Code of Conduct are provided in Chapter 5 of this report.

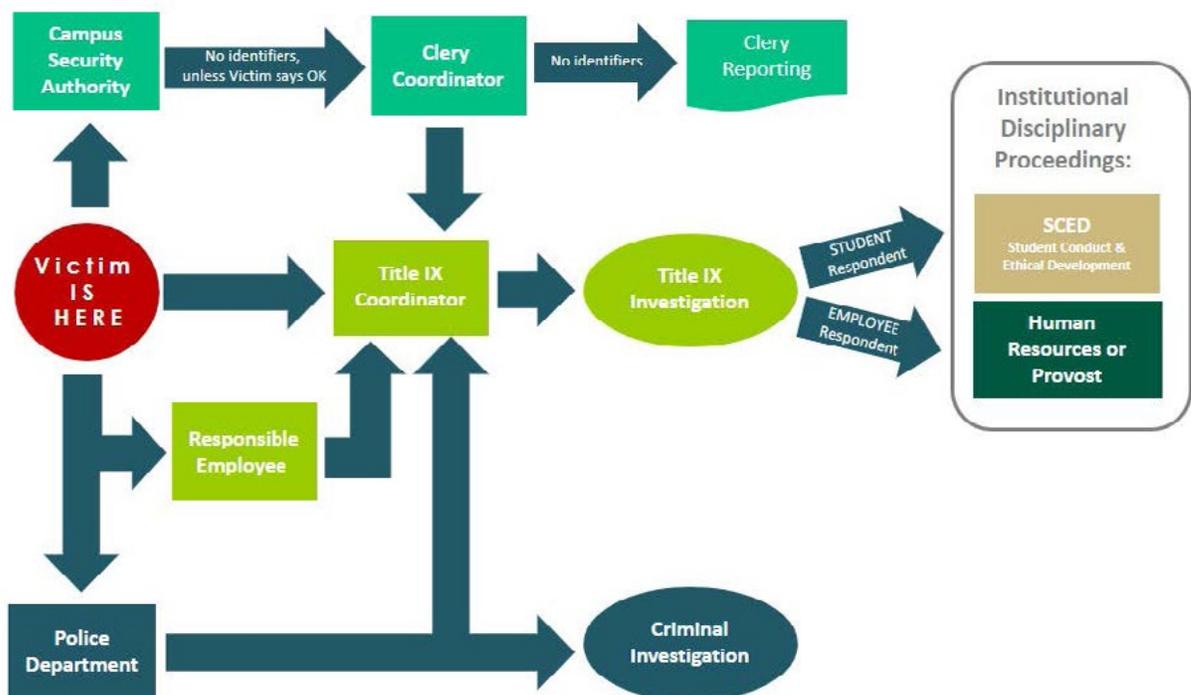
- When the Respondent is a **USF employee, vendor, visitor, or third party**, Title IX investigatory results are forwarded to the appropriate office for further disciplinary proceedings. For allegations that fall under federal Title IX jurisdiction a live hearing is conducted by trained hearing panel or hearing administrator to determine outcome and any disciplinary action. If the Respondent is found responsible disciplinary action may be imposed by the appropriate office (typically HR for employees and Academic Affairs for faculty).
- When the Respondent is **both a USF employee and a student, or their status as such is not clear**, the Title IX Office, SCED and HR work together to ensure the Title IX investigatory results are forwarded to the appropriate office.

*For cases that fall under federal Title IX regulations, parties are required to have an advisor to conduct cross examination on their behalf during the live hearing. If the party does not have a chosen advisor at the time of the hearing one will be appointed by the university to conduct cross examination as outlined in Title IX federal regulations.*

How the Title IX Office receives such reports, investigates them, and forwards their investigatory results to the appropriate office for institutional disciplinary proceedings is summarized in the chart below.

### Reporting, Investigating, and Institutional Disciplinary Proceedings

for Allegations of Sexual Assault, Dating Violence, Domestic Violence, and Stalking involving Victims within USF’s Clery Geography



## Title IX Investigations

The following information summarizes the general procedures used by the Title IX Office to investigate allegations of sexual assault, domestic violence, dating violence, and stalking. More information on Title IX investigations is found in USF Policy 0-004, available online here: <https://usf.app.box.com/v/usfpolicy0-004>.

The Title IX Office is responsible for intake of reported allegations of sexual assault, domestic violence, dating violence, or stalking reported to them occurring within our Clery Geography.

Complainants and Respondents have the right to have one support person/advisor of their choice (barring no conflict of interest) accompany them to any meeting related to a report or investigation.

Complainants also have the legal right to file an external complaint with an applicable state or federal agency. The Title IX Office maintains all records pertaining to investigations conducted by the Title IX Office. The privacy of investigative records is governed by Title IX laws, Florida Statute 119, the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable federal, state and University recordkeeping policies.

## Title IX Initial Assessment

The Title IX Office performs an initial assessment of reports of sexual assault, dating violence, domestic violence, and stalking via the following steps:

- a) Reviews reports made to its office to determine whether it has jurisdiction to investigate under Title IX regulations. If the complaint does not fall under the federal jurisdiction of Title IX the Title IX Coordinator must dismiss the complaint under Title IX. Title IX advises the reporting person and refers them to the appropriate office (if applicable).
- b) Contacts the Complainant (victim) to discuss interim remedial and protective measures, support resources, and resolution options.
- c) Invites the Complainant to attend an informational meeting “info session” to discuss their rights and options. Options may include informal resolution or formal resolution through alternative resolution or investigation.
- d) The Title IX Office reviews all resolution options available with the Complainant, including a formal investigation.
- e) If the Complainant does not respond to the Title IX Office’s outreach, or responds and indicates a desire to not participate in the University’s investigative process, or responds and requests that an investigation not be conducted, the IX Coordinator will make a determination to move forward or close the case, after assessing the potential safety risks to the community. The Complainant’s request will be considered when weighing whether or not to open an investigation.

## Title IX Investigation Process

The investigative process begins with a formal written complaint signed by the Complainant outlining the allegations and requesting the university investigate the allegations. The Title IX Coordinator reviews the allegations to determine if the alleged conduct if occurred as alleged falls under the Title IX regulations. If the allegations do not fall under the jurisdiction of Title IX per federal Title IX mandates, the Title IX Coordinator will dismiss the complaint and refer the complaint to the appropriate process (if applicable). The Complainant may request to appeal this decision to the Title IX Coordinator to dismiss a complaint under Title IX.

In cases where the Title IX Coordinator determines it is necessary to proceed with an investigation into reports received when the Complainant does not wish to proceed as a named party in the investigation, the Title IX Coordinator will sign the complaint and issue a formal Notice of Investigation outlining the allegations.

The Title IX Office may notify other individuals (including the Respondent) or offices within the University of the allegations in order to mitigate the impacts of any potentially discriminatory conduct (such as implementing interim measures).

If, based on the allegations, the Title IX Office determines the alleged conduct may violate University policies or regulations, a Title IX investigation proceeds as follows.

1. The Title IX Office issues a formal Notice of Investigation (NOI) to both parties (the Respondent and Complainant) simultaneously. The NOI includes specifics relating to the allegations and any protective measures, if any, impacting both parties, such as a No Contact Order.
2. The Respondent is invited to attend an information session to review the university’s Title IX investigative process, interim remedial and protective measures, support resources available to them, and their rights throughout the process.
3. Title IX Investigators conduct individual interviews with the Complainant, Respondent, witnesses, and collect all relevant evidence. The Complainant and Respondent are not permitted to participate in each other’s interview process.
4. All interviews are recorded in written form. Each interviewee is provided with the opportunity to review their respective interview summaries with investigators to ensure accuracy and provide any additional information.
5. At the conclusion of a Title IX investigation, the Title IX Coordinator reviews the Final Investigative Report (FIR) to ensure compliance with Federal Law and associated guidance; and institutional policies and procedures.
6. Complainants and Respondents are given 10 days to view and provide comment on the FIR for the Title IX investigators to consider.
7. After the comment period, Title IX investigators finalize the FIR and provide it to the Title IX Coordinator for a final procedural review.

8. The Title IX Office forwards the Final Investigative Report to the appropriate office (SCED, HR, Provost) for institutional disciplinary proceedings.

## Student Respondents

The Title IX Office refers Final Investigation Reports involving USF Student Respondents via conduct referral to Student Conduct & Ethical Development (SCED). This office is responsible for institutional disciplinary proceedings under the Student Code of Conduct. Details about the Student Code of Conduct and institutional disciplinary proceedings administered by SCED are provided in Chapter 5 of this report.

## Employee Respondents

When the Title IX Office completes an investigation involving an employee Respondent, the Title IX Office prepares a Final Investigative Report with outcomes which is sent to the Respondent, Complainant, and appropriate office(s), most commonly to the Human Resource Office (for employees) or the Provost Office (for faculty) or other supervisor. In cases where there is a finding of responsibility, the appropriate offices will review and impose disciplinary action. Both the Respondent and the Complainant may appeal the finding in the Final Investigative Report. All appeals should be sent to the Title IX Coordinator (or as otherwise designated) within thirty-days of the date of receipt of the Title IX Final Investigative Report. The Title IX Coordinator will forward the appeal to the President's Office for Final Determination and will notify the Complainant and Respondent that the appeal has been filed and the outcome of that appeal.

## Right to Appeal Title IX Investigative Report

Both the Respondent and the Complainant may appeal the finding in the Final Investigative Report. All appeals should be sent to the Title IX Coordinator (or as otherwise designated) within thirty (30) days of the date of receipt of the Title IX Final Investigative Report. The Title IX Coordinator will forward the appeal to the President's Office for Final Determination and will notify the Complainant and Respondent that the appeal has been filed and the outcome of that appeal.

## Title IX Process Resources

For more information about Title IX and the Title IX investigatory process, consult the below resources. Contact information for the USF Title IX Coordinator and campus-specific contacts is provided in the Contact chapter of this report.

- USF Policy 0-004: Sexual Misconduct/Sexual Harassment (including Sexual Violence): <https://usf.app.box.com/v/usfpolicy0-004>
- USF Regulation 6.0021 (Student Code of Conduct): <https://usf.app.box.com/v/usfregulation60021>

- USF Policy 1-022: Consensual Relationships: <https://usf.app.box.com/v/usfpolicy1-022>
- How to Report a Title IX Incident: <https://www.usf.edu/title-ix/gethelp/file-a-report.aspx>
- USF Title IX website: <https://www.usf.edu/title-ix/>

## Potential Student Sanctions

Sanctions may be imposed on USF students. See Chapter 5 for more information on student sanctions administered by SCED.

## Potential Employee Sanctions

Sanctions may be imposed on USF employees found responsible for sexual assault, dating violence, domestic violence, or stalking via the Title IX investigatory process.

The following USF regulations address disciplinary actions our institution may impose on employees found to have violated USF regulations and policies:

- USF Regulation 10.212: Discipline, Misconduct, and Incompetence (Staff) – available on the Office of the General Counsel's website at <https://usf.app.box.com/v/usfregulation10212>
- USF Regulation 10.112: Discipline, Misconduct, and Incompetence (Faculty) – available on the Office of the General Counsel's website at <https://usf.app.box.com/v/usfregulation10112>

Employee disciplinary actions are governed by Human Resources pursuant to HR Procedure – USF Progressive Steps for Disciplinary Action, available on the HR website.

Potential sanctions for employees found responsible via our institutional processes and proceedings for engaging in sexual assault, dating violence, domestic violence, or stalking are limited to the following disciplinary actions:

- Suspension
- Dismissal

## Confidentiality and Protective Measures

### Protecting Confidentiality

The University protects the confidentiality of victims and other necessary parties in accordance with applicable federal and State of Florida laws. Our institution completes publicly available record-keeping and, for purposes of Clery Act reporting and disclosure, any identifying information for a victim and witnesses are redacted from any public records request, per Florida statute. All criminal reports are redacted per Florida State Statute 119 and are reviewed by the USF Office of the General Counsel prior to release to any requesting party not involved in the report.

## Range of Protective Measures

Depending on the specifics of the incident and the victim's wishes, USF can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking, regardless of whether the victim is a student or employee. The University maintains as confidential any such accommodations or protective measures provided to victims to the extent that maintaining confidentially does not impair our ability to provide these measures. This confidentiality is provided to the extent permissible under local, state, and federal law. It is important to understand that our institution makes such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## Protective Measures for Students

For student victims, complainants, or witnesses relating to an incident of sexual assault, dating violence, domestic violence, or stalking, the range of interim measures to stop, prevent, and remedy these types of sexual harassment may include, but is not limited to, the following:

- Academic accommodations
- On-campus housing accommodations
- Referrals to resources
- No contact, non-retaliatory order or directive
- The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. Emergency Removal is not considered a finding or sanction.

Any protective measures are made for student victims, complainants, or witnesses will be designed to minimize the burden on their educational program while also ensuring that the university is mindful of the Respondent's rights.

## Protective Measures for Employees

For employee victims, complainants, or witnesses relating to an incident of sexual assault, dating violence, domestic violence, and stalking, the range of interim measures to stop, prevent, and remedy sexual harassment may include, but is not limited to, the following:

- Changing shift hours so they do not overlap with the other party.
- Issuing a no contact, non-retaliatory directive preventing communication and interaction between the Respondent and Complainant or Witnesses.
- Changing the work environment in some other manner so the Complainant and Respondent do not have any workplace interaction.

- The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any individual justifies removal. Emergency Removal is not considered a finding or sanction.

Any protective measures made for employee victims, complainants, or witnesses will be designed to minimize the burden on their work setting while also ensuring that the university is mindful of the Respondent's rights.

## Preventative Measures for the USF Community

In addition to the interim measures for students and employees outlined above, the Title IX office coordinates measures to address sexual assault, dating violence, domestic violence, and gender-based stalking across USF.

Such measures include ongoing education and prevention training, awareness training, and the detailed and mandatory "Responsible Employee" training for all employees designated as "Responsible Employees" under the [USF Policy 0-004: Sexual Misconduct/Sexual Harassment](#).

## FERPA and Institutional Disciplinary Action

Our procedures for institutional disciplinary action under SCED, DIEO, or Title IX processes do not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).



# Chapter 5

## Procedures Regarding Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

### STUDENT CONDUCT PROCESS

#### Student Conduct and Ethical Development Proceedings and Actions

*Incidents involving students accused of violating institutional policies and regulations.*

Student Conduct and Ethical Development (further referred to as “SCED” (formerly Student Rights and Responsibilities) supports the goals, mission, values, and visions of the

University of South Florida (“University” or “USF”) by promoting responsibility and adherence to the standards of behavior outlined in the Student Code of Conduct. SCED implements and oversees the Student Code of Conduct and its associated processes and proceedings as codified in USF System Regulation 6.0021, available online at <https://usf.app.box.com/v/usfregulation60021>.

Students or student organizations commissioning, aiding, abetting, attempting, or inciting any offense outlined in the Student Code of Conduct may be subject to SCED institutional disciplinary proceedings and actions via the Student Code of Conduct process. The steps, anticipated timelines, and the decision-making process for when a student is accused of sexual assault, dating violence, domestic violence, or stalking are the same as for any other offense that constitutes a violation of the Student Code of Conduct.

#### Report Submission and Review

A student and student organization’s conduct may be reported, in writing, to SCED by any individual or entity for review of a potential conduct violation(s).

All reported information will be reviewed by the Director of SCED, or designee, to determine appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges, referral to another department, or an information meeting to determine resolution of the report and potential conduct violations.

If the report remains in SCED, the Director of SCED, or designee, will review the incident report to determine if further fact gathering is necessary or if sufficient information exists for the issuance of charges of violations of the Code. In general circumstances, a review of the incident report will be completed to make a determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15) days of receipt of the incident

report. If sufficient information exists, the student and student organization will receive written notice of charges. The written notice will include date, time, and location of the Informational Meeting, as well as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation to attend an informational meeting, and any other detail to prepare for the Student Conduct Process.

#### Invitation to Participate in an Informational Meeting

The charged student or student organization will be invited to attend an Informational Meeting with a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the Student Conduct Process, due process rights, allegations and charges, and review all available information supporting the charges of violations of the Code.

Following the Informational Meeting, the Hearing Officer may collect additional relevant information regarding the incident. The charged student or student organization will receive written notice of and be provided the reasonable opportunity to review any relevant information gathered after the Informational Meeting prior to a Resolution Agreement or Formal Hearing.

#### Due Process Rights

##### *Charged Student/Student Organization Rights*

The charged student and student organization has the following rights during the Student Conduct Process:

1. Written notice of the charges and allegations.
2. A fair and impartial hearing.
3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process. For cases under the jurisdiction of Policy 0-004, the University will appoint an advisor for the purpose of cross-examination during a Formal Hearing, if one is not chosen.
4. The opportunity to review all available information supporting the charges of violations of the Code prior to resolution.
5. The opportunity to present relevant information and witnesses at the Formal Hearing.
6. To not provide self-incriminating testimony. Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.

7. The opportunity to question witnesses and in specific cases, complainants in accordance with the Formal Hearing procedure.
8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the hearing.
9. To submit a written appeal.

In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking, and violence:

1. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live-video from another location, and/or to participate in a manner that avoids direct contact with the complainant as long as such participation does not infringe on the charged student's right to question the complainant during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.
2. To submit a written impact statement in advance of the Formal Hearing.
3. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant, when determining if a conduct violation has occurred.

## Complainant Rights

A complainant has the following rights during the Student Conduct Process:

1. Written notice of the charge(s) and allegations.
2. A fair and impartial hearing.
3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process. For cases under the jurisdiction of Policy 0-004, the University will appoint an advisor for the purpose of cross-examination during a Formal Hearing if one is not chosen.
4. The opportunity to review all available information supporting the charges of violations of the Code prior to resolution.
5. The opportunity to present relevant information and witnesses at the Formal Hearing.
6. To not provide self-incriminating testimony. Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.
7. The opportunity to question witnesses and the charged student in accordance to the Formal Hearing procedure.
8. To receive written notice of the outcome of the Formal Hearing within five(5) days of the hearing.
9. To submit a written appeal.
10. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live-video from another location, and/or participate in a manner that avoids direct contact with the charged student as long as such participation does

not infringe on the complainant's right to question the charged student during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.

11. To submit a written impact statement in advance of the Formal Hearing.
12. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant, when determining if a conduct violation has occurred.

## Advisor

The charged student, student organization, and in specific cases, complainant (unless the conduct violation is under the jurisdiction of Policy 0-004) may be accompanied by an advisor of their choice and expense throughout the Student Conduct Process with the following guidelines:

1. The advisor cannot have a potential conflict of interest between the University and/or the case or create an unreasonable conflict with the fair administration of the Student Conduct Process.
2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise participate directly in the Student Conduct Process. If the advisor is an attorney, they must adhere to the same guidelines as any other advisor.
3. It is the student, student organization, and complainant's responsibility to make appropriate arrangements for their advisor to accompany them throughout the Student Conduct Process. The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the parameters of their role. This dismissal will not affect the process and all proceedings will continue.

In cases under the jurisdiction of Policy 0.004, the charged student, student organization, and complainant may be accompanied by an advisor of their choice\* throughout the Student Conduct Process. The following pertains to the role of the advisor in these specific cases.

The advisor must conduct cross-examination of the charged student, student organization, complainant, and witness(es). If the charged student, student organization, or complainant does not have an advisor of their choosing present at the Formal Hearing, the University shall appoint an advisor of the University's choosing for the sole purpose of conducting cross-examination. The University cannot guarantee the appointed advisor will be equal to the chosen advisor of the charge student, student organization, or complainant. Specifically, should the charged student, student organization, or complainant's chosen advisor be an attorney, the

University is not obligated to appoint an advisor who is an attorney. A party may reject the University's appointment of an advisor, but they may not proceed without an advisor. If the party's advisor will not conduct the cross-examination, the University will appoint an advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself.

*\*Choosing an advisor who is also a witness in the Student Conduct Process creates potential for bias and conflict of interest. A charge student, student organization, or complainant who chooses an advisor who is also a witness can anticipate the issues of potential bias will be explored by the Hearing Officer/Hearing Body*

## Resolution Options

A student or student organization has the right to a resolution of any alleged violation of the Code through the Student Conduct Process unless waived as outlined below. The Student Conduct Process provides two resolution options. Cases involving allegations of sexual harassment, stalking, and violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent with state and federal guidelines.

**Resolution Agreement** (except in cases that could result in separation from the University)

Available when the charged student or student organization waives their right to a Formal Hearing and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional relevant information to make an informed decision. The meeting will not be audio-recorded, and the written outcome will serve as the official record of the Resolution Agreement. The student or student organization will receive written notice of the Resolution Agreement within five (5) days, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.

## Formal Hearing

The purpose of a formal hearing under the Student Code of Conduct is to determine whether or not a violation of the Student Code of Conduct occurred based on the preponderance of evidence standard. The Charged Student may elect to have one of the following formal hearing types:

1. Administrative Hearing – Conducted by a single Hearing Officer who serves as the Hearing Body. If the charged student elects an Administrative Hearing, the charged student waives their right to the University Conduct Board.
2. University Conduct Board Hearing – Conducted by a panel which serves as the Hearing Body. The UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing Officer will moderate the hearing and be excluded from deliberations. If the charged student elects a University

Conduct Board, the charged student waives their right to an Administrative Hearing.

3. The panel is selected from a pool of trained students, faculty, and staff who are members of the UCB. UCB members go through a formal recruitment, selection, and training process facilitated by SCED.

In cases involving sexual assault, dating violence, domestic violence, stalking, the Complainant can request an Administrative Officer Hearing and that request will be honored over the Charged Student's request for a University Conduct Board Hearing.

## Notification of Formal Hearing Results and Outcomes

The Charged Student and Complainant are simultaneously notified in writing of the outcome of the formal hearing in writing within 5 days of the hearing; that is, unless there are extraordinary circumstances that delay such notice. The Hearing Outcome Letter indicates the finding rendered at the conclusion of the formal hearing, as well as the procedures and timeline for the Charged Student and Complainant to appeal the outcome of the formal hearing

## Appeal Process

The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student Conduct Process. The Appellate Officer will determine if there is sufficient information to substantiate the basis for appeal. If so, the Appellate Officer may either deny the appeal, therefore upholding the original outcome of the Formal Hearing, or do one of the following:

1. If the basis of the appeal is that there was a violation of due process rights or failure to follow the Student Conduct Process which would have substantially affected the outcome, and the Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded for a new Formal Hearing.
2. If the basis of the appeal is new information that could not be presented at the time of the Formal Hearing which would have substantially affected the outcome, and the Appellate Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a new Formal Hearing.
3. If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate Officer may modify the sanction(s).
4. For cases of sexual harassment, stalking, and violence, if the basis of the appeal is the Title IX Coordinator, investigators, or Hearing Officer/Hearing Body had a conflict of interest or bias for or against charged students or complainants generally or the specific charged student, student organization, or complainant that affected the outcome, and the Appellate Officer accepts the appeal, the charged student, student organization, or complainant, and in specific cases, the Title IX Coordinator,

investigators, and Hearing Officer/Hearing Body will be provided a copy of the submitted appeal and permitted five (5) days to submit a response to the Appellate Officer, if applicable. The Appellate Officer may request that the case be remanded for a new investigation, Formal Hearing, or modify the sanction(s).

Except as required to explain the basis of new information, the review of an appeal is limited to the record of the Formal Hearing and supporting documents.

**The charged student or student organization or in specific cases, complainant will receive a written notice of their appeal outcome within ten (10) days of receipt of the appeal,** except in extraordinary circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final University decision and there are no further internal University appeals.

## SCED Process Resources

For more information about the Student Code of Conduct process, consult the following resources and offices:

USF System Regulation 6.0021 USF System Student Code of Conduct: <https://usf.app.box.com/v/usfregulation60021>

SCED Website:

<https://www.usf.edu/student-affairs/student-conduct-ethical-development/index.aspx>

## SCED Offices:

### St. Petersburg Campus

Location: Piano Man Building (PNM), 101B  
Address: 140 7th Avenue S., St. Petersburg, Florida 33701  
Office Phone: 727-873-4278  
Office Fax: 727-873-4358  
Email: [usfsp-conduct@usf.edu](mailto:usfsp-conduct@usf.edu)

### Tampa Campus

Location: John and Grace Allen Building (ALN), Suite 109  
Address: 4202 E. Fowler Ave, Tampa, FL 33620  
Office Phone: 813-974-9443  
Office Fax: 813-974-738  
Email: [studentconduct@usf.edu](mailto:studentconduct@usf.edu)

### Sarasota-Manatee Campus

Location: Sarasota Manatee Campus (SMC) C107  
Address: 8350 N. Tamiami Trail, Sarasota, FL 34243  
Office Phone: 941-359-4330  
Email: [studentconduct@usf.edu](mailto:studentconduct@usf.edu)

## Potential Student Sanctions

Students and student organizations found responsible for conduct violations will be assigned sanctions. Sanctions will be commensurate with the responsible conduct violations considering any mitigating circumstances, including but not limited to the charged student or student organization's prior conduct record. Assigned

sanctions may include, but are not limited to:

**Alcohol and/or Substance Use Education Sanctions** - Online educational modules, assessments, and/or meeting with a staff member. The charged student or student organization is responsible for any associated fee(s).

**Assignments/Seminar/Workshops:** Requirement to attend, present, and/or participate in an in-person or online, workshop, module, and/or seminar. Written research assignments, behavioral reflection papers, or other educational activities may also be a requirement. These sanctions are intended to provide a student with opportunities that achieve specific learning objectives such as engaging in meaningful reflection on their behavior and the impact on others. The charged student or student organization is responsible for any associated fee.

**Conduct Probation:** A specified period of time when the charged student or student organization is considered not in good conduct standing with the University. Conduct probation may result in restrictions of privileges and/or activities which may include, but are not limited to, being prohibited from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant, student government). Conduct probation is a period of reflection on behavior and an opportunity to demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may impact the severity of future sanctions.

**Deferred Suspension:** A specified period of time in which suspension is temporarily withheld pending completion of other sanctions by a specified deadline and the demonstration of satisfactory citizenship. A student or student organization on deferred suspension is considered not in good conduct standing with the University. If the charged student or student organization fails to comply with assigned sanctions, the student or student organization will no longer be on deferred suspension and will be immediately suspended with no further appeal.

**Expulsion:** Permanent separation from the University. The student or student organization is considered not in good conduct standing permanently with the University. The charged student and student organization will not have the ability to return as a student or student organization at any point in time. Expulsion may include a restrictive or no trespass order for all University premises. A transcript overlay will be placed on the charged student's academic transcript and an administrative hold will be permanently placed on the student's account. A record of expulsion will be maintained in the student's permanent conduct file in Student Conduct and Ethical Development. A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in University Housing must contact Housing and Residential Education to determine the financial impact of the cancelled contract.

**Housing Restriction:** A specified period of time in which a student is restricted from living in and/or visiting all USF residential facilities (which may include dining halls), including the Greek Village. If applicable, a student may be financially liable for any costs associated with the restriction from living in on-campus housing as outlined in the Cancellation section of the University Student Housing Agreement or Greek Housing Agreement.

**No Contact Order:** Official directive requesting a student refrain from making contact with another individual(s). Contact may include communication by telephone, in writing, electronically, by third party, or in person both on and off campus.

**Restrictions:** Specific loss of privileges that may limit participation in student activities and University events or access and use of University premises (e.g. athletic teams, leadership positions, certain buildings and/or locations).

**Restitution:** Requirement to reimburse the University and/or an individual for the damage, destruction, or vandalism of University buildings or property, private property, and/or personal property. Restitution will be limited to the actual cost of repair or replacement.

**Suspension:** Separation from the University for a specified period of time. The student or student organization is considered not in good conduct standing during the period of suspension with the University. The student or student organization will not have the

ability to return as a student or student organization until the end of the suspension. Suspension may include a restrictive or no trespass order for all University premises. A transcript overlay will be placed on the student's academic transcript, and an administrative hold will be placed on the student's account during the period of suspension. A record of suspension will be maintained in the student's permanent conduct file in Student Conduct and Ethical Development. A student affected by this sanction may forfeit tuition, housing rent and fees, and other University fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in University Housing must contact Housing and Residential Education to determine the financial impact of the cancelled contract.

**Written Reprimand** – An official notice of conduct that is not in accordance with the University's standards of behavior. Further conduct violations may impact the severity of future sanctions.

**For a complete list of these sanctions, consult the Student Code of Conduct regulation**

<https://usf.app.box.com/v/usfregulation60021>





# Chapter 6

## Missing Student

Under the Higher Education Act (HEA), USF institutions with on-campus student housing must comply with HEA missing student notification regulations. These regulations apply only to students who reside in on-campus housing. They do not address students living in any non-campus student housing our institution might own or control. Only USF institutions with on-campus student housing facilities must comply with these HEA regulations. In essence, the HEA requires that if a student who lives in on-campus housing is determined to have been missing for 24 hours, our institution has 24 hours after receiving this information in which to initiate specific notification procedures. This requirement does not preclude our institution from making a determination that a student is missing before the student has been missing for a full 24 hours, or from initiating notification procedures as soon as it determines that a student is missing. In other words, our institution must initiate HEA-related procedures if a student has been determined to be missing for 24 hours; however, we may act sooner.

### Missing Student Policy Statement

Under USF Student Policy 30-025: Missing Student Reporting, a student is presumed missing if the student is overdue in reaching home, campus, or another specific location past the student's expected arrival for more than 24 hours, or additional factors lead a reasonable person to believe the student is missing. For the purpose of this policy, a student is any person who is currently enrolled as a full- or part-time student in USF. This policy applies to all missing students regardless of whether they live on or off campus. This policy is available on the Office of General Counsel's website at <https://usf.app.box.com/v/usfpolicy30-025>

### How to Report a Missing Student

Any person may report a missing student; however, all USF students and employees who receive a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to one of the below-listed institutional organizations. Every report of a missing student must be forwarded to the below-listed institutional organizations regardless of how long the student is believed to have been missing:

- Their institution's designated **Police Department**;
- Their **Dean of Students or Student Services Office\***, and/or
- Their **Housing and Residential Education (HRE) Office\***, if the student is a resident student, meaning the student resides in on-campus student housing under a housing contract and is currently enrolled either full- or part-time as a USF student.

*\*Note: Asterisked offices have a duty to immediately report to the designated Police Department.*

Contact information for these organizational units at our institution is provided below:

### University Police Department (USFPD)

#### Campus location:

530 3rd Street South, FPF105 St. Petersburg, FL 33701

Phone: (727) 873-4444

[usfsp-police@usf.edu](mailto:usfsp-police@usf.edu)

#### Dean of Students Office

Campus location:

701 3rd Street South, PMN103 St. Petersburg, FL 33701

Phone: (727) 873-4278

#### Office of Housing and Residential Education

Campus location:

355 6th Avenue South, OSP110 St. Petersburg, FL 33701

Phone: (727) 873-5101

Email: [usfsp-housing@usf.edu](mailto:usfsp-housing@usf.edu)

### How to Designate a Missing Student Contact

All USF System students are asked to designate an Emergency Contact in OASIS/Banner, our student information system, during orientation and upon enrollment for classes. Residential students will designate a Missing Student Contact in their housing registration process. Students are advised that their Emergency Contact does not have to be the same person as their Missing Student Contact. The option to designate a Missing Student Contact is provided even if the student has already identified a general Emergency Contact.

All USF System students may update their Emergency Contact information in OASIS/Banner at any time. Students are reminded every 180 days, as part of their acceptance of the OASIS/Banner Terms of Usage, that they are responsible for regularly monitoring their Emergency Contact.

Students who move into on-campus housing, regardless of age, are advised at the time they move into housing that they may designate one individual to be their Missing Student Contact as part of their documentation to live on campus. Students living in on-campus housing may update this information at any time by completing the Missing Student Contact Information form located on the housing portal as well as updating OASIS/Banner. Step-by-step instructions for updating your Emergency Contact and Missing Person Contact in OASIS/Banner is provided in APPENDIX J.

## Missing Student Contact Information Confidentiality and Information Release

Missing Student Contact information is registered confidentially in housing records if the student elected to provide such data upon application or at any time by completing the form on the housing portal. This information will only be accessible to authorized campus officials. These officials may disclose the Missing Person Contact information only to law enforcement officials and only for the purpose of a missing student investigation. By registering a contact person as their Missing Student Contact, the student is, in effect, also providing permission for law enforcement personnel to contact the identified individuals for the purpose of a missing student investigation.

To protect confidentiality, general Emergency Contact information is kept separately from Missing Student Contact information, even if the student has registered the same person for both purposes. Because HEA requires the information to be kept confidential, it has greater privacy protections than the Family Educational Rights and Privacy Act (FERPA) provides.

## Missing Student Investigation Procedures

In collaboration with the Dean of Students Office and/or the Office of Housing and Residential Education (if the Missing Student is a Resident Student) or the office designated with student affairs oversight and housing, all efforts will be made immediately to locate a student reported as missing to determine his or her state of health and well-being. These efforts may include, but are not limited to:

- Checking the student's residence hall room, class schedule, friends, and ID card access;
- Locating the resident's vehicle;
- Reviewing email contacts;
- Calling a cell phone number; and
- Contacting the Dean of Graduate or Undergraduate Studies and the Dean of the College, if applicable.

When the missing student is an off-campus student, appropriate family members and/or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction which will serve as the primary investigative agency. The designated police department for the student's institution will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

When the missing student is an on-campus resident student, the designated police department for the student's institution will open an official investigation and retain status as the primary investigative agency.

An on-campus resident student is any student who resides in on-campus housing under a housing contract and is currently enrolled.

On-campus housing refers to any student housing facility that is owned or controlled by the USF System, or is located on property

that is owned or controlled by the USF System, and is within the reasonably contiguous geographic area that makes up USF System campuses, is considered an on-campus student housing facility.

## Missing Student Contact Notification

If the student is not located, the student's Missing Student Contact — indicated in the OASIS/BANNER system and/or in their Housing Emergency Contact Information — it will be made within 24 hours of the USFPD's receipt of the initial report. If the missing student has not designated a Missing Student Contact, then the student's designated Emergency Contact will be contacted. When there is a discrepancy between the Emergency Contact designated in OASIS/Banner and the Missing Student Contact provided to Housing, the student's designated Emergency contact in OASIS/Banner is first contacted. If this contact cannot be reached, then the Missing Student Contact provided to Housing is contacted. If the missing student has neither designated an Emergency Contact nor a Missing Student Contact, then the student's parents, legal guardian, or next of kin will be contacted.

The USFPD, in consultation with the Dean of Students, is responsible for determining whom to contact and when.

If the missing student is under the age of 18 years of age and is not emancipated (i.e., they are not legally independent of their parents), our institution is required to notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Thus, if it has been determined that such a student has been missing for 24 hours, our institution will notify both the student's custodial parent or guardian and the student's Missing Student Contact person, if he or she has registered one, that the student is missing.

## Local Law Enforcement Notification

Once a determination has been made that any student living in on-campus student housing is missing, our institution notifies the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing. The only exception is when it was the law enforcement agency that made the determination. This statement addresses any missing student who lives in on-campus student housing regardless of age or status, and regardless of whether he or she registers a confidential contact person.

# Chapter 7

## Emergency Notification Procedures

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Our institution has procedures in place to immediately initiate Emergency Notifications to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. “Confirmation” of a significant emergency or dangerous situation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available at the time. “Immediate threat” means an imminent or impending threat, such as a tornado warning. Other examples of significant emergencies or dangerous situations include, but are not limited to:

- Active Threat incidents
- Armed intruders
- Nearby severe chemical or hazardous waste releases.

Near-campus incidents that are confirmed to pose a significant emergency or dangerous situation to our campus community, such as those listed below, would also trigger our emergency notification procedures:

- A violent crime that constitutes an imminent threat to the campus community (including, but not limited to, homicide, sex offenses, robbery, aggravated assault, and aggravated battery); and
- Occurs within USFPD jurisdiction, including the 1,000 ft. perimeter beyond our Clery-defined campus.

Our institution issues Emergency Notifications in accordance with the emergency response and evacuation procedures outlined in our Emergency Operations Plan (EOP). Each institution within the USF System has an EOP. Each EOP is written in accordance with the framework outlined in USF System Policy 6-010: Emergency Management. This policy is available on the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfpolicy6-010>

Each institutions’ EOP contains specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community via Emergency Notifications. These plans require emergency notifications to be issued for confirmed significant emergencies or dangerous situations which pose an immediate threat to the health or safety of students or employees, as long as doing so would not compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency. Our institution utilizes a multi-step process to confirm and issue emergency notifications to our community as follows:

1. Confirm there is a significant emergency or dangerous situation;
2. Determine the appropriate segment or segments of the campus community to receive an emergency notification;
3. Determine the content of an emergency notification; and
4. Initiate our emergency notification system.

More information regarding the Emergency Notification System (ENS) can be found in USF System Policy 6-010: Emergency Management. This policy is available on the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfpolicy6-010>

### Confirming Significant Emergencies or Dangerous Situations

There are multiple methods for community members to report an incident to university public safety officials. However, confirming whether a significant emergency or dangerous situation exists is the responsibility of trained professionals in the following units: Campus Police Department (UPD), Emergency Management (EM), Environmental Health and Safety (EHS), Facilities Management Operations, Research Integrity and Compliance, or Student Success. While multiple departments are identified, it is only necessary for one department to confirm the emergency or dangerous situation exists.

For campus law enforcement issues, the UPD is responsible for confirming whether a significant emergency or dangerous situation on campus exists based on information received by anonymous report; threat; or victim, witness, or officer observation.

For non-law enforcement situations, other departments may also confirm that a significant emergency exists. These departments are Emergency Management (EM), Environmental Health and Safety (EHS), Facilities Management Operations, Research Integrity and Compliance, or Student Affairs. Public safety officials, witness statements, alerts statements, or alerts received by federal, state, or local agencies base confirmation of whether a significant emergency exists in such situations on observation.

## Determining Appropriate Segment(s) of the Campus Community to Notify

As soon as a significant emergency or dangerous situation has been confirmed, our institution will:

1. Take the safety and health of the campus community into account;
2. Determine what information to release about the situation; and
3. Begin the notification process.

Our institution would not immediately issue a notification for a confirmed significant emergency or dangerous situation if doing so would compromise efforts to:

- Assist a victim;
- Contain the emergency;
- Respond to the emergency; or
- Otherwise mitigate the emergency, e.g., not compromising efforts to mitigate an emergency might be agreeing to a request of local law enforcement or fire department officials.

The campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. If an emergency affects only a segment of the campus community, a more limited warning may be issued. For example, in the case of a hazardous release, the university may only notify individuals in the building where this occurred. There will be a continuing assessment of the situation and additional warnings will be issued as appropriate based on the available information at the time the Emergency Notification is issued.

## Determining the Content of Emergency Notifications

Our Emergency Notification procedures require emergency notifications issued by our institution to include information that will enable members of the campus community to take actions to protect themselves, including information about the following:

- Incident type;
- Incident location;
- Instructions on what actions to take; and
- Other safety information or tips, if necessary.

## Initiating Emergency Notifications

Upon confirmation of a significant emergency or dangerous situation occurring on campus involving an imminent threat to the health or safety of the campus community, either USFPD or Emergency Management (EM) initiate an emergency notification. In the event USFPD or EM are not able to initiate an AlertUSF message, authorized users in Information Technology, University Communications & Marketing, or the Office of the Vice President for Administrative Services may broadcast messages via AlertUSF. Initiating emergency notifications will occur as outlined in our institution's EOP.

When the emergency notification system is activated, multiple systems are activated simultaneously. In addition to text messages through AlertUSF, desktop computers in labs and classrooms also receive notifications through our desktop alert system. In addition, there is a siren and loud speaker system that may also be used to reach those in open air spaces or within select buildings on campus. Our institution uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. As outlined in the EOP, the following tools are used to facilitate incident communications:

- **Homepage** – Emergency messages will be broadcasted to the USF institution's homepage at the affected campus location(s). The website is the best place to receive the most thorough, accurate and up-to-date information during an emergency.
- **Text Message** – Faculty, staff, and students are encouraged to sign-up to receive alerts through text message at USF-System campuses. For more information, visit the USF Emergency Management homepage.
- **Outdoor Notifications** – Maintained independently at each campus, USF Tampa outdoor notifications provide strobe, tone, and loud voice messages audible by outdoor populations through speaker arrays.
- **Desktop Alert** – Desktop Alerts will appear on desktop computers that are maintained by USF IT and activate when the messages are issued at the Tampa campus. If you encounter issues or do not receive Desktop Alerts on your USF desktop computer, contact IT at [help@usf.edu](mailto:help@usf.edu).
- **AlertUSF Website** – This website provides information on active incidents or events that could impact the USF system. This web page maintains a chronological history of an event by displaying text alerts.
- **USF Safe (App)** – This app is a phone resource that provides safety information, preparedness education, crime prevention tips, and more from University of South Florida UPD.

Our emergency notification system has pre-scripted, pre-approved messages addressing a wide range of possible emergencies. These messages require only minor updates to address specifics of an incident in order to allow emergency notifications to be sent out without delay.

In most cases, the standard pre-scripted messages will be able to address emergencies from initial communication to "all-clear." For situations that require unique messaging or communication over an extended period of time, the Media/Public Affairs Team or, if activated, the Joint Information Center (JIC), may assume the responsibility for sending out communications using the system. The main website for our institution will be utilized to provide situation updates and should be considered the best place for the campus community and general public to find the most thorough, accurate, and up-to-date information during an emergency.

## Organizational Units Responsible for Emergency Notification Procedures

The chart on the next page also summarizes organizational units with designated individuals responsible for, or authorized to, determine the appropriate segments of the campus community to receive a notification; determine the content of the notification; and initiate the notification. This is indicated via the column headings “Determine Notification Segment,” “Determine Notification Content,” and “Initiate Notification,” respectively. Responsibility is determined based on the type of hazard (emergency or dangerous situation) facing our institution.

While multiple departments are identified on the chart, it is only necessary for one of these organizational units to initiate each identified step in the Emergency Notification process.

## Disseminating Emergency Information to the Larger Community

In the event of an emergency, the USFSP home page ([stpetersburg.usf.edu](http://stpetersburg.usf.edu)) will display emergency information. As updates are provided, the appropriate responding public safety authority posts new information. The USF website is the best place to receive the most thorough, accurate, and up-to-date information during an emergency. There may be situations or emergencies, which warrant communication outside our campus community. For example,

our institution may use radio and/or TV alerts for the neighboring community.

Typically, when emergency messaging is pushed out by our institution, the local media immediately contacts our Media/Public Affairs team for comment. This team is responsible for developing messaging based on information provided by the incident commander or the Emergency Operations Center (EOC) and communicating with the media. Depending on the nature of the emergency, a press release may be sent out and a press conference may be scheduled. For situations spanning a longer period of time, the Media/Public Affairs team will provide the media with regular updates and be responsible for responding to all media inquiries. The Media/Public Affairs team is part of University Communications and Marketing and may pull resources from other groups within that department to assist during an emergency. Depending on the nature of the emergency, JIC may be activated to provide the necessary communications resources for the event. If the JIC is activated, the Media/Public Affairs team will become part of it.

| Responsible Organizational Unit         | Determine Notification Segment | Determine Notification Content | Initiate Notification |
|---|--------------------------------|--------------------------------|-----------------------|
| University Police                       | ■                              | ■                              | ■                     |
| Emergency Management                    | ■                              | ■                              | ■                     |
| Environment Health and Safety           | ■                              | ■                              |                       |
| Information Technology                  |                                | ■                              |                       |
| Joint Information Center                | ■                              | ■                              | ■                     |
| University Communications and Marketing | ■                              | ■                              | ■                     |
| Human Resources                         | ■                              | ■                              |                       |
| Research Integrity and Compliance       | ■                              | ■                              |                       |
| Executive Policy Group                  | ■                              | ■                              |                       |
| Facilities Management Operations        | ■                              | ■                              |                       |



# Chapter 8

## Testing Emergency Notification Response and Evacuation Procedures

Our institution has procedures in place to test our emergency notification, response, and evacuation procedures on at least an annual basis. Such tests may be announced or unannounced. These tests are regularly scheduled, contain drills, exercises, and follow-through activities. “Drills” are activities that test a single procedural operation, e.g., an evacuation drill. “Exercises” are tests involving coordination of efforts, e.g., a test of the coordination of first responders, including police, firefighters, and emergency medical technicians. “Follow-through activities” are designed to review the test, e.g., a survey or interview to obtain feedback from participants. Our tests are designed to assess and evaluate our emergency plans and capabilities.

More information regarding tests of our emergency evacuation procedures can be found in USF System Policy 6-025: Fire and Emergency Evacuation Drills available via the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfpolicy6-025>

### Emergency Notification System Tests

The university tests its Emergency Notification System once per semester on a scheduled basis to ensure all components are operational and that our policies and plans accurately dictate the procedures utilized. Tests of the Emergency Notification System are coordinated with Emergency Management, USFPD, University Communications and Marketing, Information Technology, and appropriate university administration.

During these scheduled tests, USFPD or USF Emergency Management activates all components of the AlertUSF system.

All tests of the Emergency Notification System are announced and are communicated to the university community through the MyUSF web portal (available to all students, faculty, and staff); the Inside USF faculty and staff newsletter; and the USF calendar (publicly available).

### Emergency Response Procedures Tests

Our institution tests its emergency response procedures at least annually to ensure that our institution’s plans and procedures are viable and allow our institution and partner public safety officials an opportunity to practice responding to various emergencies and dangerous situations. These tests are coordinated by Emergency Management and key departments on campus responsible for responding to or facilitating response-and-recovery operations after an incident.

Our emergency procedures tests are scheduled and contain drills

and exercises. These tests follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

More information about our emergency response procedures and their testing can be found on the Emergency Management website (<http://usf.edu/em>), within each USF System institutions’ EOP, and on Emergency Situation Protective Action cards within each classroom on our campus. A sample Emergency Situation Protective Action card is provided in APPENDIX G.

### Emergency Evacuation Procedures Tests

In accordance with USF System **Policy 6-025: Fire and Emergency Evacuation Drills**, USF has procedures in place to ensure the safe, timely, and orderly evacuation of building occupants during an actual fire or other building emergency. Per Florida Fire Prevention Code, Florida Statute 633.0215, and the referenced USF policy, our institution is required to test its evacuation procedures on an annual basis. However, in practice, our evacuation procedures are tested on a per semester basis for on-campus residential buildings and annually, at a minimum, for applicable non-residential buildings. Integral components of the USF policy and associated procedures include the following:

- Annual fire and emergency evacuation drills are required to be conducted for all USF high hazard buildings equipped with a required fire alarm system. A “high hazard building” designation is defined as one that: contains combustible matter or flammable conditions dangerous to the safety of life or property; in which persons receive educational instruction; in which persons reside; excluding private dwellings; or, containing three or more levels.
- All fire and emergency evacuation drills are announced in practice, excluding notification of vested parties required to coordinate drill activities, e.g., Residence Life Coordinators, Resident Assistants, Facility Managers, etc., are typically notified prior to a drill.
- All occupants must evacuate when alarms are sounded or when authorities initiate an evacuation order. Occupants with disabilities, who cannot independently evacuate, must evacuate to the nearest area of rescue/refuge, typically a stairwell landing.
- All occupants of high hazard buildings must participate in the fire drill.

USF **Policy 6-025: Fire and Emergency Evacuation Drills** requires a multi-disciplinary approach for the effective implementation and maintenance of emergency evacuation procedures for the USF System. The following organizational units are responsible for implementing and maintaining these procedures:

- Environmental Health and Safety;
- USFPD;
- Facilities Management;
- College/Division Heads; and
- Facility Managers.

These units work together on the following:

- Policy maintenance, updates, and communication;
- Training (providing or receiving);
- Drill coordination activities;
- Drill evaluation; and
- Process improvement identification and implementation.

For more information about our emergency evacuation procedures, consult the Emergency Evacuation page of the EH&S website:

<https://www.usf.edu/administrative-services/environmental-health-safety/documents/firesafety-drillprocedure.pdf>

## Communicating Our Emergency Response and Evacuation Procedures

USF System Environmental Health and Safety (EH&S) and USFPD provide training to USF System employees and students regarding our emergency response and evacuation procedures as part of orientation. Emergency response and evacuation information is included in the Student Handbook provided to each student at the initiation of each semester. EH&S offers fire safety training, including evacuation procedures training, based on USF System Policy **6-025: Fire and Emergency Evacuation Drills**, to USF staff employees on a biennial basis as well as per request to additional USF System organizational units.

Further, EH&S provides emergency response and evacuation policy and procedures training as part of their fire safety training to applicable Department of Housing & Residential Education employees at the beginning of each semester. These individuals are part of the Residence Life & Education Team and, as such, are subsequently responsible for the dissemination of USF System Policy 6-025 and associated procedural information to campus residents.

## Documenting Tests of Our Emergency Notification, Response, and Evacuation Procedures

For each test of the emergency notification, response, and evacuation procedures conducted by our institution, the following is documented pursuant to Clery Act requirements:

- A description of the exercise (i.e., the test);
- The date the test was held;
- The time the test started and ended; and
- Whether the test was announced or unannounced.

Emergency Management (EM) is responsible for maintaining USF System records of Emergency Notification System tests and Emergency Response Procedures tests. In addition to the Clery Act documentation requirements, EM also documents the status of the systems tested and any outstanding after-action items, respectively, for these tests.

Environmental Health and Safety (EH&S) is responsible for maintaining USF System records of tests of our Emergency Evacuation Procedures. In addition to the Clery Act documentation requirements, EH&S also maintains documentation of any outstanding after-action items from testing our emergency evacuation procedures. Per USF System Policy, a Facility/Safety Liaison for each college or division is required to complete a Fire Exit Drill Evaluation form for test/drills conducted in their respective area(s). The executed form is subsequently filed in the applicable building records and a copy provided to EH&S. A copy of the **Fire Exit Drill Evaluation form** is located on the EH&S Fire Safety website at <https://www.usf.edu/administrative-services/environmental-health-safety/documents/firesafety-firedrillform.pdf>

# Chapter 9

## Emergency Evacuation Procedures

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Preparation is essential: Determine in advance the nearest exit from your work location and the route you shall follow to reach that exit in an emergency. Emergency evacuation signage is posted in buildings. Building occupants should become familiar with evacuation routes that do not require elevator access and assembly points outside of the building. Establish an alternate route to be used in the event your route is blocked or unsafe. Never assume that an alarm is a drill – treat all alarm activations as actual emergencies.

### How to Evacuate During an Emergency

1. Exit the building as soon as possible via the nearest exit.
2. Do not use elevators to exit the building during an evacuation as they may become inoperable.
3. Walk, do not run. Do not push or crowd.
4. If unable to evacuate due to disability, shelter in the area of rescue/refuge, typically a stairwell landing, and wait for assistance from emergency responders.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Use handrails in stairwells; stay to the right.
7. Follow instructions from emergency personnel.
8. Move quickly away from the building to your assembly point\* unless otherwise instructed.
9. If possible, go to a grassy area and keep roadway and walkways clear for emergency vehicles.
10. Do not return until notified by emergency personnel that it is safe to do so.

*\*Assembly Points: Emergency assembly points are areas of campus that are uphill and upwind from the hazard, away from power lines, falling debris, and other hazards where persons can assemble to be accounted for, to be provided minor first aid, receive further instructions, and obtain information. This is the first place to go until other areas and buildings on campus can be evaluated for safety and possible occupancy.*

For more information on what to do during a building evacuation, visit the Environmental Health and Safety Emergency Evacuation website: <https://www.usf.edu/administrative-services/environmental-health-safety/documents/firesafety-drillprocedure.pdf>.

### How to Shelter in Place

During certain emergency situations – particularly chemical, biological, or radioactive material releases – some weather emergencies, or the threat of imminent danger, you may be directed to “shelter in place” rather than evacuate the building.

Depending on the type of emergency situation, directions to shelter in place may be sent using a variety of communication tools, including: siren/loudspeaker, AlertUSF, and/or digital screens.

1. Stay inside the building or find a safe place.
2. If you are in a room with a door, make sure the door is closed.
3. In various campus buildings, doors may lock manually, remotely, or not at all. If applicable and time permits, lock doors.
4. If you are in a room with a window, make sure the window is closed and remain clear of the window.
5. Remain where you are until further direction from emergency personnel.

Always follow all directions provided by emergency response personnel.

### Fire Alarm Procedures

The general USF Fire and Emergency procedures are as follows:

- Immediately evacuate the building via the nearest exit when the fire alarm is activated.
- If unable to evacuate due to a disability, shelter in the area of rescue/refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders.
- Instruct visitors and students to evacuate and assist them in locating the nearest exit.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to limit the potential spread of smoke and fire.
- Terminate all hazardous operations and power off equipment.
- Close all hazardous materials containers.
- Remain outside of the building until the building is released for re-entry.

- Do not restrict or impede the evacuation.
- Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers.
- Avoid parking lots.
- Report the fire alarm deficiencies (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/refuge.
- Never assume that an alarm is a “false alarm.” Treat all fire alarm activations as emergencies and evacuate the building.

More information regarding fire and emergency evacuation procedures (e.g., USF System High Hazard Buildings and USF Fire Drill Relocation Areas) can be found on these USF Environmental Health and Safety websites:

- Fire and Emergency Evacuation Procedures: <https://www.usf.edu/administrative-services/environmental-health-safety/documents/firesafety-drillprocedure.pdf>
- Fire and Emergency Evacuation Drills and Procedures: <https://www.usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/residential-info.aspx>



# Chapter 10

## Annual Fire Safety Report

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Institutions with on-campus student housing are required under HEA and HEOA to publish an **Annual Fire Safety Report**. The purpose of this report is to disclose fire safety policies and procedures related to on-campus student housing and to disclose statistics for fires that occurred in those facilities.

### On-Campus Student Housing Facility Fire Safety Systems

Each on-campus housing facility has fire safety systems in place. A fire safety system is defined under HEA as:

*Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.*

The **On-Campus Student Housing Fire Safety Systems** chart included in this report describes the fire safety systems for each on-campus student housing facility at our institution.

### On-Campus Student Housing Facility Fire Drills

Our institution is required under HEA to disclose the number of fire drills held for our on-campus housing facilities for the past three calendar years. A fire drill is defined under HEA as “a supervised practice of a mandatory evacuation of a building for a fire.” Our fire drills are performed in accordance with USF System Policy 6-025: Fire and Emergency Evacuation Drills, available on the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfpolicy6-025>. This policy establishes the requirements by which our evacuation drills are conducted to ensure the safe, timely, and orderly evacuation of building occupants during an actual fire or other building emergency. The intent of this policy is to comply with fire regulations requiring annual fire and emergency evacuation drills.

The **On-Campus Student Housing Facility Fire Statistics** chart included in this report provides our fire statistics for the past three calendar years for each on-campus student housing facility at our institution.

### On-Campus Student Housing Facility Fire Statistics

Our institution is required under HEA to disclose the number of fires, which occurred in our on-campus housing facilities for the

past three calendar years. The process by which these fire statistics are collected and compiled by our institution as part of this fire safety report and our reporting to the U.S. Department of Education by October 1st for the preceding calendar year is provided in APPENDIX I. The On-Campus Student Housing Fire Statistics chart included in this report provides our fire statistics for the past three calendar years for each on-campus student housing facility at our institution.

### On-Campus Student Housing Facility Fire Safety Policies

Residents living in on-campus student housing must adhere to the fire and safety policies outlined in their Resident Handbook. These policies address the use of portable electric appliances, smoking, and open flames in student housing facilities and are reiterated below.

The Resident Handbook for on-campus housing facilities at the USF St. Petersburg campus is available online at <https://www.stpetersburg.usf.edu/student-life/housing/documents/housing-handbook.pdf>.

### Portable Electric Appliances

According to the Resident Handbook, the following portable electrical appliances are not allowed to be used in individual bedrooms or suites in any of our on-campus student housing facilities:

- Toasters
- George Foreman grills
- Hot plates
- Roasters
- Popcorn poppers
- Deep freezers

Cooking is strictly prohibited in bedrooms or suites, but may be done in designated cooking areas in each building and within apartments that contain a kitchen areas, e.g., the above-listed appliances are allowed in on-campus student housing apartments that contain a kitchen area. For more information about the specific appliances allowed within a specific room of an on-campus housing facility, please contact your Resident Assistant (RA)/Community Manager (CM).

Due to concern for fire and safety standards, the Resident Handbook limits the types of portable electrical appliances that may be used in individual bedrooms or suites to the following:

- Microwaves which use less than 1,000 watts;

- Automatic coffee makers; and
- Refrigerators which do not exceed 4.5 cubic feet.

## Smoking

The USF System prohibits smoking, tobacco use, and use of related products on all property owned, leased, or operated by the USF System, including on-campus student housing. Below are key definitions from USF System Policy:

**Smoking** is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product as well as the use of an electronic cigarette or any other device intended to simulate smoking.

**Tobacco** is defined as any product made of tobacco, including, but not limited to, cigarettes, cigars, cigarillos, pipe, bidis, hookahs, and any and all chewing tobacco products.

**Tobacco Use** means the personal use of any tobacco product whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and thus use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

A map of the boundaries for which smoking is prohibited on our campus is provided in this report (see APPENDIX H). Faculty, staff, students, vendors, and visitors are not allowed to use any tobacco products within the areas designated on these maps.

USF System and institution-specific policies prohibit smoking, tobacco use, and use of related products on all property owned, leased, or operated by the USF System, including on-campus student housing, are available on the Office of the General Counsel's website:

- USF System Policy 6-026: Tobacco and Smoke-Free Policy <https://usf.app.box.com/v/usfpolicy6-026>

Enforcement of our tobacco and smoke-free university policies depends upon the cooperation of all faculty, staff, students, vendors, and visitors not only to comply with this policy, but also to encourage others to comply with the policy. Anyone who is in violation of our tobacco and smoke free campus policies (including faculty, staff, students, vendors, or visitors) should be politely reminded of the policy and asked to comply by discarding the tobacco product. Any student who continually refuses to abide by the policy may be considered in violation of the Student Code of Conduct and subject to its disciplinary procedures. Continuing violations by any faculty or staff member will be handled through normal university processes.

## Open Flames and Other Fire Hazards

All residents are required to follow the USF System's fire and safety regulations. These regulations follow mandates set by the USF Sys-

tem Office of Environmental Health and Safety. Please review fire and safety information on the USF System Office of Environmental Health and Safety website: [usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/residential-info.aspx](https://usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/residential-info.aspx).

## Fire and Safety Equipment

In the interest of safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statute 806.10).

Therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- Tampering with or pulling a fire alarm under false pretenses.
- Rendering a smoke detector inoperative.
- Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- Disabling or propping open the exterior door to any building.

## Prohibited Items

The following items are prohibited in our on-campus student housing facilities because of their serious potential as fire hazards:

- Open flames such as candles and incense, and the burning of any materials or other flame-emitted items
- Use or possession of fireworks or firecrackers
- Extension cords (only power strips with built-in circuit breakers are allowed in the halls)
- Personal grills
- Flammable liquids (and other hazardous chemicals)
- Portable electric heaters
- Lava lamps, halogen lamps, and all lamps with paper shades. Never cover any light with any material that prevents the free flow of air around the bulb.
- Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds. Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing & Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations.

## Fire, Health, and Safety Inspections

Housing & Residential Education staff facilitate fire, health, and safety inspections each semester with at least 24-hour notice to

residents. Any violations found during these inspections must be corrected within the time specified by the institution. Residents must immediately correct unsafe or potentially hazardous conditions in their room (such as overloaded power outlets) as requested by staff. Failure to correct fire, health, and safety violations may result in disciplinary action.

## Student Housing Evacuation Procedures in Case of Fire

To reduce the response time to a fire incident, USF policies and procedures require students and employees to call **9-1-1** to report all fires. The USFPD will investigate and take appropriate action.

The procedures for evacuating on-campus student housing in case of fire are provided in the Resident Handbook. USF System Fire and Emergency Evacuation Procedures are also available online at <https://www.usf.edu/administrative-services/environmental-health-safety/documents/firesafety-drillprocedure.pdf>. These procedures are also reiterated below:

- **Treat all fire alarm activations as emergencies. Get out of the building!**
- Immediately evacuate the building via the nearest exit when the fire alarm is activated.
- If unable to evacuate due to a disability, shelter in the area of rescue/refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders.
- Instruct visitors and students to evacuate and assist them in locating the nearest exit.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to limit the potential spread of smoke and fire.
- Terminate all hazardous operations and power off equipment,
- Close all hazardous materials containers.
- Remain outside of the building until the building is released for re-entry.
- Do not restrict or impede the evacuation.
- Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers.
- Avoid parking lots.
- Report the fire alarm deficiencies (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/refuge.
- Never assume that an alarm is a “false alarm.” Treat all fire alarm activations as emergencies and evacuate the building.

More information regarding USF fire and emergency evacuation

procedures and additional information associated with emergency evacuation can be found at the following locations:

**Fire and Emergency Evacuation Drills:** [usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/emer-evacuation.aspx](https://www.usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/emer-evacuation.aspx)

**Fire and Emergency Evacuation Procedures:** [usf.edu/ehs/documents/firesafety-drillprocedure.pdf](https://www.usf.edu/ehs/documents/firesafety-drillprocedure.pdf)

**Fire and Emergency Evacuation Drills & Residential Information:**

<https://www.usf.edu/administrative-services/environmental-health-safety/programs-services/fire-safety/residential-info.aspx>

## Fire Safety Education and Training

The Fire Safety Division of USF Environmental Health and Safety provides fire safety training to applicable Department of Housing & Residential Education employees on a per semester basis (i.e., the initiation of each semester). This training includes a review of emergency response policies and procedures and evacuation policies and procedures. This training also includes resident-related fire safety training, covering:

- the fire risks in residential buildings,
- the components of a fire
- the different classes of fire,
- how to inspect and use a fire extinguisher
- how to identify common fire hazards, and
- what actions to take during emergencies.

The Residence Life & Education team is subsequently responsible for the dissemination of these policies and procedures to on-campus student housing facility residents. Further, EH&S provides fire safety training, including the emergency response and evacuation policies and procedures to staff employees on a biennial basis. This training is also provided by EH&S by request for other USF System institutions, departments, and facilities.

In addition to fire safety training, the USF System requires fire drills at each on-campus student housing facility once each semester, during the first three weeks of each academic term. These drills test the fire alarm systems and fire reporting procedures under simulated emergency conditions for all residential facilities including Greek organizations with a chapter house. Per procedures, drills are not conducted at regularly scheduled times and are held without warning except to the USFPD and alarm technicians or housing maintenance staff. Such drills ensure familiarity with exits which, in turn, ensures that everyone in our on-campus student housing facilities vacate the building promptly and in an organized manner to a place of safety. The following fire drill procedures are applicable to USF System on-campus student housing facilities:

1. The Resident Assistants, with the assistance of a Fire Safety

Specialist, will arrange, conduct, and record fire drill results.

- The Fire Safety Specialist shall be the person in charge at all fire drills in the event an actual fire emergency occurs.
  - The Resident Assistants shall coordinate drill scheduling with USFPD.
  - The fire drill evacuation plan shall include all personnel in the building. This includes all residents, visitors, guests, employees, and attendants. There are no excuses for not participating. Everyone must leave the building during the drill period.
2. Designate an assembly area outdoors, which is away from the building and clear of entrances. The designated assembly area should be a minimum 150 feet from the building.
  3. Locate a method of call 9-1-1 near the designated meeting place that does not involve re-entering the building.
  4. Anyone who is unable to evacuate the building due to a disability must shelter in the area of refuge/rescue.
  5. Establish a method to account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency personnel. (Do not return inside. Only trained search and rescue personnel should re-enter an evacuated area.)
  6. The Fire Safety Specialist (if present) shall terminate the fire drill by:
    - Informing Operations alarm technicians to reset the building alarm system.
    - Notifying building occupants that they are allowed to return to the building by giving the “all clear” signal.
    - Notifying the appropriate dispatcher(s) that the drill has been completed.
    - Make a written record of the date, time, and results of the drill.
  7. The Resident Assistants should meet directly after each fire drill to evaluate the success of the drill and work out details which have been faulty or misunderstood.
  8. The Resident Assistants shall submit a copy of the Fire Drill Report to Environmental Health and Safety within 48 hours. A copy of the drill shall be maintained in the residential records.

In the event of an actual or potential emergency, students, residents, or Resident Assistants are instructed to alert other building occupants. Pull the manual fire alarm, attempt to extinguish the fire (only if properly trained and the fire is of appropriate size/natures), close all doors, call 9-1-1 from a nearby building or a cell phone, provide as much information as possible to the emergency dispatcher, and await instruction from emergency responders.

## Who Should Be Notified After a Fire Occurred

Below is a list of titles of the people or organizations that should be told “after the fact” that a fire occurred for the purposes of including a fire in the statistics of the Annual Fire Safety Report.

### Environmental Health and Safety

- Coordinates university system efforts and reporting requirements.
- Assists Housing and the USFPD with annual report of fire safety statistics.
- Reviews policies and rules regarding fire safety in Housing buildings and provides recommendations for compliance.
- Review fire statistics for annual fire safety report.
- Investigates fire cause and origin in Housing buildings and acts as liaison with State Fire Marshal Office and Fire Rescue agencies.
- Serves as university system resource for fire safety procedures and policy development.
- Provides fire safety education and training to students and employees.

### Housing

- Maintains and updates the Building Alarms and Fire Report document.
- Maintains and updates the Building Fire System and Components document.
- Maintains policies in the resident housing publication that address open flames, smoking, and electrical appliances.
- Maintains policies in the resident housing publication that addresses procedures that students should follow in case of fire.
- Maintains policies in the resident housing publication that addresses procedures that students should follow in case of fire.
- Compiles the fire statistics annually from the Building Alarms and Fire Report and submits it to EH&S and USFPD for reporting in October.

### University Police Department (USFPD)

- Receives and records the fire alarm activity in Housing buildings.
- Dispatches officer(s) to investigate all fire alarm activations.
- Determines if emergency forces are required and makes contact with emergency forces (Fire Rescue) as needed.
- Maintains reporting format for Annual Fire Safety Report (same as Clery Report).
- Receives fire statistics annually from Housing and compiles Annual Fire Safety Report with Clery Report crime statistics.

- Combines and submits Annual Fire Safety Report and Clery Report for compliance to HEOA/Campus Right-to-Know.

### Plans for Future Fire Safety Improvements

USF continually evaluates the performance of fire safety systems, associated procedures (e.g., area-specific evacuation drills, inspections, training protocols, etc.), and event related data to determine the potential necessity for procedural, operational, and/or system-related improvements. Although no substantive operational or system-related improvements are currently planned, USF will continue to modify applicable USF processes or procedures to enhance the fire safety program as well as ensure the allocation of appropriate resources to sustain or improve the program, as required.

At the institutional level, the USFSP Office of Safety and Compliance intends to do the following to improve Fire Safety for our On-Campus Housing Facilities through 2021:

- Provide additional outreach to the occupants of the residents in the form of better pre-evacuation guidance including maps and signage
- Extend the fire extinguisher training program to all residential students
- Provide increased Health and Wellness inspections to include fire safety and code compliance
- Foster better understanding among staff and residents of the importance of code compliance and training

# On-Campus Student Housing Facility Fire Statistics

|                                 |                                  | 2017   |       |        | 2018   |       |        | 2019   |       |        |
|---------------------------------|----------------------------------|--------|-------|--------|--------|-------|--------|--------|-------|--------|
| Facility Name                   | Facility Street Address          | Alarms | Fires | Drills | Alarms | Fires | Drills | Alarms | Fires | Drills |
| Residence Hall One (RHO)        | 500 2 <sup>nd</sup> Street South | 0      | 0     | 3      | 0      | 0     | 4      | 3      | 0     | 4      |
| University Student Center (USC) | 200 6 <sup>th</sup> Avenue South | 0      | 0     | 3      | 1      | 0     | 3      | 5      | 0     | 4      |
| Hilton Hotel (HIL)*             | 333 1 <sup>st</sup> Street South | 0      | 0     | 1      | 0      | 0     | 0      | –      | –     | –      |
| Prince Gregor Apartments **     | 844 5 <sup>th</sup> Avenue South | 0      | 0     | 0      | 0      | 0     | 0      | –      | –     | –      |

\* Students occupied this space periodically in 2017 and a portion of 2018.

\*\* Students occupied this space periodically in 2017 and a portion of 2018.

## USFSP Fire Safety Systems

### USFSP Building Fire Systems & Component Report Residence Hall One (RHO)

| Building Floors | Sq. Ft.        | Wet Pipe Sprinkler System | Wet Standpoints    | Dry Standpipes        | Manual Standpipes    | Fire System Panel          | Pull Stations              | Fire Extinguisher Devices     |
|-----------------|----------------|---------------------------|--------------------|-----------------------|----------------------|----------------------------|----------------------------|-------------------------------|
| 7               | 125,000        | 1                         | 1                  | 0                     | 0                    | Siemens MXLV               | 16                         |                               |
| Smoke Detectors | Heat Detectors | Duct Detectors            | Notification Horns | Notification Speakers | Notification Strobes | Notification Horns/Strobes | Notification Sounder Bases | Evacuation Plans and Placards |
| 29              | 11             | 0                         | 0                  | 0                     | 16                   | 66                         | 162                        |                               |

### USFSP Building Fire Systems & Component Report University Student Center (USC)

| Building Floors | Sq. Ft.        | Wet Pipe Sprinkler System | Wet Standpoints    | Dry Standpipes        | Manual Standpipes    | Fire System Panel          | Pull Stations              | Fire Extinguisher Devices     |
|-----------------|----------------|---------------------------|--------------------|-----------------------|----------------------|----------------------------|----------------------------|-------------------------------|
| 6               | 70,500         | 1                         | 1                  | 0                     | 1                    | Notifier                   | 34                         |                               |
| Smoke Detectors | Heat Detectors | Duct Detectors            | Notification Horns | Notification Speakers | Notification Strobes | Notification Horns/Strobes | Notification Sounder Bases | Evacuation Plans and Placards |
| 143             | 3              | 45                        | 0                  | 189                   | 93                   | 82                         | 0                          |                               |

### USFSP Building Fire Systems & Component Report Hilton Hotel, 333 1<sup>st</sup> Street South, St. Petersburg (HIL)

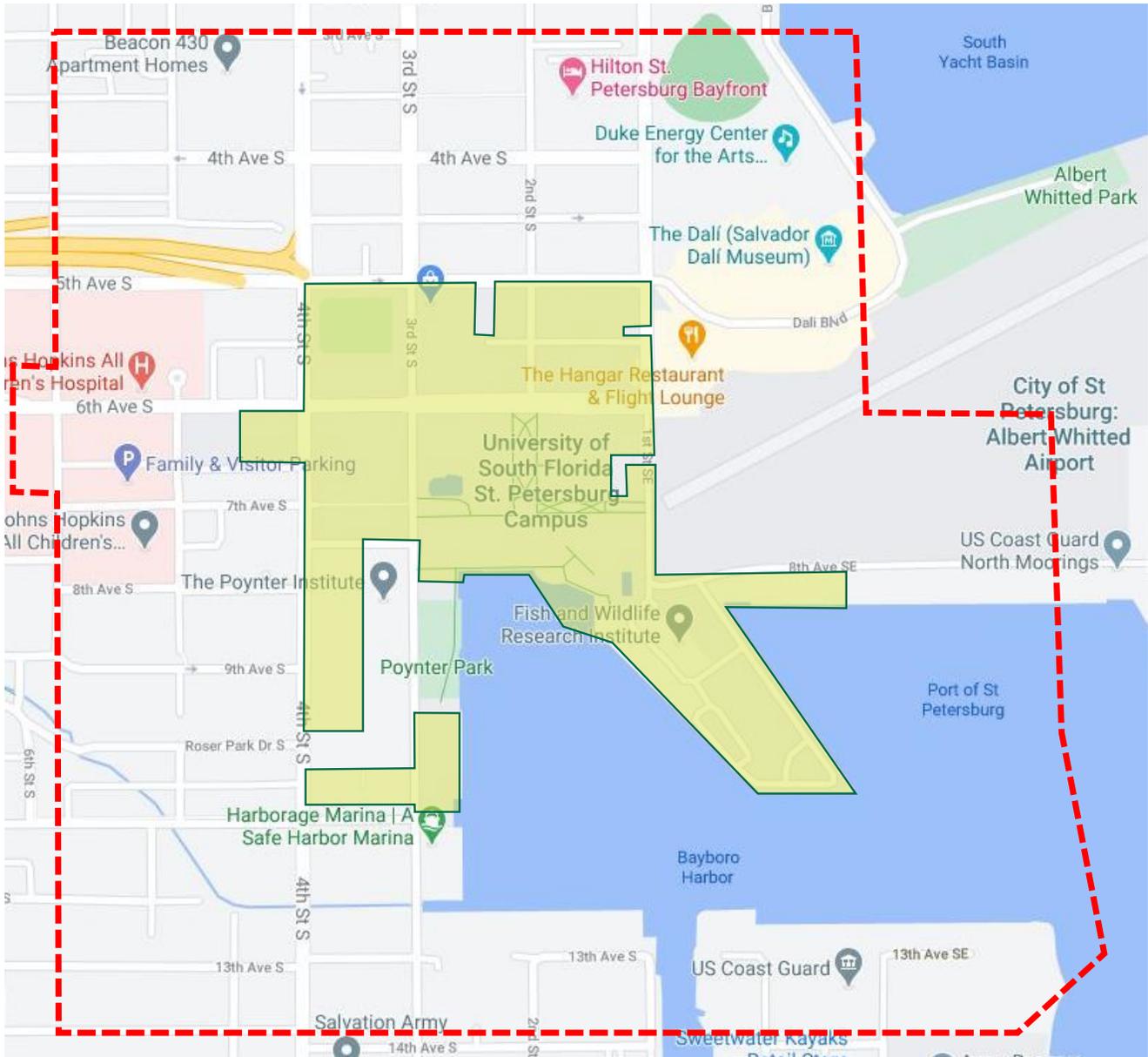
| Building Floors | Sq. Ft.        | Wet Pipe Sprinkler System | Wet Standpoints    | Dry Standpipes        | Manual Standpipes    | Fire System Panel          | Pull Stations              | Fire Extinguisher Devices     |
|-----------------|----------------|---------------------------|--------------------|-----------------------|----------------------|----------------------------|----------------------------|-------------------------------|
| 15              | 250,000        | 1                         | 1                  | 0                     | 1                    | 1 (Johnson)                | 36                         | 57                            |
| Smoke Detectors | Heat Detectors | Duct Detectors            | Notification Horns | Notification Speakers | Notification Strobes | Notification Horns/Strobes | Notification Sounder Bases | Evacuation Plans and Placards |
| 105             | 105            | 20                        | 0                  | 105                   | 105                  | 105                        | 0                          | 333                           |

### USFSP Building Fire Systems & Component Report Prince Gregor Apartments, 544 5<sup>th</sup> Avenue South, St. Petersburg (PGA)

| Building Floors | Sq. Ft.        | Wet Pipe Sprinkler System | Wet Standpoints    | Dry Standpipes        | Manual Standpipes    | Fire System Panel          | Pull Stations              | Fire Extinguisher Devices     |
|-----------------|----------------|---------------------------|--------------------|-----------------------|----------------------|----------------------------|----------------------------|-------------------------------|
| 2               | 24,000         | 1                         | 1                  | 0                     | 1                    | 1                          | 2                          | 3                             |
| Smoke Detectors | Heat Detectors | Duct Detectors            | Notification Horns | Notification Speakers | Notification Strobes | Notification Horns/Strobes | Notification Sounder Bases | Evacuation Plans and Placards |
| 14              | 0              | 0                         | 12                 | 0                     | 0                    | 12                         | 0                          | 12                            |



**APPENDIX A**  
**USF St. Petersburg Police Department Jurisdiction Map**



Clery and VAWA Crime and Incident Definitions, page 1

|  |   |
|--|---|
| <b>Aggravated Assault</b>              | An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.  |
| <b>Arson</b>                           | 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.<br><i>Note: Do not classify fires of suspicious or unknown origin.</i>  |
| <b>Burglary</b>                        | The unlawful entry of a structure or conveyance to intent to commit a crime therein.  |
| <b>Business Day</b>                    | Monday through Friday, excluding any day when the institution is closed.  |
| <b>Campus</b>                          | 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's education purposes, including residence halls and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).   |
| <b>Campus Security Authority (CSA)</b> | There are four types of individual or organizations that are considered a CSA under the Clery Act:<br><br>(1) A campus police department or a campus security department of an institution.<br><br>(2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.<br><br>(3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.<br><br>(4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor. |
| <b>Clery Geography</b>                 | Clery crime and incident statistics are reported according to the following <i>Clery Act</i> -defined geographical categories: on campus; on-campus residential; non-campus building or property; and public property.<br><br><b>On Campus</b><br><br>The <i>on-campus</i> category of Clery Geography encompasses the following:<br><br><i>Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and</i><br><br><i>Any building or property that is within or reasonably contiguous to the area identified in the above paragraph that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</i>   |

|  |   |
|--|---|
| <p><b>Clery Geography, continued</b></p>                     | <p><b>Non-Campus Property</b></p> <p>The <i>non-campus</i> category of Clery Geography encompasses the following:</p> <p><i>Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and</i></p> <p><i>Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</i></p> <p><b>Public Property</b></p> <p>The <i>public property</i> category of Clery Geography encompasses the following:</p> <p><i>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.</i></p>   |
| <p><b>Dating Violence</b></p>                                | <p>Under the Clery Act, <i>dating violence</i> is defined as follows:</p> <p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.</p> <ol style="list-style-type: none"> <li>(1) 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.</li> <li>(2) For the purpose of this definition—             <ol style="list-style-type: none"> <li>(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</li> <li>(ii) Dating violence does not include acts covered under the definition of domestic violence.</li> </ol> </li> <li>(3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</li> </ol> <p>Under the State of Florida Statutes, <i>dating violence</i> is defined as follows:</p> <p>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:</p> <ol style="list-style-type: none"> <li>1. A dating relationship must have existed within the past six months;</li> <li>2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and</li> <li>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.</li> </ol> |
| <p><b>Destruction or Damage or Vandalism of Property</b></p> | <p>To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Crime is <i>only</i> reported if it was motivated, in whole or in part, by the offender's bias.</p>   |

|   |  |
|---|--|
| <p><b>Domestic Violence</b></p>   | <p>Under the Clery Act, <i>domestic violence</i> is defined as follows:</p> <ul style="list-style-type: none"> <li>(1) A felony or misdemeanor crime of violence committed— <ul style="list-style-type: none"> <li>(i) By a current or former spouse or intimate partner of the victim;</li> <li>(ii) By a person with whom the victim shares a child in common;</li> <li>(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;</li> <li>(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or</li> <li>(v) 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.</li> </ul> </li> <li>(2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</li> </ul> <p>Under the State of Florida Statutes, <i>domestic violence</i> is defined as follows:</p> <p>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 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.</p> |
| <p><b>Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program</b></p> | <p>A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.</p>   |
| <p><b>Hate Crime</b></p>  | <p>A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.</p>   |
| <p><b>Hierarchy Rule</b></p>  | <p>A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.</p>   |
| <p><b>Intimidation</b></p>  | <p>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. Crime is <i>only</i> reported if it was motivated, in whole or in part, by the offender's bias.</p>   |

|  |   |
|--|---|
| <p><b>Larceny-Theft</b></p>  | <p>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</p> <p><i>Constructive possession</i> is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.</p> <p>Crime is <i>only</i> reported if it was motivated, in whole or in part, by the offender’s bias.</p>   |
| <p><b>Motor Vehicle Theft</b></p>  | <p>The theft or attempted theft of a motor vehicle.</p> <p><i>Note: 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 joy riding.</i></p>   |
| <p><b>Murder and Non-negligent Manslaughter</b></p>  | <p>The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.</p> <p><i>Note: Murder/Non-negligent Manslaughter does <b>not</b> include deaths caused by negligence, assaults/attempts to murder, suicides, fetal deaths, traffic fatalities, accidental deaths, or justifiable homicides (defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).</i></p>   |
| <p><b>Negligent Manslaughter</b></p>   | <p>The killing of another person through gross negligence (defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).</p> <p><i>Note: Negligent Manslaughter does <b>not</b> include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.</i></p>   |
| <p><b>Professional Counselor</b></p>   | <p>A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification.</p>   |
| <p><b>Programs to Prevent Sexual Assault, Dating Violence, Domestic Violence, and Stalking</b></p> | <p>(1) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, dating violence, domestic violence, and stalking that –</p> <ul style="list-style-type: none"> <li>(i) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcomes: and</li> <li>(ii) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.</li> </ul> <p>(2) Programs to prevent sexual assault, dating violence, domestic violence, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (j)(2).</p> |
| <p><b>Public Property</b></p>  | <p>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.</p>  |
| <p><b>Referred for Campus Disciplinary Action</b></p>  | <p>The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.</p>  |
| <p><b>Robbery</b></p>  | <p>The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.</p>  |

|                              |   |
|------------------------------|---|
| <p><b>Sexual Assault</b></p> | <p>Under the Clery Act, sexual assault is defined in accordance with the FBI’s UCR Program. Sexual Assault is defined as 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.</p> <p><i>Under State of Florida Statutes, sexual battery is defined as follows:</i></p> <p>Oral, anal, or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration of another by any other object, however, sexual battery does not include an act done for bona fide medical purpose.</p> <p>“Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.</p>   |
| <p><b>Simple Assault</b></p> | <p>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. Crime is only reported if it was motivated, in whole or in part, by the offender’s bias.</p>   |
| <p><b>Stalking</b></p>       | <p>For the purposes of complying with the requirements of the VAWA, any incident meeting the below definition is considered a crime for the purposes of Clery Act reporting.</p> <p>(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—</p> <ul style="list-style-type: none"> <li>(i) Fear for the person’s safety or the safety of others; or</li> <li>(ii) Suffer substantial emotional distress.</li> </ul> <p>(2) For the purpose of this definition—</p> <ul style="list-style-type: none"> <li>(i) <i>Course of conduct</i> means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.</li> <li>(ii) <i>Substantial emotional distress</i> means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</li> <li>(iii) <i>Reasonable person</i> means a reasonable person under similar circumstances and with similar identities to the victim.</li> </ul> <p>Under State of Florida Statutes, <i>stalking</i> is defined as follows: A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.</p> <p><i>Harass</i> means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.</p> <p><i>Cyberstalk</i> means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.</p> |
| <p><b>Test</b></p>           | <p>Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.</p>  |

# APPENDIX C Clery Geography Map - USF St. Petersburg campus

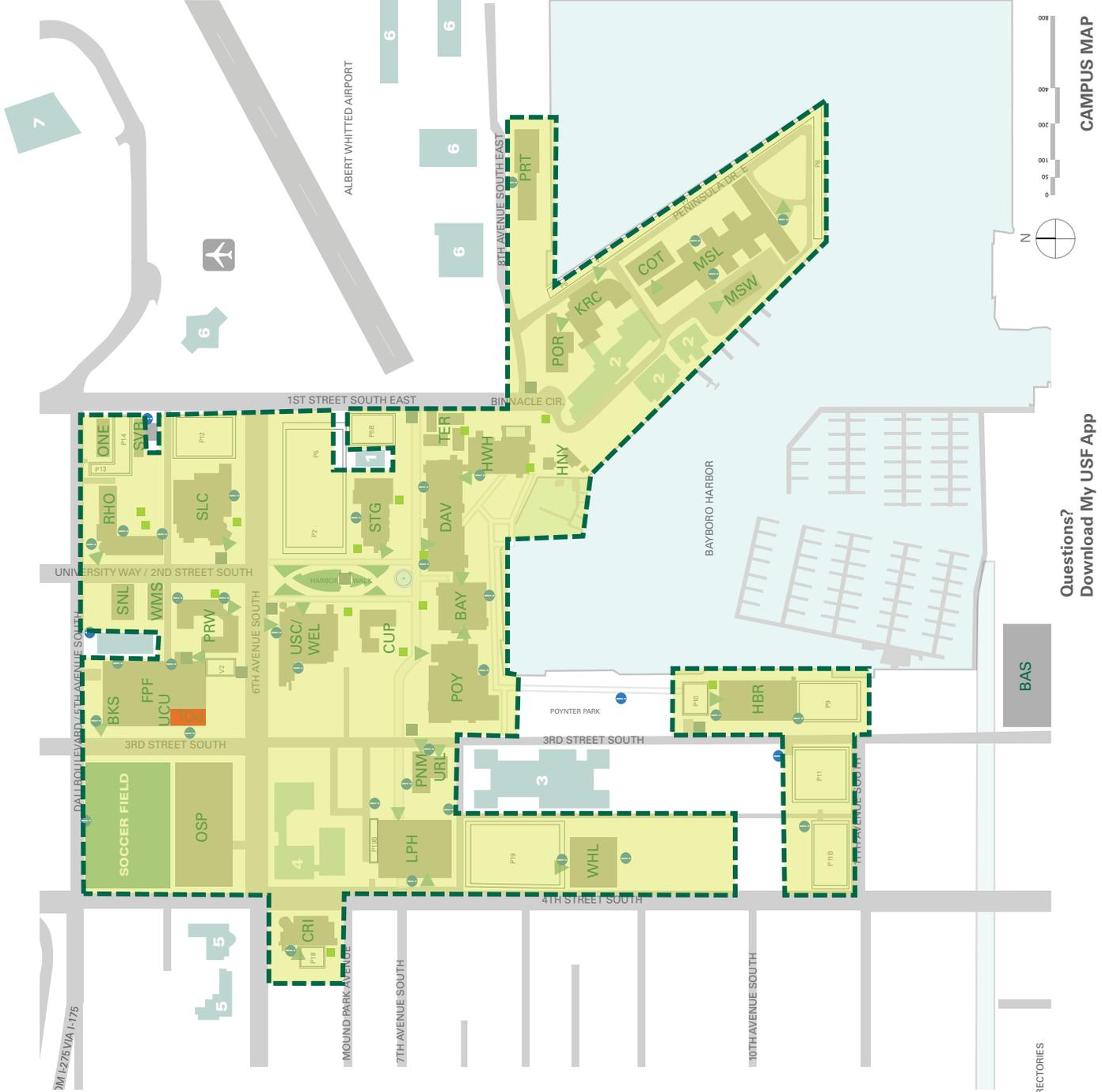


## LEGEND

- BAS** BAYBORO STATION
  - BAY** BAYBORO HALL
  - BKS** BOOKSTORE
  - COT** CENTER FOR OCEAN TECHNOLOGY
  - CRI** CHILDREN'S RESEARCH INSTITUTE
  - CUP** CENTRAL UTILITY PLANT
  - DAV** LOWELL E DAVIS MEMORIAL HALL
  - FFP** 5TH AVE PARKING GARAGE FACILITY
  - HBR** HARBOR HALL
  - HNY** HANEY LANDING-SAILING CENTER
  - HWH** H. WILLIAM HELLER HALL
  - KRC** KNIGHT OCEANOGRAPHIC RESEARCH CENTER
  - LPH** LYNN PIPPENGER HALL
  - MSL** MARINE SCIENCE LABORATORY
  - MSW** MARINE SHOP WAREHOUSE
  - ONE** ONE FIFTH AVENUE SOUTH BUILDING
  - OSP** OSPREY SUITES
  - PNM** PIANO MAN BUILDING
  - POL** UNIVERSITY POLICE SERVICES
  - POR** PLANT OPERATIONS/SPACE RECEIVING
  - POY** NELSON POYNTER MEMORIAL LIBRARY
  - PRT** PORT BUILDING
  - PRW** PETER RUDY WALLACE FL. CENTER FOR TEACHERS
  - RHO** RESIDENCE HALL ONE
  - SLC** STUDENT LIFE CENTER
  - SNL** SNELL HOUSE
  - STG** SCIENCE AND TECHNOLOGY
  - SVB** SPECIAL SERVICES BUILDING
  - TER** THE TERRACE
  - UCU** USF FEDERAL CREDIT UNION
  - URL** USFSP RESEARCH LAB
  - USC** UNIVERSITY STUDENT CENTER
  - WEL** WELCOME CENTER
  - WHL** WAREHOUSE LAB
  - WMS** WILLIAMS HOUSE
- 
- 1 THE GRIND/TAVERN AT BAYBORO
  - 2 FISH AND WILDLIFE CONSERVATION COMMISSION
  - 3 POYNTER INSTITUTE FOR MEDIA STUDIES
  - 4 U.S. GEOLOGICAL SURVEY
  - 5 YWCA/USF FAMILY VILLAGE
  - 6 ALBERT WHITTIED AIRPORT
  - 7 DALI MUSEUM
- 
- P2-P19B DECAL PARKING
  - V1-V2 VISITOR PARKING

THIS IS A NON-SMOKING CAMPUS

- AIRPORT
- BLDG MAIN ENTRY
- USFSP BLDG
- NON-USFSP BLDG
- EMERGENCY PHONE
- POLICE (POL)
- PARKING
- BICYCLE PARKING
- DIRECTORIES

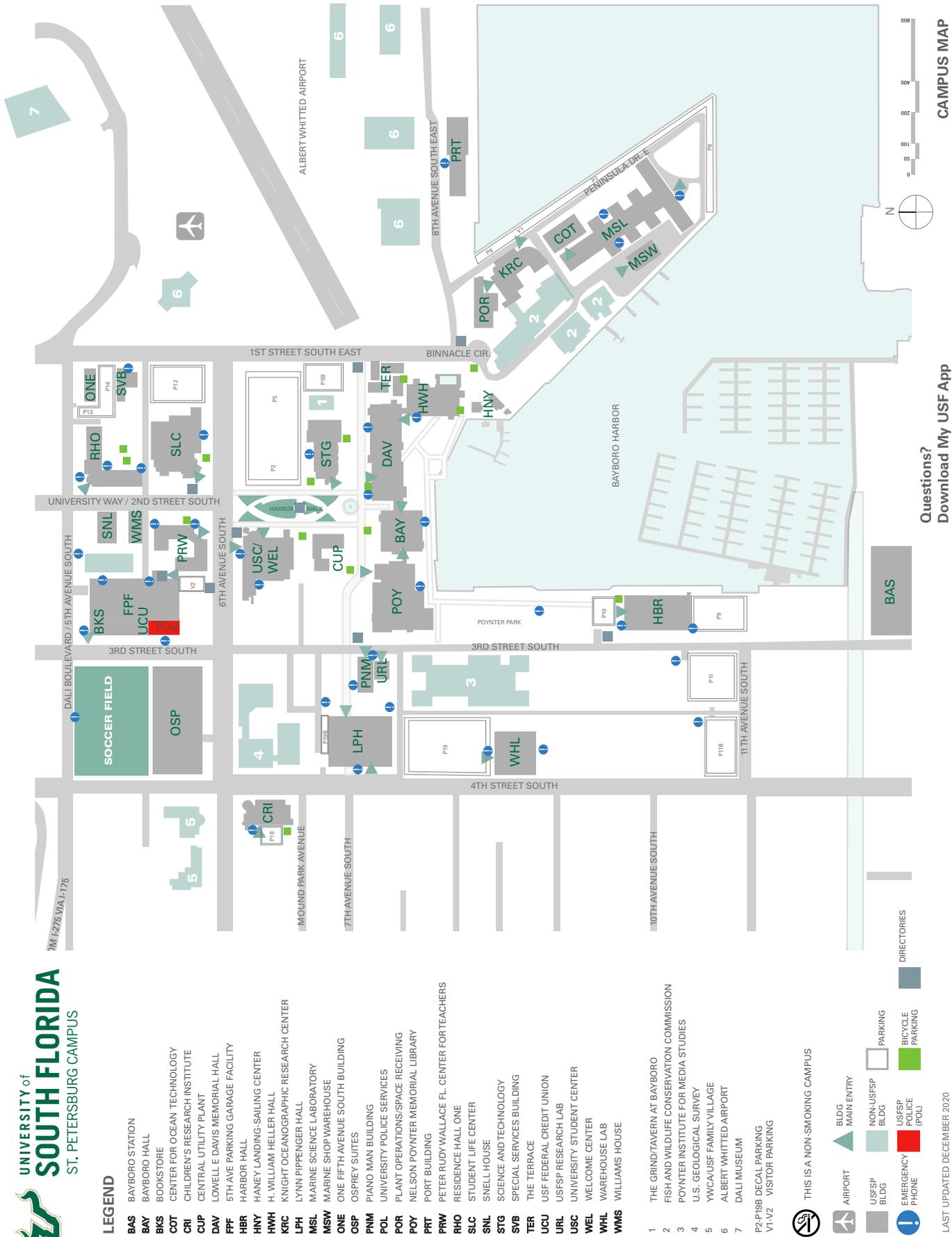


Questions?  
Download My USF App

LAST UPDATED DECEMBER 2020

CAMPUS MAP

Emergency blue light phone location map for the USF St. Petersburg Campus



CAMPUS MAP

Questions? Download My USF App



LEGEND

- BAS** BAYBORO STATION
  - BAY** BAYBORO HALL
  - BKS** BOOKSTORE
  - COT** CENTER FOR OCEAN TECHNOLOGY
  - CRI** CHILDREN'S RESEARCH INSTITUTE
  - CUP** CENTRAL UTILITY PLANT
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  - 6 ALBERT WHITTIED AIRPORT
  - 7 DALI MUSEUM
- 
- P2-P198 DECAL PARKING
  - V1-V2 VISITOR PARKING

THIS IS A NON-SMOKING CAMPUS

- AIRPORT
- BLDG MAIN ENTRY
- USFSP BLDG
- NON-USFSP BLDG
- EMERGENCY PHONE
- USFSP POLICE (POL)
- BICYCLE PARKING
- DIRECTORIES
- PARKING

LAST UPDATED DECEMBER 2020

APPENDIX E

Confidential and non-confidential on-campus and off-campus resources for victims of sexual assault, domestic violence, dating violence, and stalking for USF St. Petersburg campus

# VAWA

VIOLENCE AGAINST WOMEN ACT

VAWA IS FOR EVERYONE.  
THE VIOLENCE AGAINST WOMEN ACT PROTECTS  
ALL STUDENTS/FACULTY/STAFF/ADMINISTRATION  
REGARDLESS OF ORIENTATION/IDENTITY.

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING:

## WHERE CAN I GO FOR HELP?

### NON-CONFIDENTIAL



#### USF ST. PETERSBURG POLICE DEPARTMENT

FPF 105  
727-873-4444  
[stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)

#### USF ST. PETERSBURG TITLE IX

PNM 101  
727-873-4278  
[usf.edu/diversity/title-ix](http://usf.edu/diversity/title-ix)

### CONFIDENTIAL



#### VICTIM ADVOCACY

SLC 2200 · 727-873-4422  
[stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services](http://stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services)

#### WELLNESS CENTER (COUNSELING & STUDENT HEALTH SERVICES)

SLC 2200 · 727-873-4422  
[stpetersburg.usf.edu/student-life/wellness/index.aspx](http://stpetersburg.usf.edu/student-life/wellness/index.aspx)

#### OMBUDS OFFICE

PNM 105B · 727-873-4184  
[usf.edu/student-affairs/ombuds/](http://usf.edu/student-affairs/ombuds/)

#### DISABILITY SERVICES

SLC 1203 · 727-873-4990  
[stpetersburg.usf.edu/student-life/resources/student-accessibility-services/index.aspx](http://stpetersburg.usf.edu/student-life/resources/student-accessibility-services/index.aspx)

#### SUNCOAST CENTER

727-388-1220 [suncoastcenter.org](http://suncoastcenter.org)

*Certain USF System employees, known as Campus Security Authorities (CSAs), are mandated under federal law to report such crimes and their location per the Clery Act. The victim's name and identifiers are anonymous. CSAs include, but are not limited to RAs, academic advisors and student activity coordinators.*



UNIVERSITY of  
**SOUTH FLORIDA**  
ST. PETERSBURG CAMPUS

Confidential and non-confidential on-campus and off-campus resources for victims of sexual assault, domestic violence, dating violence, and stalking for USF St. Petersburg campus

# VAWA

VIOLENCE AGAINST WOMEN ACT

VAWA IS FOR EVERYONE.  
THE VIOLENCE AGAINST WOMEN ACT PROTECTS  
ALL STUDENTS/FACULTY/STAFF/ADMINISTRATION  
REGARDLESS OF ORIENTATION/IDENTITY.

## IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING: YOUR RIGHTS UNDER VAWA

- YOU HAVE THE RIGHT TO REPORT THE INCIDENT (OR NOT) TO LAW ENFORCEMENT, TO THE UNIVERSITY, OR TO ANY OF THE CONFIDENTIAL RESOURCES ON CAMPUS.
- YOU DO NOT NEED TO REPORT AN INCIDENT TO THE POLICE TO RECEIVE PROTECTIVE MEASURES FROM THE UNIVERSITY.
- PROTECTIVE MEASURES MAY INCLUDE, BUT ARE NOT LIMITED TO, RISK ASSESSMENT, SAFETY PLANNING, ON-CAMPUS HOUSING/EMPLOYMENT CHANGES, TRANSPORTATION, NO CONTACT ORDER, CLASS CHANGES.
- USF WILL KEEP YOUR ACCOMMODATIONS CONFIDENTIAL, AS LONG AS DOING SO DOESN'T HINDER THE ABILITY TO PROVIDE THOSE ACCOMMODATIONS.
- DISCIPLINARY PROCEEDINGS WILL BE PROMPT, FAIR AND IMPARTIAL. EVERY CASE IS UNIQUE AND MAY VARY IN LENGTH.
- PROCEEDINGS CONDUCTED BY OFFICIALS WHO RECEIVE ANNUAL TRAINING ON THESE SPECIFIC CRIMES, CONDUCTING AN INVESTIGATION, PROTECTING VICTIM SAFETY, AND PROMOTING ACCOUNTABILITY.
- THE COMPLAINANT AND RESPONDENT HAVE THE SAME RIGHTS, INCLUDING THE RIGHT TO BE ACCOMPANIED TO ANY PROCEEDINGS BY THE ADVISOR OF THEIR CHOICE.
- POSSIBLE SANCTIONS FOR AN ALLEGATION OF SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, OR STALKING ARE NOT LIMITED TO BUT MORE THAN LIKELY INCLUDE RESTRICTION, SUSPENSION, DEFERRED SUSPENSION, EXPULSION.

PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT. DEPENDING ON THE TYPE OF INCIDENT:

- **DO NOT** WASH BEDDING, TOWELS, CLOTHING
- **DO NOT** ERASE VOICEMAILS, TEXTS, OR EMAILS
- **AVOID** BATHING/SHOWERING, BRUSHING TEETH, EATING, DRINKING, USING THE TOILET, OR CLEANING THE CRIME SCENE

**GET HELP NOW**  
AFTER HOURS VICTIM  
**ADVOCACY**  
727-873-4422  
24 HOURS A DAY  
7 DAYS A WEEK

**RAPE CRISIS HOTLINE**  
727-530-7273

**Notice of Nondiscrimination:** Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or to any of the University's Deputy Title IX Coordinators. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity's website at [www.usf.edu/Diversity](http://www.usf.edu/Diversity). When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the complainant and others.



UNIVERSITY of  
**SOUTH FLORIDA**  
ST. PETERSBURG CAMPUS

**APPENDIX F**

*Guide for victims of sexual assault, domestic violence, dating violence, and stalking*

Appendix F



*Guide for Victims of*

**Sexual Assault & Harassment**

**Domestic, Relationship,  
& Dating Violence**

**Stalking**



**UNIVERSITY OF  
SOUTH FLORIDA**

Appendix F

**TABLE OF CONTENTS**

**Introduction ..... 3**

**Victim Disclosure, Employee Obligation to Report, and Confidentiality..... 4**  
 Confidential Campus Resources ..... 4  
 Employees Who Must Report Disclosures..... 5

**Reactions to Victimization ..... 6**

**Center for Victim Advocacy ..... 7**  
 Crimes Served by CVA ..... 7  
 Services Offered by CVA..... 7

**In the Immediate Aftermath of a Crime ..... 8**  
 Sexual Assault/Rape/Sexual Battery ..... 8  
 Stalking and/or Domestic, Relationship, and Dating Violence..... 9

**Reporting Options for Victims ..... 10**  
 Reporting a Crime to Law Enforcement..... 10  
 Injunctions for Protection ..... 11  
 Reporting Sexual Discrimination, Harassment or Assault Under Title IX..... 12  
 Misconduct by a Student ..... 13  
 Misconduct by an Employee ..... 13  
 Options if you do not wish to report..... 13

**Confidential Campus Resources ..... 14**

**Non-Confidential Campus Resources ..... 15**

**Off-Campus Resources..... 16**

**Notes..... 17**

Appendix F

## INTRODUCTION

This guide is for USF-Tampa students and employees who experience rape or other sexual violence,\* sexual harassment, relationship or dating violence, domestic violence, and stalking.

In the immediate aftermath of any of the above interpersonal crimes or situations, victims may feel confused, shocked, and may not know what to do, whom to tell, or where to seek help. Victims are often concerned about their privacy and safety. This guide is intended to assist victims in understanding their options and resources in the event of any interpersonal crime.

**IMPORTANT! If in imminent danger, call 911.**

Due to the potential for increased risk, victims of intimate partner violence (domestic, relationship, or dating violence) and stalking are urged to consult confidentially with a victim advocate at USF's Center for Victim Advocacy (see *Resources*, page 15) for an individualized risk assessment, safety planning, and exploration of options. The advocate will help you pursue any reporting options you choose, as safely as possible.

## LGBTQ+ STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their sexual orientation, gender identity, or gender expression. The Center for Victim Advocacy is aware that anyone who is perceived as not conforming to traditional sex and gender stereotypes may be targeted for sexual harassment, assault, and/or hate crimes. In addition, interpersonal violence does occur in same-sex relationships. All advocates have been trained as LGBTQ+ allies through the USF Safe Zone ally training program.

## DISABILITY STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their disability status. The Center for Victim Advocacy is aware that persons with disabilities may be targets of crime, abuse, or harassment and our advocates are committed to providing accessible and available services. For reasonable accommodations, please contact us at 813-974-5756 (FL Relay 711) and/or va@usf.edu.

*\* There are different terms used by different states to refer to sex crimes, such as sexual assault, rape, sexual violence, or, as in Florida, sexual battery. In this guide, we will refer to these crimes generically as "sexual assault," since that is the term most commonly used.*

Appendix F

## VICTIM DISCLOSURE, EMPLOYEE OBLIGATION TO REPORT, AND CONFIDENTIALITY

USF encourages victims of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking to talk about the incident or situation with someone they trust to receive needed support and to allow the university to respond appropriately.

### Confidential Campus Resources

Employees of the following campus resources can provide confidential support and services to you and are **not required** to report disclosures of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking:

- Center for Victim Advocacy
- Counseling Center
- Student Health Services
- Ombuds Office
- Students with Disabilities Services

You can seek assistance from employees of these services without prompting a Title IX Incident Report to be filed. The only exceptions to this confidentiality are the following circumstances which require employees listed as confidential resources to report a situation to authorities:

- When child abuse is involved.
- When there is the potential of imminent harm to self or others.
- When a student victim is under the age of 18.

### Center for Victim Advocacy Confidentiality Statement

The USF Center for Victim Advocacy assures confidentiality to all who utilize the department's services. All of the advocates are certified by the State of Florida's Office of the Attorney General as advocates and are considered confidential. Client names, identifying information, and any disclosures of a crime will be kept confidential unless an advocate receives explicit permission from the client to release the information to a specific third party, or the University received a legal directive to release the information, such as a subpoena or an Office of Civil Rights request.

## APPENDIX F

### Guide for victims of sexual assault, domestic violence, dating violence, and stalking

#### Appendix F

##### **Employees Who Must Report Disclosures**

With the exception of those USF employees of the departments indicated above, other employees are obligated to report disclosures of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking by students or employees to the Title IX Office.

Employees who are mandated by official university policy to report include:

- Employees who supervise other employees
- All faculty
- Employees or students who oversee student activities and/or who supervise or oversee students
  - Resident assistants (RAs)
  - Academic advisors
  - Student activity coordinators
  - Graduate assistants (GAs)
- University Police Department

As discussed above, for purposes of campus safety, certain employees of USF are required to report instances of sexual violence or harassment, relationship or dating violence, domestic violence and stalking that come to their attention. In addition, certain USF System employees, known as Campus Security Authorities (CSAs), are mandated under federal law to report such crimes and their location per the Clery Act. The victim's name and identifiers are anonymous. CSAs include, but are not limited to RAs, academic advisors and student activity coordinators. In some instances, well-intentioned friends or family members of a victim may contact law enforcement or other officials to report the incident or situation, even when the victim does not wish for others to know.

For some victims, when a mandated report is filed, the victim may feel disempowered or as though they have lost control of the situation. The Center for Victim Advocacy can provide an advocate who can explain your rights under these circumstances and ensure that your privacy and rights are considered by those responsible for responding to the report. When a mandated report is submitted, it goes directly to the Title IX Coordinator, who will reach out to the victim to provide resources, explain the victim's rights to submit a Title IX complaint, and offer the victim the choice to (1) close the report (2) wait on the report to consider their options (3) file a Title IX complaint. The victim is offered an information session with the Title IX Office. This meeting in no way obligates the victim to move forward with a complaint. Rather, this meeting allows the Title IX Coordinator to answer any questions or concerns the victim may have. Although the Title IX Office is not confidential, steps are taken to protect a victim's privacy.

*USF cannot require you, as a victim, to participate in any investigation or misconduct proceeding against your will. Title IX officials at USF uphold your rights in order to help you make the best decision for yourself given the circumstances.*

For more information about the reporting obligations of USF employees, please refer to *USF System Policy 0-004: Sexual Misconduct/Sexual Harassment (including Battery)* at <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>

## Appendix F

## REACTIONS TO VICTIMIZATION

Initially you may react to victimization with shock, disbelief, or denial. You may do your best to try to forget the incident and just go on with your life. Perhaps you believe that being strong means trying to recover on your own and not asking for help. This approach may work for a while, but most of us are not prepared for the disruption to our daily lives that traumatic events often bring. You may experience one or more of the following involuntary reactions, which are ordinary reactions to trauma:

- Sleep disturbances and/or nightmares
- Changes in eating behavior: loss of appetite, overeating, nausea
- Inability to concentrate or focus
- Constantly thinking about or visualizing the traumatic event
- Hypervigilance and increased startle reaction
- Emotional outbursts of crying or anger
- Irritability
- Feeling numb
- Loss of interest in school, work, or usual activities
- Inability to push yourself to attend class or work, resulting in unexcused absences
- Flashbacks in which you re-experience sensory moments from the incident

As stated above, these can be normal, involuntary reactions over which you do not have initial control. As unpleasant as these reactions are to endure, they are biochemically triggered as your brain attempts to process the trauma.

Also know that any reaction to trauma is normal and everyone responds to trauma differently – there is no one *right* way to respond.

Additionally, the offender may be someone you know. If this is true for you, you may:

- Feel betrayed because you trusted this person
- Have difficulty trusting others
- Blame yourself for trusting the offender
- Be grieving the loss of the friendship or relationship in addition to coping with the violence and betrayal

Remember that trust is a good thing – betrayal of trust is not. Learning to trust again is part of your healing process and it may take time.

Advocates at The Center for Victim Advocacy provide trauma-informed care and can help you to understand your reactions and feelings in relation to what has happened to you (see *Resources*, page 15). USF's Counseling Center is also a resource for helping you understand and cope. If you find your academic success or employment negatively affected, an advocate may be able to offer assistance in remedying problems in academics and employment due to victimization.

Appendix F

## **CENTER FOR VICTIM ADVOCACY**

### **Overview**

The Center for Victim Advocacy (CVA) provides free and confidential services to USF students, faculty, and staff who have experienced crime, violence, or abuse, regardless of if it occurred on or off campus. CVA serves people of all gender identities and sexual orientations. The role of an advocate is to provide support, explore options, and assist the client with any advocacy needs they may have.

### **Crimes Served by CVA:**

- Assault
- Battery
- Sexual Battery
- Child Abuse
- Kidnapping
- Harassment
- Stalking
- Hate Crime
- Domestic Violence/Relationship Violence
- Cybercrime/Identity Theft
- Robbery/Burglary
- Secondary Victimization
- Other crimes as deemed appropriate by CVA staff

### **CVA Services:**

CVA's services are tailored to meet the individual needs of the client and are delivered at the request of the client. No student, faculty, or staff is required to engage in any services or to access an advocate unless they so choose. CVA services can include:

- Crisis Intervention
- Emotional Support
- Personal and Systems Advocacy
- Court, Campus proceedings, and Medical Accompaniment
- Information, Options, and Referrals
- Safety Planning
- Assistance filing a report, injunction for protection, or crime victim's compensation claim

### **To connect with an advocate:**

- Call 813-974-5756
- Visit the CVA Office: SVC 2057

## Appendix F

**IN THE IMMEDIATE AFTERMATH OF A CRIME**

It may be difficult to start thinking about what you need to do next and you may feel overwhelmed trying to sort through all of your available options. Let the following tips guide you in understanding your options.

**Sexual Assault/Rape/Sexual Battery**

- **Sexual battery (rape)** – oral, anal or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.
- Do not go to a hospital emergency room unless you have physical injuries requiring immediate medical attention.
  - Forensic medical exams (“rape kits”) are *not* performed at Student Health Services or at hospitals in Hillsborough County/Tampa, but rather by the Crisis Center of Tampa Bay (See *Resources*, page 17).
  - Exams can be performed up to 120 hours (5 days) after the assault.
  - The Crisis Center can also provide STI preventative medication and emergency contraception.
  - The Crisis Center’s services are all free of charge and you do not have to file a report to access them.
- Preserve evidence as much as possible until it is collected. If you may want to report in the future, it is important to preserve as much evidence as possible.
  - Avoid bathing or showering, urinating, eating, washing clothes worn during the assault, or washing bedding or towels that were part of the incident. Store items in a brown paper bag.
  - Save all communications to or from the offender or witnesses via voicemail, text, social media, or email about the incident.
  - If you are unsure if you want to report the crime, you may still want to preserve the evidence. However, even if you did not preserve evidence, you may still report the crime.
- The forensic exam process can be distressing, although every effort will be made to make you as comfortable as possible.
  - You may want a friend or family member and/or your advocate from CVA to accompany you to the off-campus location for the exam.
  - Even if you choose not to have a USF advocate accompany you, the Crisis Center of Tampa Bay will have an advocate present.
- An advocate (see *Resources*, page 16 for USF Victim Advocate contact information) can provide safety planning, help you determine your immediate needs, and assist you in obtaining assistance in areas such as:
  - Housing and relocation
  - Academics
  - Work
  - Injunction for Protection (“restraining order”) – used to restrict offender’s contact with you (see pg. 10 for more information)
- If you would like to report the sexual assault, please see *Reporting Options*, page 10.

## APPENDIX F

### Guide for victims of sexual assault, domestic violence, dating violence, and stalking

#### Appendix F

##### **Stalking and/or Domestic, Relationship, and Dating Violence**

Due to the increased risk of danger, victims of these types of crimes are urged to consult confidentially with a victim advocate at CVA for an individualized risk assessment, safety planning, and exploration of options. The advocate will help you pursue any reporting options you choose as safely as possible.

***If you believe  
you are in  
danger, dial  
911  
immediately.***

- **Stalking** – Repetitive or menacing pursuit, following, harassment or interference with the peace or safety of a member of the community; or the safety of any of the immediate family members or friends of that person.
- **Relationship violence** – A pattern of coercive control by one partner over the other that involves psychological abuse tactics, and other forms of abuse, such as physical, sexual, and financial.
- Seek medical care, if needed.
  - Hospital emergency room
  - Student Health Services
  - Other medical provider of your choice
  - A victim advocate can accompany you or meet you at the facility if you are interested
- Preserve evidence as much as possible.
  - Leave damage to property or dwelling as is for law enforcement to document; avoid changing or washing clothing that may be torn or contain blood evidence; make sure that bruises and other injuries are photographed by police, medical caregivers, or, as a last resort, a friend or relative.
  - Save communications to or from the offender or witnesses via voicemail, text, social media, or email about the incident.
  - If you are unsure if you want to report the crime, you may still want to preserve the evidence. However, even if you did not preserve evidence, you may still report the crime.
- An advocate (see *Resources*, page 15 for the USF Center for Victim Advocacy contact information) can provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in areas such as:
  - Housing and relocation or safe emergency shelter
  - Academics and work
  - Transportation
  - Legal aid
  - Injunction for Protection
- If you would like to file a report, please see *Reporting Options*, page 10. It is strongly encouraged that you work with a Victim Advocate to engage in individualized risk assessment, safety planning, and exploration of options due to the increased risk of danger associated with these types of crimes.

## Appendix F

## REPORTING OPTIONS FOR VICTIMS

Depending on the circumstances of your situation, you have a number of options if you wish to report what has happened to you:

- Report to local law enforcement.
- Disclose to the Title IX Coordinator in the Title IX Office, requesting informal or alternative solutions.
- File a formal complaint with the Title IX Office that may lead to a formal action.
- Report student misconduct through the Office of Student Rights and Responsibilities (see *Resources*, page 16). NOTE: Any Title IX related concerns will be forwarded to the Title IX Office for action.
- Report misconduct anonymously through Ethics Point, USF's third-party resource, by calling 866-974-8411 or online at <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>.
- Choose not to report.

If you are hesitant to report sexual misconduct to the university because of underage drinking or illegal substance use, please be aware of USF's *Medical Amnesty (Student Reporting) Policy 30-004*, which encourages the reporting of sexual assault in such circumstances and helps protect the victim from misconduct sanctions (<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-004.pdf>).

***If you believe you are in danger, dial 911 immediately.***

### Reporting a Crime to Law Enforcement

For criminal offenses such as sexual assault, stalking, domestic violence, or relationship or dating violence, a report can be made to the law enforcement agency that has jurisdiction over the location of the incident:

- Campus: University Police Department (UPD)
- City of Tampa: Tampa Police Department
- Temple Terrace: Temple Terrace Police Department
- Unincorporated Hillsborough County: Hillsborough County Sheriff Department

You may contact the appropriate law enforcement agency directly or you may contact an advocate in CVA to assist you in making the report. The benefits of using a USF advocate include:

- An advocate is on-call 24/7, including weekends and holidays, to respond in person to victims reporting a violent crime.
- An advocate can help you determine the jurisdiction.
- An advocate can accompany you to make the report, if you choose.
- The advocate can continue to assist you throughout the investigation.
- If the case results in court proceedings, the advocate can continue to support you throughout the legal process.

## APPENDIX F

### Guide for victims of sexual assault, domestic violence, dating violence, and stalking

#### Appendix F

The University Police Department (UPD) has a well-deserved reputation for providing a sensitive response to victims of crime. When you contact UPD, you will be offered the services of an advocate from CVA. When you contact off-campus law enforcement agencies, you typically will not be offered an advocate. If you are reporting a sexual assault to any local law enforcement agency, the police officer will contact the Sexual Assault Services of the Crisis Center of Tampa Bay to initiate the forensic exam process. You may find it helpful to contact an advocate in CVA for accompaniment and advocacy through the reporting process. *Be aware that once a report has been made to UPD, they must investigate the crime.*

A detective/investigator may interview you at the time you make the report and/or in the days following your initial report. Your advocate can accompany you to the interview(s), if you choose.

The State Attorney's Office in the jurisdiction where the crime occurred has the authority to prosecute crimes when there is enough evidence to pursue the case. The decision to prosecute is made by the prosecutor on behalf of the State of Florida.

#### **Injunctions for Protection**

Injunctions for Protection are often referred to as "restraining orders" or "orders for protection" in some states. You do not have to report the crime in order to request an Injunction for Protection. The intention of an Injunction for Protection is to restrict the offender's access to the victim in an effort to prevent future harm. Some offenders will abide by the terms of the injunction, but others will not. For this reason, Injunctions for Protection, when granted, are not guarantees of safety.

The process for requesting an Injunction for Protection is complex:

- Requires you (the "petitioner") to complete the correct form
- Requires very specific, detailed information
- Can be denied based on wrong form or omission of details

To increase the chances of a successful petition, you can ask an advocate from CVA to assist you with the documentation and filing. Attending the petition hearing and having to testify can be confusing and frightening, but you do not have to handle this alone. Your advocate can guide you through the process and accompany you to court hearings for the injunction.

## Appendix F

**Reporting Sexual Discrimination, Harassment  
or Assault Under Title IX**

Due to the increased risk of danger, victims of intimate partner violence (domestic violence, relationship or dating violence) and stalking are urged to consult confidentially with a victim advocate at CVA for an individualized risk assessment, safety planning, and exploration of options. The advocate will help you pursue any reporting options you choose as safely as possible.

***If you believe  
you are in  
danger, dial  
911  
immediately.***

Title IX protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance (20 U.S.C. § 1681). Title IX applies to USF programs and activities, as related both to education and employment. USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual assault. See the USF System Policy 0-004 Sexual Misconduct/ Sex Harassment available at <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>.

USF has a central reporting protocol for violations of Title IX. To file a Title IX report you may:

1. Walk in to the Title IX Office for an Information Session, learn your options, and then work with Title IX to take the level of action you choose
2. Turn in a Title IX report via email (found at <http://www.usf.edu/diversity/title-ix/reporting.aspx>) to TitleIXReports@usf.edu
3. Turn in a Title IX complaint to the Title IX Office (via email, USPS mail, or by dropping it off at the Title IX Office)

It is important to remember that you are the person in control and in charge of what actions will be taken. The Title IX Office works to ensure that your rights are protected by providing education about the process (Information Session) and consultation to you. Your advocate is always welcome to join you in any meeting held with Title IX.

Title IX also prohibits retaliation against anyone who, in good faith, has made allegations of sexual assault or who has testified, assisted, or participated in any investigation, proceeding, or hearing related to Title IX. If you believe that you have experienced retaliation, contact your advocate or the Title IX Coordinator directly, or contact University Police if you are concerned for your safety.

The USF Title IX Coordinator is:

Araïña Muñiz  
4202 E. Fowler Ave, ALN 172  
Tampa, FL 33620  
813-974-9901  
arainamuniz@usf.edu

## APPENDIX F

### Guide for victims of sexual assault, domestic violence, dating violence, and stalking

#### Appendix F

##### **Misconduct by a Student**

If the conduct includes a USF student, the Office of Student Rights and Responsibilities will most likely be involved in the adjudication of a Student Code of Conduct violation. Title IX related issues in the Student Code of Conduct are issues that involve sexual misconduct. Please see the code at:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

The University works to address policy violations and does not have the authority to legally arrest, charge, or prosecute someone for a policy violation.

NOTE: In cases of crimes, when UPD is involved, actions by UPD fall within their role as law enforcement, thus giving UPD the ability to address the crime.

##### **Misconduct by an Employee**

If the conduct involves an employee, the Title IX Office will work with Human Resources to adjudicate the matter. This may involve policies that specifically outline expectations for employee conduct.

##### **If you do not want to report or are uncertain about reporting the incident**

Remember, if you do not wish to report the sexual assault, stalking, or other interpersonal crime, USF offers the confidential services of the Center for Victim Advocacy, the Counseling Center, and Student Health Services to you (see Resources, page 15).

You can still access many services including a forensic exam, medical assistance, accommodations, risk assessment, support, injunction for protection, housing, and academic support without filing a report about the crime or incident.

## Appendix F

**CONFIDENTIAL CAMPUS RESOURCES****Center for Victim Advocacy (CVA)**

CVA is staffed by professional victim advocates who are designated Victim Services Practitioners. They are able to provide crisis intervention, ongoing support services, advocacy for academic, financial, housing, conduct, criminal justice or civil justice matters occurring due to crime or abuse, risk assessment and safety planning, accompaniment on and off campus to hearings, court, medical appointments, and other appointments related to victimization and recovery, and offer assistance with completion of documents and forms for filing complaints, applying for State Crime Victims Compensation, and requesting Injunctions for Protection.

sa.usf.edu/advocacy/  
 Student Services Building (SVC) 2057  
**Office: 813-974-5756**  
**24-Hour Victim Helpline: 813-974-5757**

**Counseling Center**

The Counseling Center provides brief, confidential counseling services to currently enrolled USF students and has licensed mental health clinicians, social workers, and psychologists on staff.

usf.edu/student-affairs/counseling-center  
 Student Services Building (SVC) 2124  
**Office: 813-974-2831**

**Student Health Services**

Student Health Services provides general health, sexual health, and gynecology services in a supportive, student-centered environment. The office has medical doctors, physician assistants, board-certified psychiatrists, and advanced registered nurse practitioners on staff.

usf.edu/student-affairs/student-health-services  
 SHS 100 (located east of the USF Bookstore)  
**Office: 813-974-2331**

*All offices listed above adhere to professional, legal, and ethical guidelines established by the State of Florida, professional organizations, and federal laws. Confidentiality does not apply in circumstances of immediate risk of harming yourself or others, child abuse or neglect, abuse of vulnerable adults, or a court order. Additional limits to confidentiality may apply to students under the age of 18.*

## APPENDIX F

### Guide for victims of sexual assault, domestic violence, dating violence, and stalking

Appendix F

#### NON-CONFIDENTIAL CAMPUS RESOURCES

**University Police Department (UPD)**

[usf.edu/administrative-services/university-police](http://usf.edu/administrative-services/university-police)

Emergency: 911

Non-Emergency: 813-974-2628

**Title IX Office**

<http://usfweb2.usf.edu/EOA/>

ALN 172

Office: 813-974-4373

**Office of Student Rights & Responsibilities (OSRR)**

[sa.usf.edu/srr/](http://sa.usf.edu/srr/)

ALN 109

Office: 813-974-9443

## Appendix F

**OFF CAMPUS RESOURCES****Crisis Center of Tampa Bay (Sexual Assault Services)**

The Sexual Assault Services unit at the Crisis Center of Tampa Bay provides victim advocacy for the larger Hillsborough County community and is Hillsborough County's authorized location for forensic evaluations and treatment, often referred to as "rape kit exams." The exams are performed by Sexual Assault Nurse Examiners (SANEs) who are Advanced Registered Nurse Practitioners specifically trained to collect evidence from victims of sexual assault. Forensic exams for sexual assault victims from USF-Tampa receive that service free of charge through this program.

[crisiscenter.com/content/19/Sexual-Assault-Services.aspx](http://crisiscenter.com/content/19/Sexual-Assault-Services.aspx)

**24-Hour Crisis Hotline:** 2-1-1

**Contact:** 813-234-1234

**The Spring**

The Spring is the certified domestic violence shelter in Hillsborough County. They provide safe emergency shelter, a 24-hour crisis hotline, safety planning, advocacy, and transitional housing, among other services.

[thespring.org/](http://thespring.org/)

**24-Hour Crisis Hotline:** 813-247-SAFE (7233)

**Hillsborough County Sheriff's Office**

[hcsotampa.fl.us/](http://hcsotampa.fl.us/)

Emergency: 911

Non-Emergency: 813-247-8200

**Tampa Police Department**

[tampagov.net/dept\\_police/](http://tampagov.net/dept_police/)

Emergency: 911

Non-Emergency: 813-231-6130

**Temple Terrace Police Department**

[templeterrace.com/index.aspx?nid=171](http://templeterrace.com/index.aspx?nid=171)

Emergency: 911

Non-Emergency: 813-989-7110

**APPENDIX F**  
**Guide for victims of sexual assault, domestic violence, dating violence, and stalking**

Appendix F

**NOTES**

## Appendix F

This publication was supported by funding from the Rape Prevention Education grant provided by the Centers for Disease Control and Prevention (CDC) through the Florida Department of Health (DOH). The contents are solely the responsibility of the authors and do not necessarily represent the official view of the U.S. Department of Health and Human Services, CDC, or DOH.

**Center for Victim Advocacy**

Office: 813-974-5756

24/7 Victim Helpline: 813-974-5757

4202 E. Fowler Avenue, SVC 2057

Tampa, FL 33620

[usf.edu/advocacy](http://usf.edu/advocacy)

Last Updated: 8/9/2019

# IN CASE OF EMERGENCY...

UNIVERSITY OF SOUTH FLORIDA®  
PROTECTIVE ACTIONS GUIDE

## Know Your Location

Provide your location when calling 911.

## Common Protective Actions

- Always be aware of your surroundings.
- Remain calm and help others do the same.
- Create distance between you and the hazard.
- Follow all verbal instructions, messages, and alerts.
- Report any suspicious activities to University Police by calling 974-2628.

## If Instructed to Shelter-in-Place

- Stay where you are.
- Close all doors and windows and create a seal around them with available materials.

## Active Threat

- **Run – Hide – Fight:** If possible, run from the threat. If unable to run, hide out of sight behind adequate cover. If faced with the threat, use your resources to fight back.
- Silence all cell phones and other equipment that may produce sound.
- Continue to evaluate the threat and trust your instincts to keep yourself safe.
- Have **one person** from the room call 911 if you have information to provide or injuries to report.

## Hazardous Materials Release

- Evacuate the area immediately.
- Call Environmental Health and Safety at 974-4036 or University Police at 974-2628 for assistance. If an emergency, call 911.
- If you come in to contact with the material, rinse with copious amounts of water and do not rub skin. Seek medical attention.
- Shelter-in-place if directed.

## Severe Weather and Tornadoes

- Move to an interior room on the lowest level of the building, away from doors and windows.
- Monitor weather broadcasts.
- Remain in place until severe weather passes.

## Power Outages

- Move cautiously to a lighted area.
- Follow instructions from public safety officials.

## Fire, Smoke, or Explosion

- Activate the nearest fire alarm and evacuate the area.
- Notify others as you evacuate.
- Do not use elevators, use only stairwells.
- Assist individuals with disabilities to areas of refuge within stairwells and notify public safety officials of the location.
- Close doors behind you as you leave to limit spread of fire and smoke.
- **Call 911 when you are safely out of the building.**
- Remain a safe distance from the building in a grassy area, avoiding parking lots.

## Suspicious Person

- Do not physically confront the person or block access to an exit.
- Do not allow anyone to follow you into access controlled areas.
- Call 911 and provide as much information about the person and direction of travel as you can.

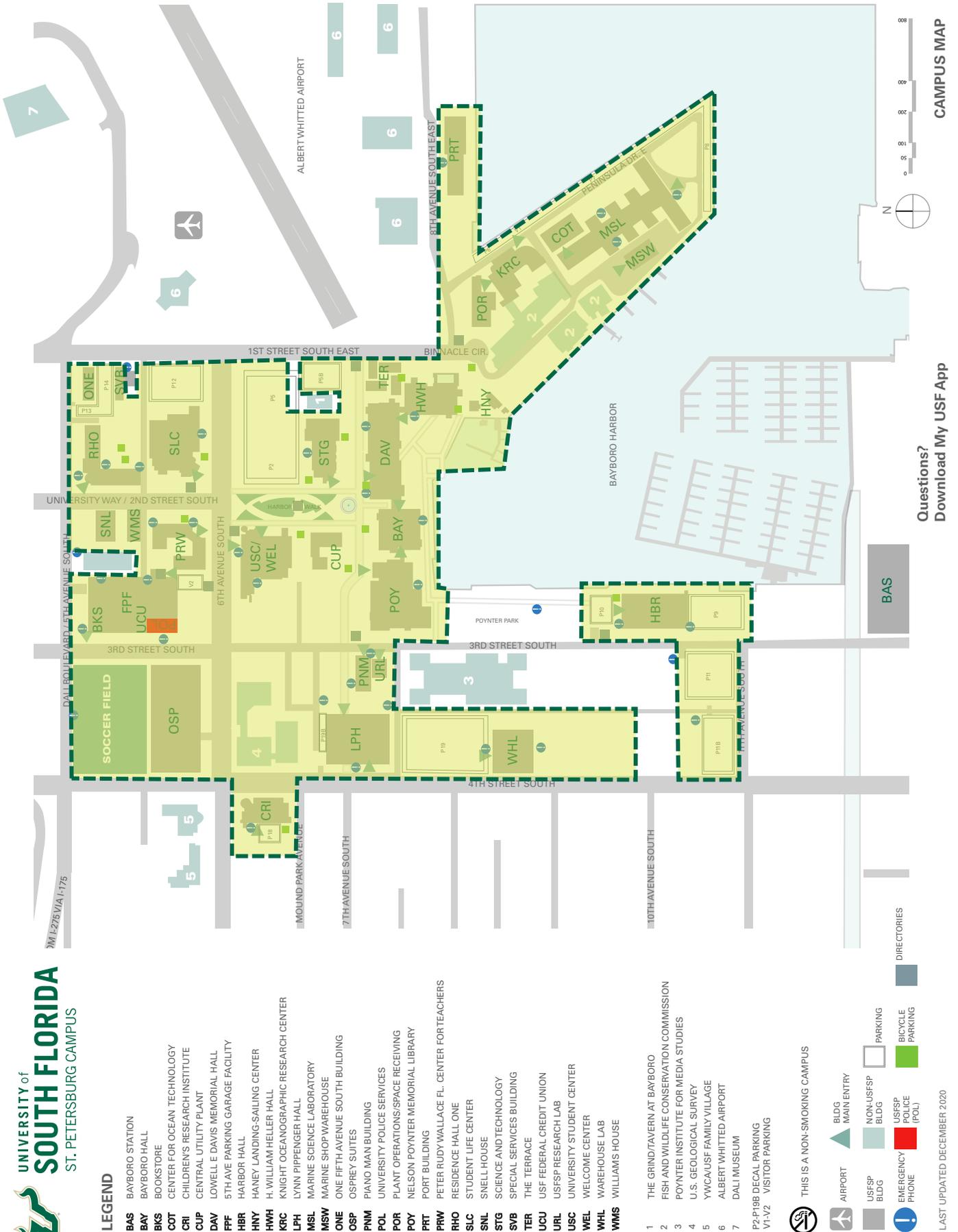
## Bomb Threat or Suspicious Item

- Evacuate the area immediately.
- Notify others around you.
- Call 911 and provide as much information as possible.
- Do not touch or disturb any objects.

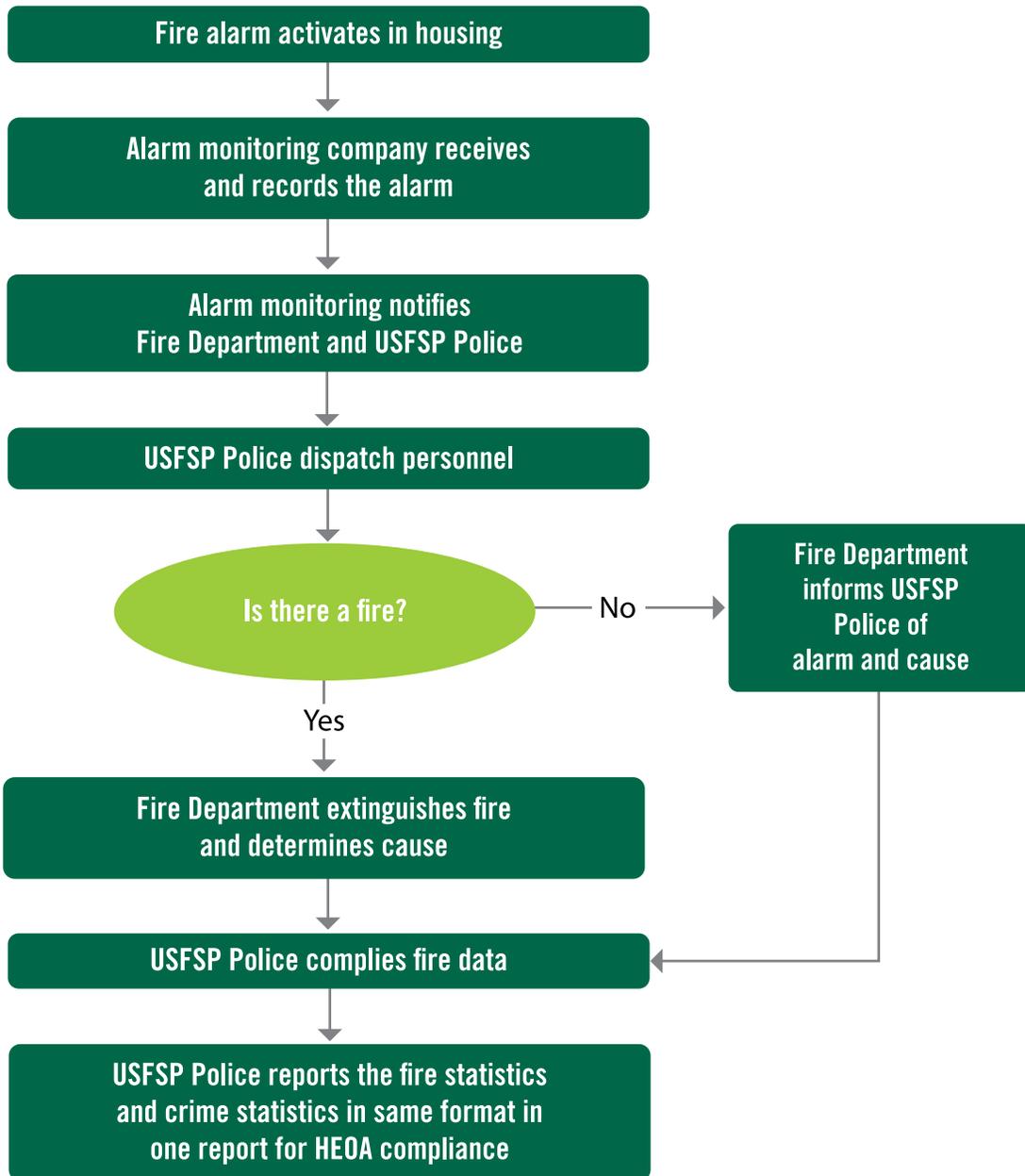
Be Prepared.



Tobacco and Smoke-Free Campus Boundary Map, USF St. Petersburg campus

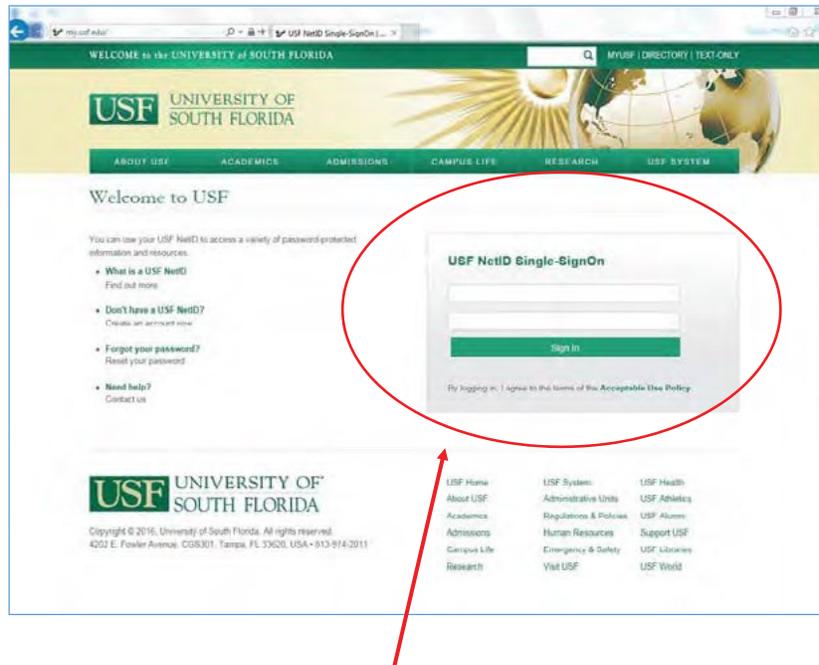


## HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



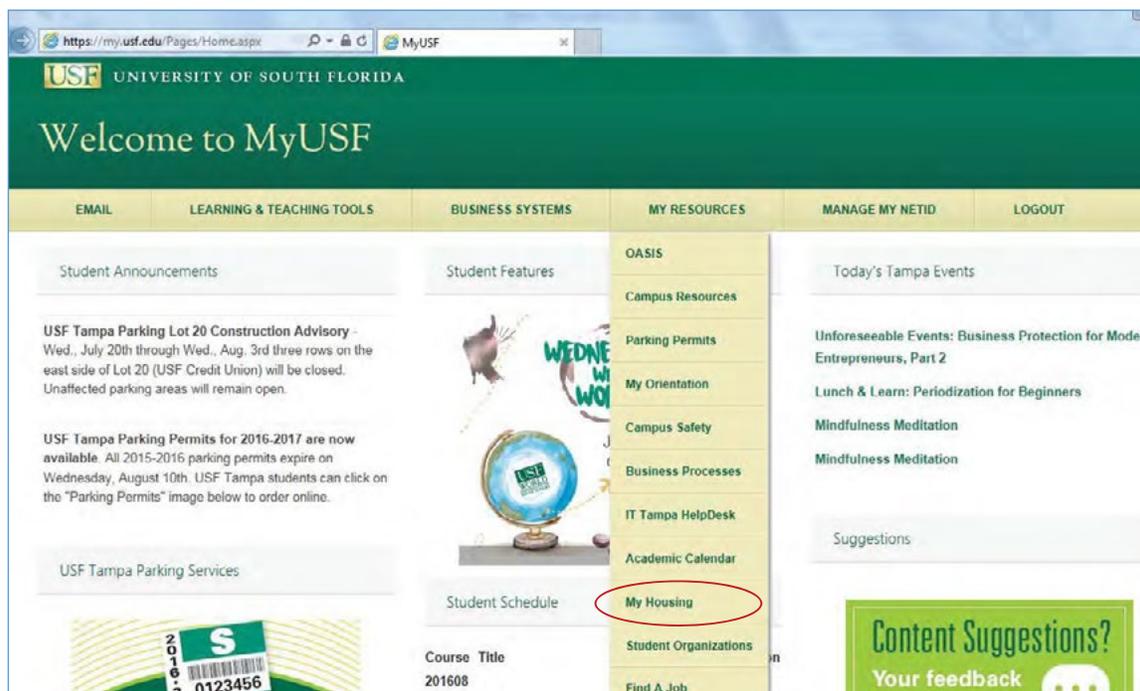
Procedure for Updating Your Missing Person Contact in OASIS/BANNER via the Housing Portal

**STEP #1:** Visit my.usf.edu



**STEP #2:** Log in with your credentials

**STEP #3:** Click on *My Resources* & then click on *My Housing*

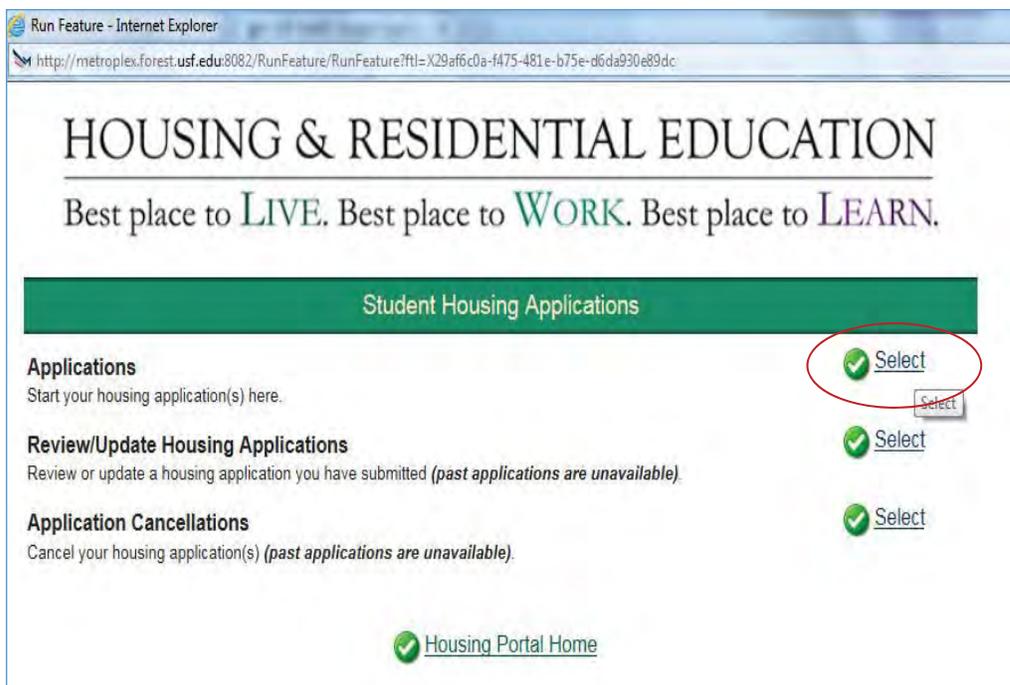


**STEP #4:** You are now in the Housing portal. Click on *Housing Application*

*(Use these steps to apply for housing and add your Missing Student Contact Information via your housing application.)*



**STEP #5:** Click on *Applications*



**STEP #6:** Click on the desired term you are applying to

Run Feature - Internet Explorer  
http://metroplex.forest.usf.edu/3082/RunFeature/RunFeature?HI=X512b644f-5687-415b-acae-a587fbb25240

## HOUSING & RESIDENTIAL EDUCATION

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### Student Housing Applications

|  |  |
|--|--|
| <b>Fall 2016 - Spring 2016</b><br><i>(We do not offer a Fall Only application)</i>   | No Longer Available  |
| <b>Spring 2016</b><br>ONLY for Spring 2016.  | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session AB 2016 Student Housing and Dining Application</b><br>Summer Session A and B 2016 terms from May 13, 2016 thru August 6, 2016. | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session A 2016 Student Housing and Dining Application</b><br>Summer Session A 2016 term from May 13, 2016 thru June 25, 2016.          | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session C 2016 Student Housing and Dining Application</b><br>Summer Session C 2016 term from May 13, 2016 thru July 23, 2016.          | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session SSS 2016 Student Housing and Dining Application</b><br>Summer Session SSS 2016 term from June 19, 2016 thru August 6, 2016.    | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session B 2016 Student Housing and Dining Application</b><br>Summer Session B 2016 term from June 27, 2016 thru August 6, 2016.        | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Summer Session ACE 2016 Student Housing and Dining Application</b><br>Summer Session ACE 2016 term from July 13, 2016 thru August 6, 2016.    | <input checked="" type="checkbox"/> <a href="#">Select</a> |
| <b>Fall 2016 - Spring 2017</b><br><i>(We do not offer a Fall Only application)</i>   | <input checked="" type="checkbox"/> <a href="#">Select</a> |

**STEP #7:** You are now viewing the Housing Application;  
Click *Next Step* to continue

Run Feature - Internet Explorer  
http://metroplex.forest.usf.edu/3082/RunFeature/RunFeature?HI=Xc1e3687c-883f-45e8-ab08-ac5c8b241811

[Welcome Page](#)
[Student Information](#)
[Roommate Preference](#)
[Room Preference](#)  
[Dining Plan Selection](#)
[Application Summary](#)

## HOUSING & RESIDENTIAL EDUCATION

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### 2016 Student Housing Application

**Welcome Screen Test:**

Living on campus is an integral part of the overall college experience. Whether you are a new student coming to campus for the first time or a seasoned resident at USF, we want you to know that the residential experience at USF is characterized by support, strong interpersonal connections, and academic engagement. We are here for you and our residents for each other.

This application process will provide you the opportunity to preference your choice of roommate and building or room type. While the choices you make today are important to assisting USF in providing you the best experience possible, I want you to know that you have the ability to update your preferences until you are assigned.

Between the date of application and opening of the residence halls in August, we encourage you to keep up to date with housing by keeping an eye on your University email account, our website at [usf.edu/usfhousing](http://usf.edu/usfhousing), and our facebook page at [facebook.com/usfhousing](https://facebook.com/usfhousing).

If you have any questions or need assistance with completing this online application, please contact us by email at [housing@usf.edu](mailto:housing@usf.edu) or by phone at 813-974-0001. We are available Monday thru Friday from 8:00 AM to 5:00 PM.

Sincerely,  
Housing & Residential Education Staff

[Welcome Page](#)
[Student Information](#)
[Roommate Preference](#)
[Room Preference](#)

## STEP #8: Fill in all information, including *Missing Student Contact*

The screenshot shows a web browser window with the URL <http://metroplex.forest.usf.edu:8082/RunFeature/RunFeature?ftl=Xe1e>. The page title is "HOUSING & RESIDENTIAL EDUCATION" with the tagline "Best place to LIVE. Best place to WORK. Best place to LEARN". The form is titled "HOUSING & RESIDENTIAL EDUCATION" and contains several sections: "Student Biographical Information", "Student Contact Information" (with sub-sections for Home Address and Billing Address), "Emergency Contact", "Missing Student Contact", "Contact Preferences", and "Payment Preference". The "Missing Student Contact" section is circled in red. At the bottom of the form, the "Next Step" button is circled in red. A red arrow points from the "Next Step" button to a separate form titled "Missing Student Contact".

### Missing Student Contact

Missing Student Contact information will only be released to law enforcement officials if it is determined that you are missing. *This contact can be different than your emergency contact. Provision of this information is optional.*

Relation:

First Name:

Last Name:

Ph-Home:

Phone Work:

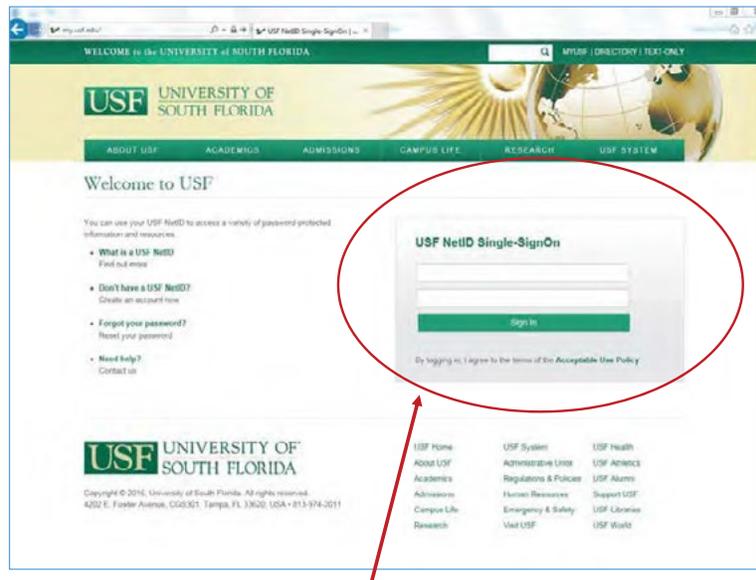
Phone Cell:

Email:

**FINAL STEP:** Click next and continue to complete your application

If you do not add the *Missing Student Contact Information* in your application, you will have to do the following steps to add or update this information in the Housing Portal.  
Please scroll down to access these steps.

### STEP #1: Visit my.usf.edu

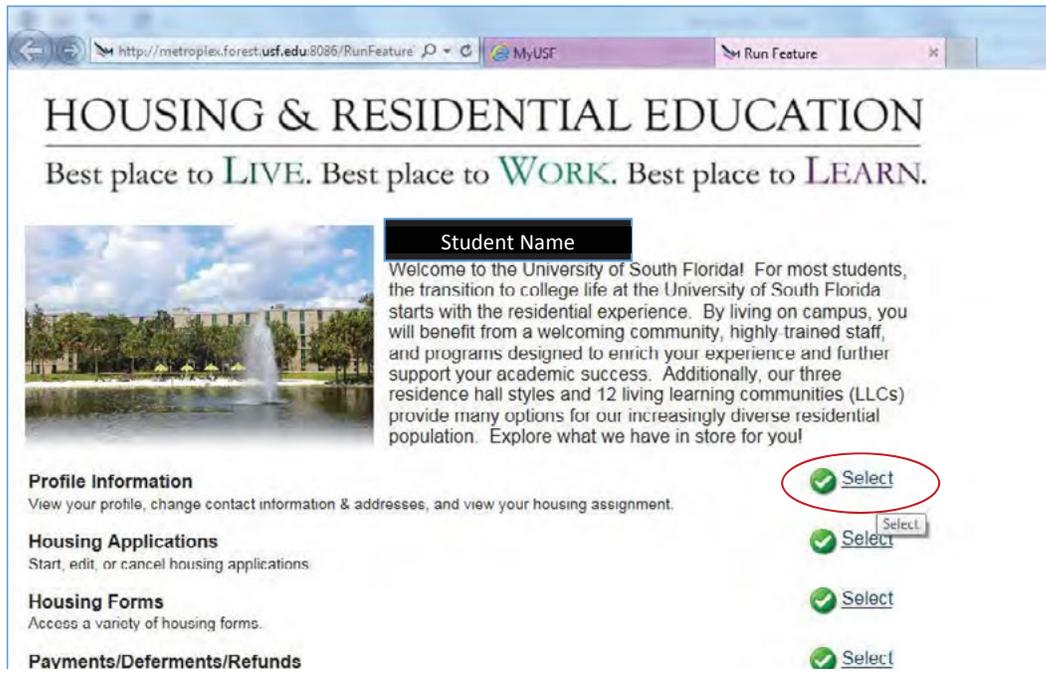


### STEP #2: Log in with your credentials

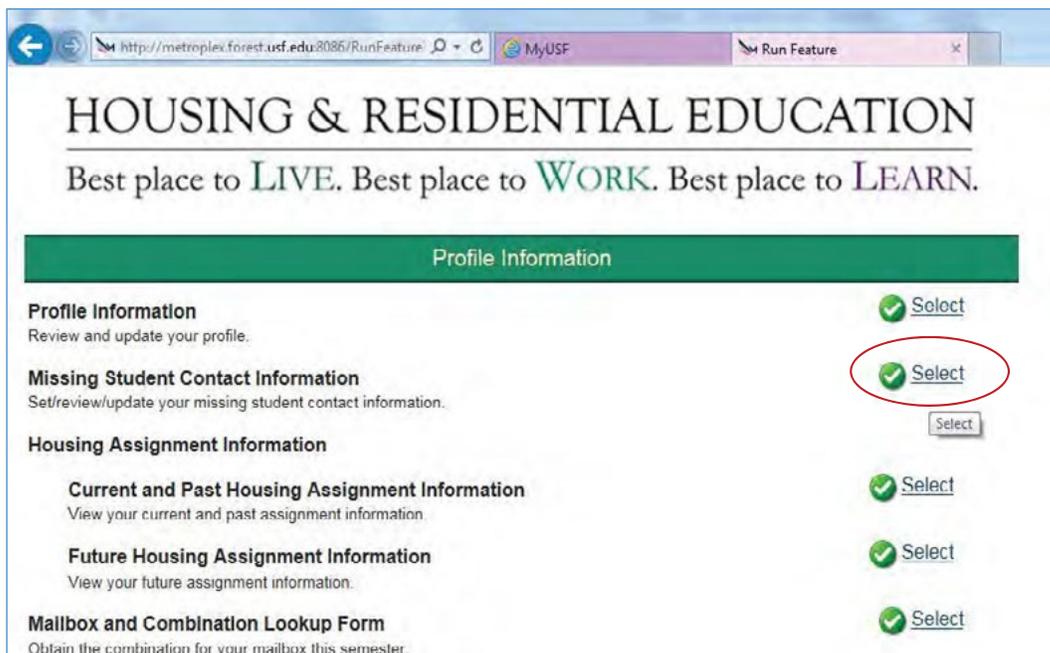
### STEP #3: Click on *My Resources* & then click on *My Housing*



**STEP #4:** You are now in the Housing portal. Click on *Profile Information*



**STEP #5:** Click on *Missing Student Contact Information*



**STEP #6:** Fill in the *Missing Student Contact Information* form

HOUSING & RESIDENTIAL EDUCATION  
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**Missing Person Contact Information**

Missing Student Contact information is provided on a voluntary basis. This information will only be released to law enforcement officials if it is determined that you are missing. This contact information may be different than your Emergency Contact information.

First Name: \*  Last Name: \*

Relation: \*

Address 1:  Address 1b:

\*  \*

City: \*  State: \*  Zip Code: \*

Country:

Please use the telephone number format ### - ### - ####

Ph-Home:  Phone Cell: \*  Phone Work:

[Back](#) [Housing Portal Home](#)

**FINAL STEP:** Click on *Housing Portal Home* to save your information

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**APPENDIX K**  
**Fire Log**

| University of South Florida St. Petersburg campus<br>Annual Fire Log - 2019 |             |                |                       |          |
|---|-------------|----------------|-----------------------|----------|
| Date Reported   | Case Number | Nature of Fire | Date and Time of Fire | Location |
| None Reported   |             |                |                       |          |

# USF St. Petersburg campus Contacts

## UNIVERSITY POLICE DEPARTMENT (USFPD)

530 3rd Street South, FPF105, St. Petersburg, FL 33701  
(727) 873-4444

## USF ST. PETERSBURG CLERY COORDINATOR

DAVID HENDRY, CHIEF OF POLICE  
USF St. Petersburg campus Police Department  
530 3rd Street South, FPF105 | St. Petersburg, FL 33701  
(727) 873-4140 | Fax: (727) 873-4122  
[usfsp-police@usf.edu](mailto:usfsp-police@usf.edu) | [stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)

## DEAN OF STUDENTS OFFICE

DR. JACOB DIAZ, REGIONAL ASSOCIATE VICE CHANCELLOR  
701 3rd Street South PNM101, St. Petersburg, FL 33701  
(727) 873-4278

## FACILITIES MANAGEMENT SERVICE CENTER

JAMES WAECHTER, DIRECTOR  
140 7th Avenue South, POR102, St. Petersburg, Florida 33701  
(727) 873-4135  
[stpetersburg.usf.edu/resources/facilities](http://stpetersburg.usf.edu/resources/facilities)

## HOUSING OFFICE

HOUSING & RESIDENTIAL EDUCATION UNIVERSITY OF SOUTH  
FLORIDA, ST. PETERSBURG CAMPUS  
355 6th Avenue South, RHT100  
St. Petersburg, Florida 33701  
(727) 873-5101 | [usfsp-housing@usf.edu](mailto:usfsp-housing@usf.edu)

## FLORIDA DEPARTMENT OF LAW ENFORCEMENT FLORIDA SEXUAL OFFENDERS AND PREDATORS

Website: <https://offender.fdle.state.fl.us/offender/>  
Toll-free number: 1-888-357-7332 Local: 1-850-410-8572  
Email: [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us)  
*TTY/TTD users dial 711 to connect with the telecommunications relay  
service (TRS)*

## USF ST. PETERSBURG CAMPUS COMPUTING

Help Desk: [usfsp-help@usf.edu](mailto:usfsp-help@usf.edu)  
Phone: (727) 873-4357  
Web: [stpetersburg.usf.edu/resources/computing](http://stpetersburg.usf.edu/resources/computing)

## USF TITLE IX

ARAIÑA MUÑIZ, USF TITLE IX COORDINATOR  
4202 E. Fowler Ave., ALN 172, Tampa, FL 33620-6150  
(813) 974-8651 | Fax: (813) 974-4375  
TDD: (813) 974-5651  
[arainamuniz@usf.edu](mailto:arainamuniz@usf.edu) | [usf.edu/diversity/title-ix](http://usf.edu/diversity/title-ix)  
USF St. Petersburg campus  
DR. JACOB DIAZ, DEPUTY COORDINATOR AND DEAN OF STUDENTS  
701 3rd Street South PNM101, St. Petersburg, FL 33701  
(727) 873-4826 | [jacobdiaz@usf.edu](mailto:jacobdiaz@usf.edu)

## VICTIM ADVOCACY

AUBREY HALL, VICTIM ADVOCATE  
140 7th Avenue South, SLC2200, St. Petersburg, Florida 33701  
Office: (727) 873-4432  
After-Hours Assistance, call UPD at (727) 873-4444  
[stpetersburg.usf.edu/student-life/wellness/victim-advocacy-  
services](http://stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services)

## STUDENT CONDUCT & ETHICAL DEVELOPMENT

HEATHER KLISANIN, DIRECTOR  
701 3rd Street South, PNM101B, St. Petersburg, FL 33701  
(727) 873-4278 | [usfsp-conduct@usf.edu](mailto:usfsp-conduct@usf.edu)



UNIVERSITY of  
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University of South Florida St. Petersburg campus  
530 Third Street South, FPF 105  
St. Petersburg, FL 33701

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[stpetersburg.usf.edu/police](http://stpetersburg.usf.edu/police)