

2014
2015



usf.edu/police

ANNUAL SECURITY REPORT & FIRE SAFETY GUIDE

USF UNIVERSITY OF
SOUTH FLORIDA

POLICE DEPARTMENT

POLICE DIRECTORY

University Police, Tampa Campus

Corner of Fletcher and Maple Drive

Emergencies 911

Non-emergency (813) 974-2628

U.S. Security Associates/Parking Enforcement

Dispatch (813) 974-8040

Division of Public Safety (813) 974-5489

USF Police, St. Petersburg

Corner of 6th Avenue South & 3rd Street

Non-emergency (727) 873-4140

USF Sarasota/Manatee Campus Police

501 College Drive

Non-emergency (941) 487-4210

USF Center for Victim Advocacy and Violence Prevention

Tampa Campus (813) 974-5756

St. Petersburg Campus (727) 698-2079

Sarasota Campus (941) 504-8599

Counseling Center

Tampa Campus (813) 974-2831

St. Petersburg Campus

..... (727) 873-4422

Sarasota Counseling & Wellness Center

..... (941) 487-4254

Office of Student Rights & Responsibilities

Tampa Campus (813) 974-9443

St. Petersburg Campus (727) 873-4162

Sarasota Campus (941) 359-4268

Employee Assistance Program

Tampa Campus 1-800-327-8705

St. Petersburg Campus (727) 873-4422

Sarasota Campus (941) 487-4254

Student Health Services

Tampa Campus (813) 974-2331

St. Petersburg (727) 873-4422

Sarasota Campus (941) 487-4254

SAFE Team (813) 974-SAFE (7233)

Hillsborough County Sheriff's Office (813) 247-8000

Tampa Police Department .. (813) 931-6500

Temple Terrace Police Department (813) 506-6500

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From the Chief of Police



As an accredited law enforcement agency in the State of Florida, the University of South Florida Police Department meets or exceeds over 200 standards set by the Commission for Law Enforcement Accreditation. USF is one of over 100 law enforcement agencies in the state to meet these strict standards. What this means for the community we serve here at USF is they have a professional, value based law enforcement agency working for them.

The USF Police Department employs only sworn and non-sworn professionals willing to carry out the agency's mission:

To protect life and property, to understand and serve the needs of any and all persons within the university community, to actively seek to identify community problems and solutions to those problems, to identify and prevent any criminal activity which may occur, and to improve the quality of life in this community.

By having a mission statement, we are committed to ensuring a safe environment in which to learn and work. My role as Police Chief is to provide the tools and professional growth needed to fulfill this mission. We train many of our officers to provide crime prevention advice and training to the community. Some of these programs include Rape Aggression Defense, Burglary and Theft Prevention, Date/Acquaintance Rape, Office Safety and Security, and Alcohol Awareness to mention a few.

The USF Police Department also provides a full range of police services. Routine patrol of the campus and residential areas, traffic law enforcement, accident investigation, criminal investigations, dignitary protection and crowd control at special events are some of the services the USF Police Department provides.

As in any community, a safe environment is dependent upon the partnering of the community and law enforcement agency of jurisdiction. It is with this in mind that I encourage you to contact the USF Police Department whenever you need to report a crime, want crime prevention programming or have a suggestion as to how we can work together to make the University of South Florida a better place to learn and work.

Sincerely,

J.D. Withrow
Chief of Police/Director of Public Safety



SERVICES OFFERED BY UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

The University of South Florida Police Department strives to meet the needs of the University community by providing these services:

- **Response** to all emergencies—police, fire, medical
- **Investigation** of all misdemeanor and felony crimes
- **Assistance** to all victims of crime
- **Investigation** of traffic crashes
- **Monitoring** of alarms for intrusion, robbery and fire
- **Maintenance** of police records information
- **Contact** and referral of individuals to other campus and community human services agencies
- **Assistance** and cooperation with emergency service agencies
- **Planning** and management of special events
- **Handling** of special security requests
- **Security** consultations and surveys
- **Receipt** and return of lost and found property
- **Provide** fingerprints for job applicants
- Off-Campus Housing - ***A Guide to Apartment Safety***

Introduction

The University of South Florida Police provide a full range of public safety services to the community 24 hours a day, seven days a week on the Tampa Campus. All University Police officers are certified by the State of Florida after completing minimum standards training from the Regional Police Training Academy. General services provided by the University Police include vehicle patrol, foot patrol, bike patrol, criminal investigation of all misdemeanors and felonies, traffic enforcement, crash investigation, special events management and crime prevention programs. The University Police Department has an excellent working relationship with all local law enforcement agencies, which assures the delivery of professional police services. The Florida Department of Law Enforcement and other state and federal agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks, such as the Florida Crime Information Center and the National Crime Information Center. The University Police Department maintains a Police Activity Report that is available on their website or upon request. The University Police will make timely reports to the campus community on serious crimes that represent a continuing threat to students and employees and have been reported to campus and local law enforcement agencies. University Police Officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the University police may also refer the individual to the Office of Student Rights and Responsibilities. The University Police is supplemented by a private security company and works in conjunction with these private security officers. The University Police Department is located on the Tampa Campus at the corner of Fletcher Avenue and Maple Drive.

Crime Statistics

The University Police Department (USFPD) submits semi-annual Uniform Crime Report data to the Florida Department of Law Enforcement for the Tampa Campus. They also regularly disseminate information concerning the incidence of crime through local and on-campus media. The data is ultimately published by the FBI in the Uniform Crime Report. The chart provided on page 5 of this report reflects the number of crimes reported to USF System Campus Security Authorities as required under the Clery Act and the Violence Against Women Act (VAWA). Those reported as occurring on campus, in an on-campus residential housing facility, or on public property adjacent to our campus, are compiled by USFPD based on reports made directly to USFPD by CSAs or individuals contacting the police department directly. In order to obtain the number of crimes and incidents on Non-campus property (i.e., property owned or controlled by our institution that is not geographically part of our Tampa campus), The USFPD numbers are combined with the numbers of crimes reported to law enforcement officials. The USF Tampa Clery Coordinator makes a good faith effort through a formal written request each year for all Clery related crime statistics from all law enforcement agencies that have jurisdiction over the Non-campus property. This includes

locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. The definitions of these crimes and offenses under Clery, the VAWA, State of Florida Law, and as defined in the FBI UCR are provided in the definitions section of this report.

Annual Disclosure of Crime Statistics

Each year, by October 1st, the Department of Education requires that all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. These crime statistics are compiled from the USFPD, Campus Security Authorities (CSAs), and other law enforcement agencies where USF own or controls property by the USF Tampa Clery Coordinator. The information provided to the Clery Coordinator was de-identified information and only the location and details of the crime are reported. Once all the information has been compiled, the Clery Coordinator reports the crime statistics to the Department of Education through a web-based report system and includes these statistics in the Annual Security Report.

How to Report Crimes or Other Emergencies on Campus

Reporting Emergencies on Campus

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. USFPD responds to all emergency situations involving the USF campus, regardless of whether the situation requires police, fire, or medical assistance. To report an emergency situation directly to University Police call **(813) 974-2628**.

We also have **Emergency Blue Light Phones** located throughout campus, which are equipped with automatic location indicators and have instructions for the hearing and speaking impaired.

MoBull Messenger

MoBull Messenger is part of USF's Emergency Notification System (ENS). It was established to notify our community in the event of a campus emergency. USF strongly recommends all USF System students and employees subscribe for this important service. To learn more about the MoBull Messenger and to subscribe, please visit mobull.usf.edu. Not only will MoBull subscribers receive timely warnings and emergency notifications, MoBull has a software component called "EyeWitness" that gives users the ability to send anonymous crime tips and reports to the USFPD via text messaging.

Reporting Crime Tips via MoBull

Mobull's EyeWitness allows registered USF System MoBull users (students, faculty and staff) the ability to send anonymous crime

tips and reports to the University Police via text messaging. Although the tip appears as plain text at the University Police dispatch console, the tipster's identity is encrypted and protected. Eyewitness offers tipsters anonymity, allowing students, faculty, and staff to discretely provide timely, critical information without letting those in his/her vicinity in on the communication. USFPD can continue to communicate with the tipster via text messaging through the console software. To report a crime tip, text: **USFTIP - space - your message**. Then send to 67283. Please note standard text messaging rates apply based on your individual plan. For more information regarding "Eyewitness" reporting, please visit: news.usf.edu/article/templates/?a=3769

All students and employees are strongly encouraged to report all crimes to USFPD. However, certain USF System employees are **required** under federal law to report crimes to the USF Tampa Clery Coordinator. These employees are called Campus Security Authorities (CSAs) and receive bi-annual training on how to report crimes to the Clery Coordinator. CSAs are defined as:

- Campus law enforcement (USF Police Department)
- Non-law enforcement campus security (i.e. US Security, Safe Team, Parking Patrollers, etc.)
- Any individual or organization to which our policy states students and employees should report criminal offenses. (i.e. Chancellor's Office and Staff, President's Office and Staff, Director of Student Affairs)
- USF Officials who have significant responsibility for student and campus activities. (This includes, but is not limited to Student housing, Student discipline, Campus judicial proceedings)

To report a crime to the Clery Coordinator you can go to the USFPD webpage to the "Campus Security Authority" page to locate the CSA Report Form (usf.edu/administrative-services/university-police/your-safety/campus-security-authority.aspx). This

page also provides the Clery crime definitions, FAQs, and CSA training. All criminal reports to the Clery Coordinator do not contain names of those involved; only the details of the situation and location of the incident.

Protecting the Confidentiality of Victims

The USF System 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 the VAWA, and other applicable federal and State of Florida laws.

The USF System 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

The USF System encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of grievances, reporting of complaints or concerns by employees and students regarding violations of law, rule, regulation, policy or other misconduct. Employees and students who learn of retaliation should report it immediately.

In support of an environment of open communication within the USF System community, the USF System will not tolerate retaliation, retribution or reprisals against an employee or student who, in good faith, files a grievance, complaint or report of violations of law, rule, regulation, policy or other misconduct. For more information on the USF System prohibition on retaliation, retribution, or reprisals, consult USF System Policy 0-020, available online at regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-020.pdf.

What Happens to Employees or Students Who Violate Our Retaliation Policy?

Employees who engage in retaliation in violation of USF System Policy 0-020 will be subject to disciplinary action up to dismissal from employment. Students who engage in retaliation in violation of USF System 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 follows:

1. Retaliation for reporting sexual harassment or discrimination should be reported to the Office of Diversity & Equal Opportunity.
2. Retaliation for filing an employment grievance should be reported to Human Resources/Employee Relations.
3. Any retaliation complaint by faculty, graduate student employees, or students should be reported to the Provost's Office.
4. All other retaliation complaints, including whistleblower complaints as defined by Florida Statute §112.3187, should be reported to the Office of University Audit & Compliance.
5. An appropriate and timely review and response will be provided to an employee or student who alleges retaliation, consistent with USF System policy, rules and regulations.

Timely Warnings & Emergency Notifications

Timely Warnings and Crime Alerts

In the event of an emergency, the USF home page (usf.edu) is taken down and only emergency information is posted and accessible. New information is posted as updates are provided by the USFPD. The USF website is the best place to receive the most thorough, accurate and up-to-date information during an emergency. Furthermore, 120 digital display boards stationed in various buildings throughout the Tampa Campus flash "EMERGENCY" in red to draw attention and provide emergency information regarding the situation when an event occurs. Emergency alerts are also sent to members of the campus community via the "MoBull" text messaging system, and on desktop computers in labs and classrooms.

For more information, please consult the following resources:

- USF Division of Public Safety website (usf.edu/publicsafety)
- USF System Policy 6-010 (regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf)
- MoBull (mobull.usf.edu)

In addition, there is a siren and loud speaker system that may also be used to reach those in open air places. The University uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. The Emergency Notification System is advertised and tested bi-annually each year. Tests were conducted May 6, 2013 and November 20, 2013. In addition to the performance of the above tests, our Emergency
(continued on page 6)

Total Crimes Reported by USF Tampa Police Department and University Officials or Other Law Enforcement Agencies

(Reported in accordance with Uniform Crime Definitions and Guidelines)

Offense Type (includes attempts)*	Total Uniform Crimes Reported USF Tampa Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2011		2012		2013		2011	2012	2013	2011	2012	2013	2011	2012	2013
	Residential	Campus	Residential	Campus	Residential	Campus									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - Rape	0	1	7	7	4	6	0	0	0	0	0	0	1	7	6
Sex Offense - Fondling	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1
Sex Offense - Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense - Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	5	0	4	0	5	0	0	2	0	0	0	5	4	7
Dating Violence	2	3	0	1	0	1	0	0	0	0	0	0	3	1	1
Stalking	1	2	0	2	1	5	0	0	0	0	0	0	2	2	5
Robbery	0	1	1	1	0	1	2	0	0	0	0	1	3	1	2
Aggravated Assault	2	8	3	5	0	1	0	0	0	0	1	1	8	6	2
Burglary	30	48	29	57	15	29	2	0	0	0	0	0	50	57	29
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	9	0	14	0	11	1	0	0	0	0	0	10	14	11
Hate Crimes (by prejudices)															
Race	0	0	0	0	1*	0	0	0	0	0	0	0	0	1	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	1**	0	0	0	0	0	0	0	0	1	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals – Select Offenses

	Total Uniform Crimes Reported USF Tampa Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2011		2012		2013		2011	2012	2013	2011	2012	2013	2011	2012	2013
	Residential	Campus	Residential	Campus	Residential	Campus									
Weapons Law Violations															
Arrest	1	3	1	4	0	1	0	0	0	0	4	0	3	8	1
Referral	2	2	0	1	0	1	0	0	0	0	0	0	2	1	1
Drug Law Violations															
Arrest	18	44	16	77	28	40	10	4	4	15	39	5	69	120	49
Referral	30	65	36	61	36	70	5	0	2	2	0	0	72	61	72
Liquor Law Violations															
Arrest	10	31	3	19	4	17	0	20	8	2	3	2	33	42	27
Referral	81	129	110	144	137	158	1	11	35	0	5	0	130	160	193

*The hate crime on campus was based on race in 2012 and was destruction/damage/vandalism of property.

**The hate crime on campus was based on religion in 2012 and was destruction/damage/vandalism of property.

Notification System was sounded on January 2, 2013, in response to a bomb threat; May 1, 2013, due to a campus-wide power outage, and June 6, 2013, for possible tornadoes in the area of campus. Additionally, on September 6, 2013, an incident occurred north of the USF campus, which involved the Hillsborough County Sheriff's Office, Tampa Police Department, US Marshalls, and the

USF Police Department. During this incident, continuous alerts were distributed to the USF community using various types of notification systems, including MoBull, emails, on-campus television alerts and the media. Once the incident was clear and safe, the USF community was advised through the same methods.

Security and Access to Campus Facilities

The University of South Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. After these hours, University buildings are generally locked and only faculty, staff and some students with proper identification are admitted. University Police provide regular patrol of University buildings as well as parking lots.

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.

University Police (UP) 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 the police department to promptly report security deficiencies.

The Physical Plant Division maintains University 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. The USFPD assists Physical Plant 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 Physical Plant to report any safety or security hazards.

A representative of the USFPD 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. The USFPD 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 will serve to reduce the opportunities for crime to occur in or around campus buildings.



Campus Law Enforcement

The University of South Florida Police Department (USFPD) are declared to be law enforcement officers of the state have the right to arrest, in accordance with the laws of this state on campus or within a 1000 feet of any property controlled by the university. The USFPD also has mutual aid agreements or memo of understanding with the surrounding law enforcement agencies, within Hillsborough

County. These agreements request the voluntary assistance of the 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.

Programs Designed to Inform Students About Campus Security Procedures

The USFPD offers orientation sessions for all new students and staff members of the University. New members of the community are introduced to various systems and practices put in place by the University 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 MoBull emergency text message system is provided. In the event of an emergency the University will send a brief message about what

kind of emergency is taking place and also give instructions as to what community members should do in response. The emergency message will also be repeated on the USF website, digital display boards throughout campus and on desktop computers in labs and classrooms. There is a siren and loud speaker system that may also be used to reach those in open air places. The University uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible.

Crime Prevention Programs for Students and Employees

The University Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students, faculty, and staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures and university staff and student newspapers. In an on-going effort to facilitate this process, University Police officers provide 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]
- Personal Safety – Reducing Your Risks
- Drinking and Driving – DUI Information
- Drugs - Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID – Engraving
- USF Police Department – Who We Are and What We Do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Child Safety
- Violence in the Workplace
- Alcohol Awareness

Additional Programs are provided by the University to include:

- **AlcoholEdu for College:** All incoming first-year students learn how alcohol use impacts academic and personal success through an online education program, AlcoholEdu for College. During orientation, all students are exposed to information about the USF alcohol policy, crime prevention, and safety awareness.
- **Wellness USF (usf.edu/wellness)** offers a variety of education, prevention, and awareness programs including the following:
 - Awareness events and campaigns
 - Workshops and presentations
 - Consultations on safer sexual behavior and sexually-transmitted diseases
 - Distribution of free condoms
 - Social media blogs on wellness and safety
- **Center for Victim Advocacy & Violence Prevention (sa.usf.edu/advocacy)** offers education and prevention, programs on a variety of topics, including:
 - Sexual violence
 - Relationship/domestic violence
 - Stalking
 - Cybercrimes, identity theft and cyber-stalking
 - REAL (Relationship Equality & Antiviolence League) – a men's peer education program teaching bystander intervention techniques to prevent sexual and relationship violence (facebook.com/LetsBeREAL)

Alcohol Policy

Policy Statement

USF System policy and regulation prohibit the unlawful manufacture, distribution, possession, use, or sale of alcohol on the property of, or in connection with, any of the activities of the USF System. Such prohibitions are at all times subject to the applicable alcoholic beverages laws and ordinances of the State of Florida, the city of Tampa and Hillsborough County.

Alcohol Standards of Conduct

The specific standards of conduct for the possession, use, and sale of alcoholic beverages by USF System 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 Department 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 System event that is specific for an educational gain while under the influence of alcohol.

Sanctions for Violating Alcohol Policy

Any criminal violation of the 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 handled by the Hillsborough County Clerk of the Circuit Court.

Any employee or student determined to have violated USF System policy or regulation with regard to the manufacture, distribution, possession, use, or sale of alcohol shall be subject to 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 disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements and policies and procedures.

These alcohol policies, and the enforcement thereof, are codified in the below listed USF System policies and regulations:

- USF System Alcohol Policy 30-023: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf
- USF System Alcohol Policy 0-610: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf
- USF System Alcohol Policy 6.0021: regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Drug-Free Policy

A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.

Drug-Free Workplace Policy Statement

USF System policy and regulation prohibit 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 the USF System. USF System is a drug-free workplace. 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.

Sanctions for Violating Drug-Free Workplace Policy

Any criminal violation of the 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 handled by the Hillsborough County Clerk of the Circuit Court.

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 System employees convicted for 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. The USF System will discipline any employee who is so convicted and/or require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program.

These policies, and the enforcement thereof, are codified in the below listed USF System policies and regulations:

- USF System Drug-Free Workplace Policy 0-610: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf
- USF System Alcohol Policy 0-610: regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Drug or Alcohol Abuse Prevention and Education Programs

The USF System is deeply committed to the safety and well-being of the campus community. All institutions in the USF System have developed educational, prevention, and treatment resources to support students and staff in making healthy and informed decisions related to alcohol. Below is more information about the programs available to USF System students and employees.

Drug and Alcohol Abuse Prevention and Education for Students

As part of the University’s alcohol education program, all incoming students are required to complete an online, non-opinionated alcohol education module. AlcoholEdu for College uses science-based research to educate 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.

The USF Tampa Counseling 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 Counseling Center in person in the Student Services Building (SVC), 2nd floor, Suite 2124, or visit their website: usf.edu/student-affairs/counseling-center.

Drug and Alcohol Abuse Counseling for Employees

Human Resources has partnered with Magellan Health Services to provide all USF System employees with an Employee Assistance Program (EAP). Magellan’s EAP program offers confidential alcohol and substance abuse screening, assessment, and referral to all USF System employees, in addition to other solution-focused help and resources for all types of life issues. The Magellan program is available for all USF System employee free 24 hours a day, seven days a week online at 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 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 System Managers and Supervisor 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 System employees through the EAP visit the Human Resources EAP web page at usf.edu/hr/eap.

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 usf.edu/hr/pdfs/employee-relations/health-risks-associated-alcohol-drugs.pdf.

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, blood-shot 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 unsterilized 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 produce 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, endocarditic, 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.

Sexual Assault, Dating Violence, Domestic Violence and Stalking

The crimes of sexual assault (“rape”), dating violence, domestic violence, and stalking are prohibited within the USF System under USF System Policy 0-004 (regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf). This policy provides the definitions of these crimes under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) as amended by the Violence Against Women Act of 2013 (the “VAWA”); and under Florida law. These definitions are also provided in the definitions section of this report for your convenience. It is important for all members of the USF System community to understand how Florida law defines sexual assault and “consent” in reference to sexual activity under its sexual battery and rape laws. In the Florida, “rape” is called “sexual battery”.

According to Florida law:

- Sexual Battery/Rape is the: “Oral, anal or vaginal penetration by, or union with a sexual organ of another or anal/vaginal penetration of another by any other object.”
- The sexual act(s) is/are performed without the victim’s consent.
- An individual who is mentally incapacitated, asleep, physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent.
- The same definition applies regardless of whether the assailant is a stranger or a non-stranger.
- The type of force employed may involve physical violence, coercion, or threat of harm to the victim. The victim is not required to physically fight back.

- For more information about Florida Sexual Battery Statutes visit leg.state.fl.us/Statutes (Chapter 794).

The USF Police Department (USFPD) is responsible for the investigation of campus sexual offenses. The USFPD provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The USFPD works closely with the Hillsborough County State Attorney’s Office in all investigations of sexual battery/rape investigations.

Complaints of sexual battery/rape are serious criminal offenses that will be processed within the criminal justice system. Sexual battery/rape committed by students is also a violation of the USF student conduct rule. Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by the USF rules in addition to those stated above in accordance with State law.

Campus related sexual battery/rape committed by employees is also considered misconduct as provided by applicable rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

For more information regarding the rights of victims and those accused of campus-related sexual batteries, whether they be students or employees of the USF System, consult the following USF System resources:

- USF System Policy 0-004, Sexual Misconduct/Sexual Harassment (including Battery), available at: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf

- USF Regulation 6.0021, Student Code of Conduct, available at: regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf
- Faculty Handbook, available at: usf.edu/provost/Docu-

[ments/Faculty-forms/USF-Faculty-Handbook.pdf](#)
 ■ Collective Bargaining Agreements, available via the Human Resources website at: usf.edu/hr

Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention and Awareness Programs

The USF System is committed to providing prevention and awareness programs and campaigns to prevent the crimes of sexual assault, dating violence, domestic violence, and stalking within the USF System. Below is a discussion of the programs and campaigns we have in place for both new and existing USF System students and employees.

Safe and Positive Options for Bystander Intervention

Since 2009, the USF Center for Victim Advocacy and Violence Prevention has provided a program called REAL (Relationship Equality Antiviolence League), intended to provide primary prevention of violence against women using a team of student peer educators (REAL Trainers) to provide educational programming based on a model of active, pro-social bystander intervention. This program is a model of prevention that recognizes men as allies with women to end violence against women. REAL offers bystander intervention training in a classroom and workshop format called The REAL Deal, a 1-2 hour presentation led by the REAL Trainers.

Beginning Fall semester 2014, bystander intervention training for new faculty and staff will be offered as part of a program designed specifically for this population as a part of the training developed to meet the new VAWA requirements. The following are principles covered in both the REAL and the faculty/staff programs: Most people practice bystander intervention every day. For example, we tell people when they have something stuck in their teeth or have left their car lights on. We hold doors for people carrying groceries.

The Five Steps of Bystander Intervention

Our programs cover the five steps of bystander intervention (adapted from Darley & Latane):

- 1) Notice a situation
- 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're wrong and it's not an emergency!
- 3) Assume responsibility to help.
 - Decide that YOU personally should do something to help the victim or that if you don't help, no one will

- 4) Know how to help
 - Bystander Techniques
- 5) Decide to Intervene (Safely)

Bystander Intervention Techniques

- Distract
 - Ask for directions
 - Spill a drink
 - Engage them in conversation
 - Women: Invite the female to go to 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 confronting 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."
 - "I'm getting her friends to take her home now."

Risk Reduction

The following Warning Signs are given in the form of a flyer to all students in Freshman English classes and all new faculty and staff attending VAWA training. In addition, classroom presentations and special workshops are held throughout the year in which risk reduction is discussed and the Warning Signs flyer is distributed.

WARNING SIGNS OF AN ABUSER

- Intensity: "Too much, too soon"
 - "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 his 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
 - Wants you to have sex in a way that makes 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

An additional risk reduction flyer is also widely distributed and contains these tips.

Men

- 1) Listen Carefully: Take the time to hear what the woman is saying. If you don't understand whether she has consented, ask for clarification.
- 2) Don't fall for the common stereotype that when a woman says "**No**" she really means "Yes." "**No**" means "**No**." If a woman says "**No**" to sexual contact, believe her and stop.
- 3) It is never acceptable to use force or coercion in sexual situations, no matter the circumstances – whether you've had consensual sex in the past, or whether you're friends, acquaintances, or in a relationship.
- 4) Don't make assumptions about a woman's behavior.
 - Do not assume a woman wants to have sex with you because she drinks heavily, dresses sexily, or agrees to go to your room.
 - Do not assume that because a woman had sex with you previously she is willing to have sex with you again.
 - Do not assume that because a woman consents to kissing or other sexual intimacies that she is willing to have sexual intercourse.
- 5) 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 a woman who is incapacitated by alcohol, drugged, passed out, incapable of saying "No," or unaware of what is happening around her is rape.
- 6) Be especially careful in group situations. Be prepared to resist pressure from friends to participate in violent or criminal acts.

- 7) "Get involved" is you believe someone is at risk. If you see a woman in trouble at a party or a male friend using force or pressuring a woman, don't be afraid to intervene. You may save the woman from the trauma of sexual battery or a friend from violating someone and being prosecuted for a crime

Women

- 1) Know your sexual intentions and limits. You have the right to say "No" to any unwanted sexual contact. If you are uncertain about what you want, ask the man to respect your need to wait until you are sure.
- 2) Believe in your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately and go to a safe place.
- 3) It's 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 in to sexual activity against your will, state your feelings ("I don't like what you are doing") and get out of the situation. Better a few minutes of social awkwardness or embarrassment than the trauma of rape.
- 4) "Get involved" if you believe someone is at risk. If you see a woman in trouble at a party or a male friend using force or pressuring a woman, don't be afraid to intervene. You may save the woman from the trauma of sexual battery or a friend from violating someone and being prosecuted for a crime.

Procedures for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking

The Center for Victim Advocacy has created a one-page flyer to provide victims of sexual assault, domestic violence, dating violence and stalking (the "VAWA Flyer") with written information about the following:

- 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.
- How and to whom the alleged offense should be reported.
- Options about the involvement of law enforcement and other individuals required to report these crimes.
- 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.
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the USF System and in the community.
- Options for, and available assistance in, changing academic, living, transportation, and working situations.
- The student's or employee's rights and options in the event of these crimes

The VAWA flyer provided in this report in its entirety as Appendix A.

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 this report in its entirety as Appendix A.

How Our Institution Protects the Confidentiality of Victims and Other Necessary Parties

Protecting Confidentiality

The USF System 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 the VAWA, and other applicable federal and State of Florida laws. All criminal reports are redacted per Florida State Statute 119 and are reviewed by USF General Counsel before released to any requesting party not involved in the report.

Accommodations and Protective Measures

Depending on the case and the complainant's wishes, these steps may include class changes and on-campus housing moves, ordering a respondent to not have contact with you, excluding a respondent from parts of campus, or providing an escort to accompany you on campus. Any adjustments made will be designed to minimize the burden on the complainant's educational program. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation. The University of South Florida has a policy that prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations

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

When sexual assault, dating violence, domestic violence, or stalking involving a USF System student or employee is reported to our institution, the USF System uses one of two disciplinary proceedings based on the identity of the person accused of committing the crime (the "accused") regardless of whether the incident occurred on or off campus. Sexual harassment, sexual violence, and other gender-based harassment in a college setting implicates a federal law called Title IX of the Higher Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex (gender) in education programs or activities. The USF System has a team of Title IX officers who investigate allegations of sexual harassment. Both the Office of Student Rights & Responsibilities (OSRR) and the Diversity, Inclusion & Equal Opportunity (DIEO) Office have authority to address complaints of sexual harassment and sexual violence in a non-criminal context.

It is important to understand that our institutional processes do not preclude criminal investigation by USF Police or the law enforcement agency having jurisdiction and the court system. In other words, criminal investigations proceed in accordance with state and federal law and occur independently of our institutional processes. When the accused is a student at the time of the incident, OSRR addresses the matter in accordance with the student code of conduct process. When the accused is an employee, DIEO

addresses the matter in accordance with their process. When the accused is both a student and an employee, OSRR and DIEO may work together to resolve the case. When the accused is neither a student nor employee, USF can still assist you with counseling and other support services, please reach out to either OSRR or DIEO and they will assist you. If you are uncertain about which office to contact, you may call either office and they will ensure your report is ultimately reviewed by the appropriate office.

The OSRR or the DIEO will review the allegations and determine an appropriate course of action. Some cases can be handled informally and outside of the formal investigative process, although USF will not mediate cases of sexual violence even on a voluntary basis. For cases that result in an investigation, those investigations are conducted by individuals who have received specialized training in those types of investigations.

The Student Conduct process is outlined in the Student Code of Code, which can be found online at regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf. The DIEO process can be found online at usf.edu/eoa/complaint.asp.

These processes and their associated investigations will be conducted in a fair, prompt, and impartial manner.

Student Code of Conduct Process

When made aware of sexual violence, USF may have an obligation to proceed with an investigation, regardless of a complainant's wishes, in order to ensure campus safety. Complainants are not required to participate if you choose not to; however, this may limit the university's ability to respond to the incident. If a victim requests their name or other identifying information not be used in an investigation, USF will consider their request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. In most cases, information including their name may be shared with the accused, witnesses, and with university officials who have a legitimate need to know. Beyond that, USF will take steps to protect their identity and the identity of all individuals involved.

The accused and accuser may be accompanied by an advisor during any meeting. The advisor may be an attorney or any support person (including an advocate from the USF Center for Victim Advocacy & Violence Prevention). For more information about Advisors and their role in the Student Code of Conduct Process, see the below Right to an Advisor section. In the university's process, the complainant and accused will not be permitted to directly question each other and are not required to be present together at any point. Both a complainant and an accused have the right to identify witnesses and provide other information relevant to the investigation. USF will decide the case based on a preponderance of the information standard (whether it is more likely than not that the conduct occurred).

In most cases, USF will not wait until a criminal case is resolved before proceeding with the case. In addition, if a university official has a reasonable belief that a crime has been committed, she or he may be obligated to report that to law enforcement, if police have not already been notified. In cases where a police investigation has been conducted or is being conducted for sexual assaults, law enforcement may be able to provide information to USF with the victim's consent. USF's fact-finding investigation may be delayed for a short period of time upon a request from law enforcement, but will be promptly resumed as soon as possible.

The university will use best efforts to resolve sexual violence or sexual harassment within 60 days, but depending on the complexity of the case up to 90 days may be necessary. The university will keep a complainant advised as to the status of the case as the complainant desires and as is reasonable. The complainant will be informed of the outcome of the case in writing.

Because the school's primary concern is student safety, minor alcohol and drug violations by a complainant revealed in an investigation will be handled informally whenever possible. The use of alcohol or other drugs never makes an individual at fault for sexual violence. USF will take interim steps to protect a complainant while the case is pending. Depending on the case and the complainant's wishes, these steps may include class changes and on-campus housing moves, ordering an accused to not have contact with you, excluding an accused from parts of campus, or providing an escort to accompany you on campus. Any adjustments made will be designed to minimize the burden on the complainant's educational program. Some of these actions may also be remedies in those cases resulting in a finding of a

policy violation. University of South Florida (USF) has a policy that prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations. Accuseds are informed of this provision, and any retaliation should be reported immediately to the appropriate Title IX officer.

If there is a finding of discrimination and possible violation of the student code of conduct around sexual harassment Office of Student Rights and Responsibilities will initiate a referral if it is believed that a violation has occurred.

Description, Steps, Anticipated Timelines, Decision-Making Process for the Student Code of Conduct Process

Upon receipt of the Referral, Office of Student Rights and Responsibilities will commence an Initial Review involving the charged student in question, complainant/victim and any applicable witnesses. This function of this process is to determine whether relevant evidence exists and if there is a reasonable basis for believing the Student Code of Conduct was violated. In most cases, the Title IX investigation will supplement or substitute for the initial review process. **In most cases the notifications and timelines of the Title IX investigation and the Student Rights investigations will work in tandem.**

Once the Initial Review is complete, the Conduct Officer will issue a Disposition Letter to the charged student. This letter will indicate if the Referral on the student has been dismissed or accepted. The student will receive this information in writing and be provided five class days to decide whether they wish to admit responsibility and agree to the imposition of any sanctions detailed in the letter or exercise their student right to have a Formal Hearing.

If the student elects to accept the charge indicated in the Disposition Letter, the decision will become the official record. Please note, if no response is received in the allotted time, the decision will become the official record.

If the student elects to have a Formal Hearing, he/she must do so in writing, designating the choice of forum from one of the following types:

- 1) **Administrative Officer** – One full-time university staff or faculty member.
- 2) **University Conduct Board** – A panel composed of 50% faculty/staff and 50% students.

Either option will provide the student the opportunity to have a Formal Hearing process review his/her case. This process again determines whether a violation of the Student Code of Conduct occurred.

The student may appeal the Formal Hearing process decision in writing within five class days of the date of the letter describing the decision. The appeal is written to the Dean for Students.

The Dean for Students will review the appeal, and may request to speak with the student. The decision of the Dean for Students is the final decision of the University of South Florida.

Standard of Evidence for the Student Code of Conduct Process

The level of proof for a decision under the Student Code of Conduct Process shall be “preponderance of the evidence”; that is, from the evidence or information submitted it is more likely than not that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.

Sanctions for Sexual Assault, Dating Violence, Domestic Violence, and Stalking under OSRR

Under the Student Code of Conduct Process, all of the following are possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding where the preponderance of evidence indicated that the student was responsible for committing the crimes the sexual assault, dating violence, domestic violence, or stalking:

- Warning Letter – An official notice that states if there is a repeated violation of policy, rules or regulations, the student can expect additional conduct sanctions.
- Probation – An official sanction that places the student’s enrollment dependent upon the maintenance of satisfactory citizenship during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation. Any student placed on conduct probation may be restricted from participating in certain USF System activities as specified by the Conduct Officer or as regulated by other USF System departments.
- Restrictions – Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF System activities. The restrictions involved will be clearly identified and may include but are not limited to a USF System order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF System services, and presence in certain buildings or locations on campus.
- Restitution – A payment for injury or damage.
- Financial Aid Impacts – A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.
- Suspension – Termination of a student’s privilege to attend the USF System for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).
- Expulsion – Permanent termination of a student’s privilege to attend the USF System. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

■ Other Appropriate Sanctions – Such as mandated community service, fines, educational programs (payment of associated fees), and written assignments.

■ Deferred Suspension – Suspension imposed at a definite future date or time.

The above sanctioning guide is to give the range of sanctions that would “most likely be given” if a person was to be found responsible for a single instance of the violation. It is not a maximum and minimum guide. It is a guide based on recent cases from the past 3 years. It does not take into account stacking or multiple violations during a single incident.

Protective Measures

Depending on the case and the complainant’s wishes, these steps may include class changes and on-campus housing moves, ordering a respondent to not have contact with you, excluding a respondent from parts of campus, or providing an escort to accompany you on campus. Any adjustments made will be designed to minimize the burden on the complainant’s educational program. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation. University of South Florida (USF) has a policy that prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations

Training Requirements for OSRR Officials

Student Code of Conduct proceedings are conducted by officials who at a minimum receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. This training requirement is codified under USF System Regulation 6.0021 (regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf).

Right to an Advisor

The USF system does not limit the choice of advisor or presence of an advisor for either the accuser or accused in any meeting or proceeding under the Student Code of Conduct Process; however, there are certain restrictions regarding the extent to which the advisor may participate in the process and these restrictions apply equally to both the accused and the accuser. The accuser and the accused have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. USF System employees who have a potential conflict of interest are not permitted to serve as an Advisor. During meetings and proceedings, the advisor may speak with the accuser or accused but may not speak for them, act as attorney, nor otherwise participate in the Student Code of Conduct Process. It is the student’s responsibility to make appropriate arrangements for travel, costs and attendance for their advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

Notification of Process Results and Outcomes

Under the Student Code of Conduct process, the accused and the accuser are simultaneously notified, in writing, of the following:

- the result of the process
- the procedures for the accused and the accuser to appeal the result of the process
- any change to the result of the process and
- when the final result of the process when such results become final.

Student Code of Conduct Process Resources

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

Office of Student Rights & Responsibilities: sa.usf.edu/srr

USF System Student Code of Conduct, USF System Regulation 6.0021: regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

Diversity, Inclusion, & Equal Opportunity (DIEO)

Description, Steps, Anticipated Timelines, Decision-Making Process for the Student Code of Conduct Process

The DIEO Office is informed of allegations of sexual harassment/violence via Incident Report Form, Title IX Report Form, Ethics Point, emails, calls, or walk-ins. All DIEO Office personnel who are involved in the intake and investigation process have had training in Title IX and how to conduct competent investigations. Once the DIEO Office has been made aware of an allegation of sexual harassment/violence, the Complainant is contacted by the Intake Coordinator and offered an opportunity to speak with the Coordinator about the allegation. During this meeting, the Intake Coordinator will determine jurisdiction, interview the Complainant, and provide to the Complainant information on filing a complaint.

If the Complainant files a complaint with the DIEO Office, then the complaint is assigned to an Investigator for investigation. Generally, if the Complainant does not file a complaint with the DIEO Office, then an investigation of the allegation will not take place. However, depending on the specifics of the allegation, the DIEO Office may have an obligation to proceed with an investigation, regardless of a complainant’s wishes, in order to ensure campus safety. Complainants are not required to participate in the investigation, but if they choose not to this may limit the university’s ability to respond to the incident.

If a Complainant requests their name or other identifying information not be used in an investigation, USF will consider their request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. The confidentiality and privacy of all parties involved during the investigation process will be maintained to the fullest extent possible. However, the DIEO Office does not promise absolute confidentiality. Generally, information including the Complainant’s name may be shared with

the Respondent and with university officials who have a legitimate need to know.

The DIEO Office’s goal is to resolve sexual harassment/violence complaints within 60 days, but depending on the complexity of the case, up to 90 days may be necessary. The Complainant and the Respondent will be informed of the outcome of the case through receipt of a Determination Letter that states the outcome of the investigation and a copy of the Final Investigative Report.

The Complainant or Respondent may be accompanied by one person to any interview conducted by the Intake Coordinator or Investigator. The person who accompanies either party may be an attorney or any support person (including an advocate from the USF Center for Victim Advocacy & Violence Prevention). In the DIEO Office’s investigation process, the Complainant and the Respondent are not required to be present together at any point in the process and they are not permitted to directly question each other. Both the Complainant and the Respondent have the right to identify witnesses and provide other information relevant to the investigation. The DIEO Office decides the complaint based on a preponderance of the evidence standard (whether it is more likely than not that the conduct occurred).

In most cases, the DIEO Office will not wait until a criminal case is resolved before proceeding with the investigation of a complaint. In cases where a police investigation has been conducted or is being conducted for sexual assaults, law enforcement may be able to provide information to the DIEO Office with the victim’s consent. USF’s fact-finding investigation may be delayed for a short period of time upon a request from law enforcement, but will be promptly resumed as soon as possible.

When the DIEO Office completes the investigation process, a copy of the Determination Letter and the Final Investigative Report is distributed to the Complainant, Respondent, and appropriate USF officials. When the DIEO Office makes a recommendation that there has been a violation of USF’s Sexual Misconduct/Sexual Harassment (Including Battery) Policy #0-004 and USF’s Diversity and Equal Opportunity: Discrimination and Harassment Policy #0-007, the appropriate USF officials can use the Determination Letter and Final Investigative Report as part of the information reviewed to determine the best course of action to determine discipline.

The Complainant and the Respondent are both informed in the Determination Letter that they have 30 calendar days from receipt of the Determination Letter to file an appeal of DIEO Office’s recommendation that a violation of USF’s equal opportunity policies has or has not occurred. The appeal is made to the Office of the President who will review the information submitted and make an independent determination of whether or not the DIEO Office’s recommendation is supported.

Standard of Evidence for the Student Code of Conduct Process

The level of evidence for a finding shall be “preponderance of the evidence,” that is, from the evidence/information submitted it is more likely than not that the employee/guest/vendor did violate USF’s Policies #0-004 and #0-007. This standard is lower than the criminal law standard of proof beyond a reasonable doubt.

Sanctions for Sexual Assault, Dating Violence, Domestic Violence, and Stalking under OSRR

USF's Sexual Misconduct/Sexual Harassment (Including Battery) Policy #0-004 has in excerpt the following language "The designated office will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System." Outside of this, the DIEO Office is not involved in the disciplinary process.

Protective Measures

Depending on the case and the Complainant's wishes, for students, these steps may include class changes and on-campus housing moves, ordering a Respondent to not have contact with the Complainant, excluding a Respondent from parts of campus, and/or providing an escort to accompany the Complainant on campus. For Complainant's who are employees, changing the shift hours of the Respondent so it does not overlap with the Complainant, changing the work environment in some other manner so the Complainant and Respondent do not have any workplace interaction, or placing the Respondent on administrative leave pending the conclusion of the investigation.

Any adjustments made will be designed to minimize the burden on the Complainant's educational program or work setting. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation. USF has a policy which prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations.

Prompt, Fair, Impartial Process

The DIEO Office's investigation process or timeline does not change based on the type of allegation made. In addition, with respect to a prompt, fair, and impartial process, DIEO Office's Complaint Process that is published online at usf.edu/eoa/documents/DEO%20Complaint%20Process.pdf states in excerpt, "The DIEO Office serves as an objective fact-finding body evaluating evidence, information and credibility to make a determination as to whether USF's equal opportunity policies have been followed. The Investigator is a neutral fact finder and does not represent the Complainant or the Respondent. The investigation will include the Investigator analyzing the data submitted by the parties, interviewing witnesses, and gathering any additional information that may be needed."

Training Requirements for OSRR Officials

The DIEO Office annually trains its staff who are part of the Investigative Process on issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation. The DIEO Office does not have a hearing panel.

Right to an Advisor

The DIEO Office's Investigation Process allows the Complainant and the Respondent both to have one person of their choosing present at every point in the process where they are to meet with DIEO Staff. The advisor may be present to advise the Complainant or Respondent but cannot speak for or present the case for the Complainant or Respondent or otherwise participate directly in the proceeding.

The DIEO Office does not engage in disciplinary proceedings so that portion of the question is not relevant to the DIEO Office's Investigation Process.

Notification of Process Results and Outcomes

The DIEO Office mails to both the Complainant and the Respondent a copy of the Determination Letter and the Final Investigative Report. The documents are mailed to the Complainant and Respondent either on the same day or within 24 hours of each other. The Determination Letter that the DIEO Office mails to both the Complainant and the Respondent states that either party has 30 calendar days from the receipt of the letter to appeal the determination. The appealing party sends their written appeal to the Office of the President. The Office of the President reviews the appeal and makes a determination if the appeal is substantiated or not. The individual in the Office of the President who has been designated to review the appeal will draft a written appeal decision which is then mailed or picked up by the appealing party.

DIEO Process Resources

For more information about the DEIO Process, consult the following resources and offices:

Diversity, Inclusion & Equal Opportunity (DIEO) Office
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
Office 813.974.4373 | Fax 813.974.4375 | TDD 813.974.5651
usf.edu/eoa/default.asp

USF DIEO Compliance Process & Forms:
usf.edu/eoa/complaint.asp

USF System Policy 0-007: Diversity and Equal Opportunity: Discrimination and Harassment:
regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf

Range of Protective Measures for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Depending on the case and the complainant's wishes, these steps may include class changes and on-campus housing moves, ordering an accused to not have contact with you, excluding an accused from parts of campus, or providing an escort to accompany you on campus. Any adjustments made will be designed to minimize the burden on the complainant's educational program. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation. University of South Florida (USF) has a policy which prohibits retaliation against any employee or student who reports an incident of alleged sexual

harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations

How to Obtain Information about Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act requires institutions, we are advising the campus community where they may obtain information provided by the state concerning registered sexual predators and offenders. Sexual predator or offender information can be obtained by visiting the USF Police Department's website: usf.edu/police or by visiting the Florida Department of Law Enforcement website at <https://offender.fdle.state.fl.us>

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. USF Police will notify the University Community when a registered sexual predator or offender has registered as being on campus per State law.



ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (34 CFR, 668.49) also known as Campus Right to Know, published October 29, 2009 and effective July 1, 2010, requires all Universities that maintain on campus student housing to develop and publish an Annual Fire Safety Report. Only campuses within the University system that have student housing must publish an Annual Fire Safety Report; that is, USF Tampa and USF St. Petersburg. This document outlines the University compliance efforts to HEOA Campus Right to Know requirements for USF Tampa.

The Annual Fire Safety report has eight (8) reporting requirements that consist of the following:

(1) Fire Statistics. The USF Department of Housing and Education (Housing) has developed the **Building Alarms and Fire Reports** to compile and track HEA/HEOA-required fire log statistics for the three most recent calendar years for which data are available. A flow chart outlining the process of handling fire alarm activations in Housing buildings is provided on the next page

(2) Building Fire Safety Systems. Housing has developed the Building Fire Systems and Components Report document that lists the fire safety systems devices in each housing building.

(3) Fire Drills. The first reporting year is calendar year 2009 and will report from there on. The law requires reporting of a three year period, beginning with calendar year 2009. USF Fire and Emergency Drill Policy number 6-025 addresses procedures and responsibilities.

(4) Policies on Open Flames, Portable Electrical Appliances. The Housing and Residential Education website, Resident Hall Policies page, contains this information (housing.usf.edu/resources/policies). Additionally the Resident Handbook (housing.usf.edu/pdf/resources/2014-15_Resident_Handbook.pdf) has this information. The University has a Non-Smoking Areas Policy (number 0-606).

(5) Procedures for Fire Evacuation. The Resident Handbook (housing.usf.edu/pdf/resources/2014-15_Resident_Handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

(6) Policies on Fire Safety Education and Training. The Resident Handbook (housing.usf.edu/pdf/resources/2014-15_Resident_Handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

(7) Fire Reporting. To reduce the response time to a fire incident, USF requires students and employees to call **9-1-1** to report all fires. The University Police Department (UPD) will investigate and take appropriate action.

(8) Future Fire Safety Improvements. The upgrading of fire alarm systems and devices is priority in Housing buildings as well as increasing the fire safety training of Resident Assistants and Resident Life Coordinators

ROLES AND RESPONSIBILITIES

Environmental Health and Safety

Coordinates University system compliance efforts and reporting requirements

Assists Housing and UPD with annual reporting of fire safety statistics.

Reviews policies and rules regarding fire safety in Housing buildings and provide recommendations for compliance.

Reviews 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 Component document.

Maintains policies in Resident Housing Publication that address open flames, smoking and electrical appliances.

Maintains policies in Resident Housing Publication that address procedures that students should follow in case of fire.

Compiles fire statistics annually from Building Alarms and Fire Report and submit to EH&S and UPD for reporting in October.

University Police

Receives and records fire alarm activity in Housing buildings.

Dispatches officer(s) to investigate all fire alarm activations.

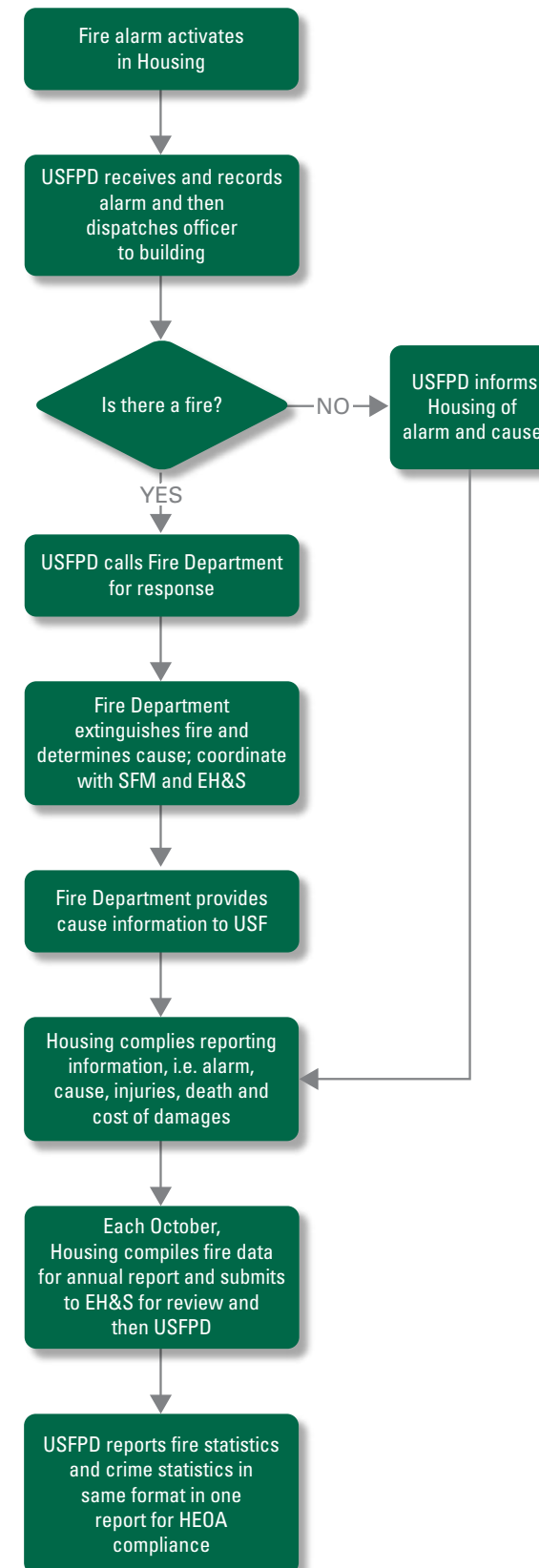
Determines if emergency forces are required and makes contact with emergency forces (Fire Rescue) as needed.

Maintains reporting format of 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.

Submits Annual Fire Safety Report along with Clery Report as one report for compliance to HEOA/Campus Right to Know.

HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



Building Drills, Alarms & Fire Report (Number per Location)

	2011		2012		2013	
	Alarms	Fires	Alarms	Fires	Drills	Alarms
Fires						
Argos Center	0	0	0	0	0	0
Beta Hall	0	0	6	0	0	5
Castor Hall	13	0	8	0	2	5
Cypress A	7	0	11	0	2	3
Cypress B	7	1 ¹	5	0	2	7
Cypress C	6	0	30	0	2	28
Cypress D	10	0	17	0	0	22
Delta/Iota Halls	7	0	20	0	0	4
Epsilon/Eta/Zeta Halls	18	1 ²	28	0	0	10
Greek House 1/2	4	0	3	0	3	4
Greek House 3/4	3	0	3	0	3	3
Greek House 5/6	3	0	8	0	3	4
Greek House 7/8	3	0	4	0	3	4
Greek House 9/10	2	0	3	0	3	4
Greek House 11/12	4	0	12	0	2	3
Greek House 13/14	2	0	2	0	3	3
Holly A Apts	2	0	1	0	0	1
Holly B Apts	2	0	1	1 ³	0	0
Holly C Apts	2	0	2	0	0	0
Holly D Apts	2	0	2	0	0	0
Holly E Apts	1	0	2	0	1	2
Holly F Apts	5	0	2	0	0	0
Holly G Apts	2	0	2	0	1	1
Juniper-Poplar Suites	79	0	71	0	1	42
Kappa/Theta Halls	3	0	22	0	0	10
Kosove Hall	16	0	37	0	0	13
Magnolia A Apts	7	0	0	0	1	1
Magnolia B Apts	4	0	0	0	1	1
Magnolia C Apts	6	0	1	0	1	1
Magnolia D Apts	4	0	7	0	1	1
Magnolia E Apts	2	0	3	0	2	1
Magnolia F Apts	2	0	0	0	1	1
Magnolia G Apts	2	0	3	0	1	1
Maple A Suites	2	0	3	0	7	0
Maple B Suites	6	0	4	0	2	0
Mu/ Lambda Hall	4	0	17	0	5	0

¹ This fire was caused by residents who used a toaster oven in their room.

² This fire was a small kitchen fire.

³ This fire was caused by spark in the oven.

NOTE: No injuries, deaths, or property damage occurred as a result of any of the fires reported to have occurred in 2011 or 2012.

Building Fire Systems and Components Report (A description of Fire Safety Systems for Each On-Campus Student Housing Facility)

Housing & Residential Education Building	Campus Address	Building Floors	Sq. Ft	Wet Pipe Sprinkler System	Wet Standpipes	Dry Standpipes	Manual Standpipes
Andros Center/Café	4207 USF Mulberry Ln	1	30250	1	0	0	0
Argos Center/Café	12402 USF Myrtle Dr	1	25933	1	0	0	0
Beta Hall	12470 USF Maple Dr	5	57776	1	1	1	1
Castor Hall	4111 USF Cedar Cr	5	78350	1	1	0	0
Cypress A Suites	4302 USF Holly Dr	5	42415	1	2	0	0
Cypress B Suites	4304 USF Holly Dr	5	41645	1	2	0	0
Cypress C Apts.	4303 USF Dogwood Dr	4	59142	1	2	0	0
Cypress D Apts.	4301 USF Dogwood Dr	4	59142	1	2	0	0
Delta/Iota Hall	Delta - 4215 USF Ash Ln	6	64717	0	6	0	0
Epsilon/ETA/Zeta Hall	Epsilon - 4203 USF Ash Ln	7	71085	1	8	0	0
Greek House 1/2	4721/4723 USF Birch Dr	3	15632	1	0	0	0
Greek House 3/4	4725/4727 USF Birch Dr	3	15632	1	0	0	0
Greek House 5/6	4729/4731 USF Birch Dr	2	11872	1	0	0	0
Greek House 7/8	4743/4745 USF Birch Dr	3	16638	1	0	0	0
Greek House 9/10	4741/4739 USF Oak Ln	2	11872	1	0	0	0
Greek House 11/12	4737/4735 USF Oak Ln	2	12878	1	0	0	0
Greek House 13/14	4713/4715 USF Birch Dr	3	16960	1	0	0	0
Greek Mailroom/Office/Apt.	4802 USF Birch Dr	1	785	1	0	0	0
Holly Apts. A	4230 USF Holly Dr	3	28455	1	0	0	0
Holly Apts. B	4236 USF Holly Dr	3	28455	1	0	0	0
Holly Apts. C	4242 USF Holly Dr	4	37940	1	0	0	0
Holly Apts. D	4231 USF Holly Dr	4	33198	1	0	0	0
Holly Apts. E	4235 USF Holly Dr	4	33198	1	0	0	0
Holly Apts. F	4237 USF Holly Dr	4	37940	1	0	0	0
Holly Apts. G	4241 USF Holly Dr	4	37940	1	0	0	0
Juniper Poplar Suites/Café	12030 USF Beard Dr	7	350,718	1	7	0	0
Kappa/Theta Hall	4223 USF Mulberry Ln	5	59113	0	6	0	0
Kosove Hall	12410 USF Myrtle Dr	5	79390	1	3	0	0
Magnolia A Apts.	3704 USF Alumni Dr	3	21942	1	0	0	0
Magnolia B Apts.	3710 USF Alumni Dr	3	21825	1	0	0	0
Magnolia C Apts.	3701 USF Beech Ln	4	27314	1	0	0	0
Magnolia D Apts.	3705 USF Beech Ln	4	28052	1	0	0	0
Magnolia E Apts.	3707 USF Beech Ln	4	28052	1	0	0	0
Magnolia F Apts.	3711 USF Beech Ln	4	27314	1	0	0	0
Magnolia G Apts.	3702 USF Beech Ln	3	13659	1	0	0	0
Maple A Suites	12480 USF Maple Dr	4	30122	1	2	0	0
Maple B Suites	4303 USF Holly Dr	4	30701	1	2	0	0
Mu Hall/Lambda	4223 USF Dogwood Dr	5	59113	0	6	0	0

Building Fire Systems and Components Report, con't.

Fire System Panel	Pull Stations	Smoke Detectors	Heat Detectors	Duct Detectors	Notification Horns	Notification Speakers	Notification Strobes	Notification Horn/ Strobes	Notification Sounder Bases
Notifier NFS-640-1	15	10	16	6	0	39	43	0	0
Notifier NFS-640	20	5	0	3	0	44	44	0	0
Notifier NFS-640	20	164	2	9	4	0	16	98	154
Notifier NFS 2 3030	15	202	0	0	77	0	106	0	190
Notifier NFS-640	12	53	0	0	96	0	59	0	0
Notifier NFS-640	12	55	0	0	90	0	57	0	0
Notifier NFS-640	14	90	0	0	95	0	91	0	0
Notifier NFS-640	15	58	0	0	68	0	64	0	0
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	284
Notifier NFS-2-3030	18	377	42	11	34	0	34	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	2	15	0	0	38	0	25	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	3	20	0	0	52	0	32	0	0
Notifier AFP-200	2	5	0	0	2	0	2	0	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	13	37	0	1	32	0	10	23	0
Notifier AFP-200	10	29	0	1	24	0	8	18	0
Notifier AFP-200	12	32	0	2	28	0	10	21	0
Notifier AFP-200	13	37	0	1	32	0	10	23	0
Notifier AFP-200	13	36	0	1	32	0	10	23	0
Notifier NFS2-3030	65	827	4	8	0	313	86	0	544
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	284
Notifier AFP-400	34	154	0	12	118	0	148	0	0
Notifier AFP-200	2	40	0	0	39	0	60	0	0
Notifier AFP-200	2	40	0	0	42	0	42	0	0
Notifier AFP-200	2	48	0	0	51	0	66	0	0
Notifier AFP-200	2	48	0	0	52	0	52	0	0
Notifier AFP-200	2	48	0	0	52	0	52	0	0
Notifier AFP-200	2	47	0	0	53	0	65	0	0
Notifier AFP-200	3	20	0	0	24	0	33	0	0
Notifier AFP-200	1	40	0	0	52	28	28	0	0
Notifier AFP-200	1	40	0	0	52	0	28	28	0
Notifier NFS-2-3030	15	306	37	10	27	0	27	0	27

Emergency Response and Evacuation Procedures



MyUSF Mobile

Emergency Operations Plan

Each USF System institution or entity is responsible for developing and maintaining separate Emergency Operations Plans (EOPs) reflective of the unique characteristics of their location and in accordance with the framework outlined in USF System Policy 6-010, USF System Emergency Management. This policy is available on the Office of the General Counsel website at: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf. Each EOP contains location-specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community. The USF Tampa Campus EOP is available online at usf.edu/pdfs/USF-Emergency-Operations-Plan.pdf. Each EOP provides standing priorities for all Incident Commanders when addressing an emergency or dangerous situation. These priorities are first and foremost ensuring life safety followed by incident stabilization and then property preservation. These plans require immediate warnings be issued for all hazards which pose an immediate threat to USF public safety.

Process for Confirming a Significant Emergency or Dangerous Situation and Appropriately Notifying the Campus Community

For all campus law enforcement issues, the University Police (UP) will be primarily responsible for confirming a significant emergency or dangerous public safety situation on campus through information received by anonymous report; threat; or victim, witness, or officer observation. For non-law enforcement situations including, but not limited to, hazardous material release, utility failure, telecommunication failure, and hazardous weather affecting the university campus, other departments may also confirm that a significant emergency exists. Such departments include, but are not limited to, Environmental Health and Safety (EH&S) and the Physical Plant Division. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, either University Communications and Marketing (UCM) or the UP will immediately notify the campus community using the procedures outlined in the USF Tampa Campus EOP. "Confirmation" means that a USF 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 of notification.

Process to Determine Appropriate Segment(s) of Campus Community to Notify

As soon as USF has confirmed that a significant emergency or dangerous situation exists, we will take into account the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason USF would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency. An example of not compromising efforts to mitigate an emergency might be agreeing to a request of local law enforcement or fire department officials.

If an emergency occurs during business hours, UCM will initiate emergency warnings based on the recommendations of UP, the Emergency Management Coordinator, or the Vice President for Administrative Services. In the event that an emergency occurs after normal business hours, the UP will be responsible for sending emergency text messages through the MoBull system. In the event UP are not able to initiate a MoBull message, authorized users in Information Technology, UCM, Emergency Management, or Administration may broadcast pre-scripted messages. Such emergency notifications will include information that will enable members of the university community to take actions to protect themselves, including information about the type of incident, location, instructions on what actions to take, and other safety information or tips.

Process for Disseminating Emergency Notification Information

In the event of an emergency, the USF home page (usf.edu) is taken down and only emergency information is posted and accessible. New information is posted as updates are provided by the USFPD. The USF website is the best place to receive the most thorough, accurate and up-to-date information during an emergency. Furthermore, 120 digital display boards stationed in various buildings throughout the Tampa Campus flash "EMERGENCY" in red to draw attention and provide emergency information regarding the situation when an event occurs. Emergency alerts are also sent to members of the campus community via the "MoBull" text messaging system, and on desktop computers in labs and classrooms. In addition, there is a siren and loud speaker system that may also be used to reach those in open air places.

The University uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. 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.

How to Sign Up for Emergency Notifications

MoBull Messenger was established to notify our community in the event of a campus emergency through text messaging. The service is free; however, standard text messaging rates may apply. For instructions on registering, please visit mobull.usf.edu. In addition, all enrolled students and all current USF System employees are provided an email account, where emergency notifications may be sent. For assistance with email accounts, please contact the Information Technology Department at (813) 974-1222

Responsible Individuals and Organizations

The titles of individuals and organizations responsible for carrying out the procedures outlined above are detailed in the EOP and are summarized as follows: the USF Department of Public Safety; the Executive Policy Group (EPG); and the Critical Incident Planning Group (CIPG).

The EPG is comprised of the following primary members: President (Chair); Provost and Executive Vice President; Chief Operating Officer; Vice President for Administrative Services; Vice President, Business and Finance; Sr. Vice President, Research & Innovation; Sr. Vice President, Advancement; Vice President, University Communications and Marketing; Vice President, Information Technology; Vice President, Student Affairs; General Counsel; and Chief of Staff.

The CIPG is comprised of the following members: Emergency Operations Manager (Chair); Chief of Police, University Police; Senior Vice Provost; Chief of Staff; Associate Director, Information Technology; Associate Vice President, Information Technology; Assistant Vice President, Campus Business Services; Assistant Vice President, Student Affairs; Public Affairs Manager, University Communications and Marketing; Director, Environmental Health and Safety; Director, Physical Plant Division; Director, USF Health Facilities; Associate Director, Athletics/Facilities and Event Management; Assistant Director, University Communications and Marketing; and Incident Commander.

As stated in our EOP, the UP is responsible for notifying federal, state, and local law enforcement agencies regarding incidents as appropriate. Similarly, the Incident Commander may notify city and county entities of a potential threat or incident. It is the primary responsibility of UCM to coordinate, engage, and provide information to the public and the media on behalf of USF. Our EOP clearly indicates that nothing shall inhibit or create a delay in saving lives and, therefore, the USF Tampa campus will take appropriate actions as described above without delay.

USF Public Safety officials have the authority to order the evacuation of buildings. Based on the on-scene assessment and characteristics of the emergency, the Incident Commander may: (1) determine if shelter-in-place is appropriate and issue an activation order; (2) issue a planned evacuation order; or (3) designate specific zones where the occupancy and use of buildings and the entry and exit of vehicles and persons may be prohibited or regulated. Information on protective action responses will be communicated to students, faculty, staff, and visitors using the most appropriate and expeditious means available.

Procedures for Testing Emergency Response and Evacuation Procedures

In accordance with USF System Policy 6-025, Fire and Emergency Evacuation Drills, the USF Tampa Campus has procedures in place to test our emergency response and evacuation procedures on at least annual basis. These procedures include the following:

- **Tests that may be announced or unannounced**
- **We publicize our emergency response and evacuation procedures in conjunction with at least one test per calendar year**
- **For each test we conduct, we document a description of the exercise, date, time, and whether it was announced or unannounced.**

For more details, consult our policy on the Office of the General Counsel website at: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf. These drills are conducted to ensure the safe, timely, and orderly evacuation of building occupants during an actual fire or other building emergency, which occur at the beginning of each semester.

Summary of Tests Conducted of Our Emergency Response and Evacuation Procedures in 2013

The Emergency Notification System was tested on May 6, 2013 and November 20, 2013.

In addition to the performance of the above tests, our Emergency Notification System was sounded on January 2, 2013, in response to a bomb threat, May 1, 2013, due to a campus-wide power outage, and June 6, 2013, for possible tornados in the area of campus. Additionally, on September 6, 2013, an incident occurred north of the USF campus that involved the Hillsborough County Sheriff's Office, Tampa Police Department, US Marshalls, and the USF Police Department. During this incident continuous alerts were distributed to the USF community using various types of notification systems, to include MoBull, emails, on-campus television alerts and the media. Once the incident was clear and safe, the USF community was advised through the same methods.

For more details about these and other public safety-related issues, consult our Emergency and Safety Management website at: usf.edu/Adminsvc/publicsafety.

Fire Alarm Procedures

- Evacuate the building
- Proceed to the nearest exit
- Only carry personal belongings that are near your location; DO NOT return for personal items
- Desired location is a grassy area at least 150 feet away from building
- Authorities will let you know when it is safe to re-enter the building

Active Shooter Incident

What to Report

- Your specific location: building name and office/room number
- Number of people in your specific area
- Injuries
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons, and shooter identity if known

Secure Immediate Area

- Lock and barricade doors
- Turn off lights
- Close blinds
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection
- Silence all cell phones



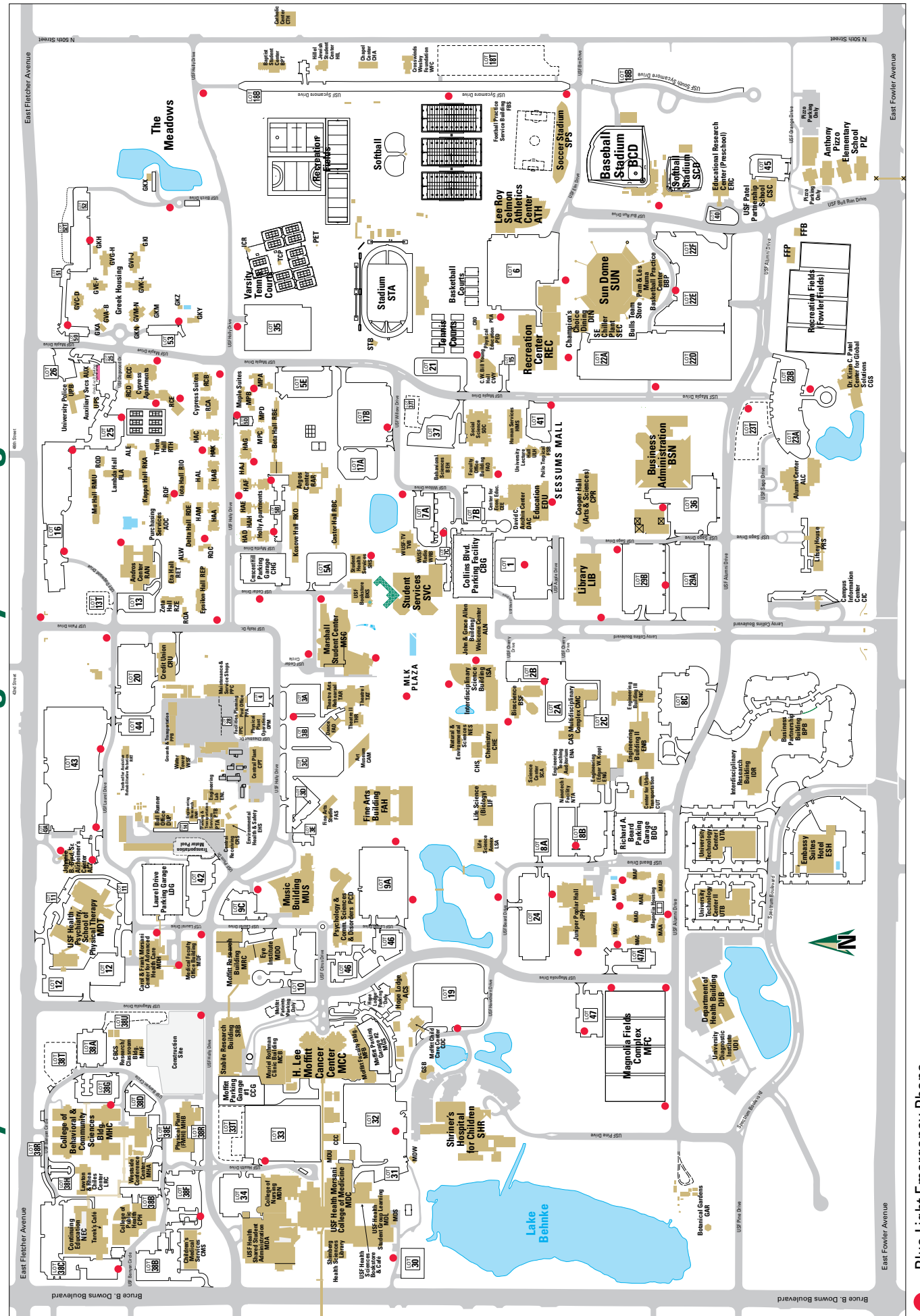
The SAFE Team

The SAFE Team is an on-campus escort program that provides members of the USF community a safer option for getting to their car or residence hall after class or heading to or from the library to study. SAFE Team patrols the campus at night and provides assistance to students in a variety of ways. SAFE Team's first priority is to reduce students' risk when they are most vulnerable—while walking by themselves or waiting for someone to pick them up. The SAFE Team (in one of their golf carts) can provide a safe escort for these students. In addition, as SAFE Team patrols the campus, their presence deters criminals from having an opportunity to commit a crime without being observed. All suspicious activities are reported to the University Police.

Finally, SAFE Team creates awareness around campus about how to avoid violent crimes and ensures your personal safety while on-campus through programs and showcases. If you feel uncomfortable walking alone at night while on campus call **974-SAFE (7233)** for a safe escort to your destination.



University of South Florida Emergency Blue Light Locations



Missing Student Policy and Notification Procedures

Any USF System employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the USF Police Department, the Dean of Students in Student Affairs, and/or the Office of Housing and Residential Education, if the missing student is a resident student. A student is presumed missing if he or she is overdue in reaching home, campus, or another specific location past his or her expected arrival for more than 24 hours, or additional factors lead USF System staff [a reasonable person] to believe he or she [the student] is missing.

Investigation of a Missing Student Report

When the missing student is an on-campus resident, the USF Police Department 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.

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 USF Police Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

Emergency Contact Registration & Updating

Students have the option of providing an emergency contact person or persons through the University's Student Information System (OASIS/Banner) at any time. The OASIS/Banner Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. On-Campus resident Students may choose to designate an alternative emergency contact in the event of a Missing Person Report as a part of their documentation to live on campus or at any time by contacting the Office of Housing and Residential Education by emailing housing@usf.edu or by calling **813-974-7000**. Emergency contact information registered with the USF System is confidential and will not be released—except in the event of an emergency to individuals that are legally authorized to obtain it.

Notifying the Missing Student's Emergency Contact

If the student is not located, the student's emergency contact (parent or guardian)—indicated in the OASIS/Banner system and/or Housing Emergency Contact Information—will be notified within 24 hours of the designated Police Department's receipt of the initial report. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian.



Definitions Under the Clery Act and VAWA

Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Arson	Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
Burglary	The unlawful entry of a structure or conveyance to intent to commit a crime therein.
Business Day	Monday through Friday, excluding any day when the institution is closed.
Campus	<ol style="list-style-type: none">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 educational purposes, including residence halls; and2) 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 by controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
Campus Security Authority	There are four types of individuals or organizations that are considered a CSA under the Clery Act: <ol style="list-style-type: none">1) A campus police department or a campus security department of an institution.2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.3) Any individual or organization specified in 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. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
Clery Geography	There are four types of geographies under the Clery Act. <ol style="list-style-type: none">1) On-Campus means buildings and property that are part of our institution's campus, including areas within the patrol jurisdiction of the USF Police Department including areas within the patrol jurisdiction of the campus police or the campus security department.2) On-Campus Housing – this is subset of the on-campus geography3) Non-Campus means our institution's non-campus buildings and property.4) Public Property means public property within or immediately adjacent to and accessible from our campus.
Dating Violence	Under the Clery Act, dating violence is defined as follows: <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">(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.

- (2) For the purpose of this definition-
- (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
 - (ii) Dating violence does not include acts covered under the definition of domestic violence.
- (3) For the purposes of complying with the requirements of this section and section 668.31, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under State of Florida Statutes, **dating violence** is defined as follows:

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 the 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.

Destruction or Damage or Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Crime is **only** reported if it was motivated, in whole or in part, by the offender's bias.

Domestic Violent

Under the Clery Act, domestic violence is defined as follows:

- (1) A felony or misdemeanor crime of violence committed—
- (i) By a current or former spouse or intimate partner of the victim;
 - (ii) By a person with whom the victim shares a child in common;
 - (iii) By a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner;
 - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction in which the crime of violence occurred, or
 - (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.
- (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.

Under the State of Florida Statutes, **domestic violence** is defined as follows:

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 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.

Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program

A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crime brought to their attention. The UCR program also serves as the basis for the definitions of crimes in Appendix A of this subpart and the requirements for classifying crimes in this subpart.

Hate crime

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

Hierarchy Rule

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

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Crime is **only** reported if it was motivated, in whole or in part, by the offender's bias.

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Constructive possession 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.

Crime is **only** reported if it was motivated, in whole or in part, by the offender's bias.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Note: Classify as motor vehicle all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.

Murder and Non-negligent Manslaughter

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.

Note: Murder/Non-negligent Manslaughter does not 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.)

Negligent Manslaughter

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).

Note: Negligent manslaughter does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.

Professional counselor

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

Programs to prevent dating violence, domestic violence, sexual assault, and stalking

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

(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 outcome; and

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

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

Public property

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

Referred for campus disciplinary action

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

Robbery

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 putting the victim in fear.

Sexual assault

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.

Under State of Florida Statutes, **sexual battery** is defined as follows:

Oral, anal, or vaginal penetration by, or union with, 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.

"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.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Crime is **only** reported if it was motivated, in whole or in part, by the offender's bias.

Stalking

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.

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

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

(ii) Suffer substantial emotional distress.

(2) For the purpose of this definition—

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

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

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

Under State of Florida Statutes, **stalking** is defined as follows:

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

"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.

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

Test

Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

SOURCE: The definitions contained herein (excluding those for dating violence, domestic violence, and stalking) are based on the definitions provided in Chapter 3 of The Handbook for Campus Safety and Security Reporting (the "Clery Handbook") published by the U.S. Department of Education, Office of Postsecondary Education, Washington, D.C., 2011, and is available on the Department's website at ed.gov/admins/lead/safety/campus.html. The definitions of dating violence, domestic violence, and stalking are based on the definitions cited in the Violence Against Women Act of March 2013. A link to this resource will be provided once the U.S. Department of Education completes its final rule making process anticipated to be completed by the end of the 2013. calendar year.





Guide for Victims of

Sexual Assault & Harassment

Domestic, Relationship & Dating Violence

Stalking



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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 often are confused and 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 provide information that will assist USF Tampa student and employee victims to understand their options and resources in the event of any of these interpersonal crimes or situations.

IMPORTANT! If in imminent danger from the abuser, 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 & Violence Prevention (VAVP) (see *Resources*, page 16) 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.

* 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.

REACTIONS TO VICTIMIZATION

Initially you may react to victimization with shock, disbelief, or denial. You may do your best to try to forget 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 expected 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 are expected, 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.

Additionally, most often, the offender is 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; take your time.

Advocates at USF's Center for Victim Advocacy & Violence Prevention (**VAVP**) 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 16). USF's Counseling Center is also a resource for helping you understand and cope. If you find your academic success or employment negatively affected, VAVP can advocate to remedy problems in academics and employment due to victimization.

VICTIM DISCLOSURE, EMPLOYEE OBLIGATION TO REPORT, AND CONFIDENTIALITY

USF encourages victims of sexual assault 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 assault or harassment, relationship or dating violence, domestic violence, and stalking:

- VAVP
- Counseling Center
- Student Health Services

You can seek assistance from employees of these services without triggering an investigation, unless you wish the incident to be investigated. The only exceptions to this confidentiality are the following circumstances which require employees 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.

Employees Who Must Report Disclosures

With the exception of those USF employees of the departments indicated above, certain other employees are obligated to report disclosures of sexual assault or harassment, relationship or dating violence, domestic violence, and stalking by students or employees to either the Office of Student Rights and Responsibilities (**OSSR**) or the Office of Diversity, Inclusion & Equal Opportunity (**DIEO**), depending on whether the offense was committed by a student or employee.

Once reported to one of these offices, OSSR or DIEO will proceed with a non-criminal investigation of the incident immediately and appropriately in order for USF to resolve the situation promptly and fairly. During the investigation, although confidentiality cannot be guaranteed, the privacy of all parties involved will be maintained as much as possible, and information will be shared only with those with a legitimate need to know.

continued

Employees who are mandated to report include:

- Employees who supervise other employees
- All faculty
- Employees who supervise or oversee students
 - Resident Assistants (RAs)
 - Academic advisors
 - Faculty advisors
 - Program advisors
 - Student activity coordinators
 - Graduate assistants
- University Police Department

If the Incident Was Reported Against Your Wishes

As discussed above, for purposes of campus safety, certain employees of USF are required to report instances of sexual assault or harassment, relationship or dating violence, domestic violence and stalking that come to their attention.

Sometimes 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 others to know.

Since the reporting of a crime or situation of misconduct against the wishes of the victim can be disempowering and may be hurtful to the victim, VAVP will provide an advocate who will explain your rights under these circumstances and ensure that your privacy and wishes are considered by those responsible for the investigation.

USF cannot require you, as a victim, to participate in any investigation or misconduct proceeding against your will.

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>

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 law enforcement
- File a Title IX complaint with any of the university's Title IX Coordinators or visit the university's DIEO (see *Resources*, page 17)
- Report student misconduct through the OSRR (see *Resources*, page 17)
- Report employee misconduct through the university's DIEO (<http://usfweb2.usf.edu/eea>)
- Choose not to report

If you are hesitant to report sexual assault 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 protects 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, relationship or dating violence, a report should be made to the law enforcement agency having jurisdiction over the location of the incident:

- Campus: University Police Department (**UP**)
- 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 VAVP 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 wish.
- 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.

continued

UP has a well-deserved reputation for providing a sensitive response to victims of crime. When you contact UP, you will be offered the services of an advocate from VAVP. Be aware that once a report has been made to UP, they must investigate the crime.

When you contact off-campus law enforcement agencies, you typically will not be offered an advocate. It is strongly recommended that you contact VAVP for accompaniment and advocacy through the reporting process.

Sexual Assault

If you are sexually assaulted, the following information will help guide you in reporting the assault:

- 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 hospitals in Hillsborough County/Tampa but rather by Sexual Assault Nurse Examiners as a service of the Crisis Center of Tampa Bay.
 - Exams can be performed up to 120 hours after the sexual assault and are requested by law enforcement as part of the reporting process.
- Preserve evidence as much as possible until it is collected.
 - Avoid bathing or showering, urinating, eating or drinking (if oral-genital contact occurred during the assault), washing clothes worn during the assault, or washing bedding or towels that were part of the incident.
 - Save all communications to or from the offender or witnesses via voice mail, text, social media or email about the incident.
 - Even if you did not preserve evidence, you may still report the crime.
- Call 911 to report the sexual assault **or** contact USF’s VAVP for an advocate to assist you in reporting. A police officer or sheriff’s deputy will respond and take an initial report from you. The officer will contact the Sexual Assault Services of the Crisis Center of Tampa Bay to initiate the forensic exam process.
- 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 VAVP to accompany you to the off-campus location for the exam.
 - If you choose not to have a USF advocate accompany you, the Crisis Center of Tampa Bay will have an advocate present to assist you.
- 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.

- Your advocate will provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in such areas as:
 - Housing and relocation
 - Academics
 - Transportation
 - Work
 - Injunction for Protection (“restraining order”) – used to restrict offender’s contact with you (see pg. 10 for more information)
- 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.

Stalking and/or Domestic, Relationship and Dating Violence

Due to the increased risk of danger, victims of these types of crime are urged to consult confidentially with a victim advocate at VAVP 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.

- 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 wish
- 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 voice mail, text, social media or email about the incident.
- Even if you did not preserve evidence, you may still report the crime.
- Call 911 to report the incident **or** contact USF’s VAVP for an advocate to assist you in reporting. A police officer or sheriff’s deputy will respond and take an initial report from you.

- If UP is contacted, they will offer to contact an advocate from VAVP to assist you during and after taking the report.
- 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 if you choose.
- Your advocate will provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in such areas as:
 - Housing and relocation
 - Safe emergency shelter
 - Academics
 - Transportation
 - Work
 - Legal aid
 - Injunction for Protection
- 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 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 access of the offender to the victim, allowing the victim to avoid contact with the offender. Some offenders will abide by the terms of the injunction; however, 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, ask an advocate from VAVP 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.

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 VAVP for an individualized risk assessment, safety planning and exploration of options **prior** to filing non-criminal complaints. 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>.

The following are your options for filing a Title IX complaint:

- Contact a Title IX Deputy Coordinator (see *Resources*, page 17)
- Make an anonymous complaint via EthicsPoint, USF's third party hosted hotline, by calling 866-974-8411 or online at <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>
- Request an advocate from USF's VAVP to assist you in filing a complaint.

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 the investigator for your Title IX complaint, your victim advocate, a Title IX Deputy Coordinator, or UP.

Misconduct by a Student

You may wish to make a complaint of sexual or other misconduct by a student, which will result in a non-criminal investigation. Information about this option and a complaint form is available on the OSRR website at sa.usf.edu/srr. You can also contact the OSRR directly (see *Resources*, page 17) or request the assistance of an advocate from VAVP. To explore this option confidentially, you may contact VAVP.

Be aware that OSRR must investigate misconduct once they have knowledge that sexual assault or harassment; domestic, dating or relationship violence; or stalking may have occurred.

continued

If you do not already have an advocate, OSSR will offer you the assistance of an advocate from VAVP, who can provide support throughout the entire process and accompany you to any hearings.

Misconduct by an Employee

You may wish to make a complaint of misconduct by a faculty or staff member at USF, which will result in a non-criminal investigation. Information about this option and the necessary forms are available on the DIEO website at <http://usfweb2.usf.edu/ea>. You can also contact the DIEO directly (see *Resources*, page 17). To explore this option confidentially, you may contact VAVP.

Be aware that DIEO must investigate misconduct once they have knowledge that sexual assault or harassment; domestic, dating or relationship violence; or stalking may have occurred.

If you do not already have an advocate, DIEO will offer you the assistance of an advocate from VAVP, who can provide support throughout the entire process and accompany you to any hearings.

IF YOU DO NOT WISH TO REPORT OR ARE UNCERTAIN ABOUT REPORTING THE INCIDENT

If you do not wish to report sexual assault, stalking, or other interpersonal crime, USF offers the confidentiality and services of VAVP, the Counseling Center and Student Health Services to you (see *Resources*, page 16).

VAVP specializes in these situations and offers you the most complete support including:

- Crisis intervention
- Risk assessment
- In-depth exploration of options
- Safety planning
- Ongoing support
- Advocacy for issues resulting from the impact of the incident
 - Housing and relocation
 - Academics
 - Transportation
 - Work
 - Legal aid
 - Injunction for Protection filing assistance

An advocate will not pressure you to do anything you do not want to do, but will help you explore your options and support your decisions.

Non-Reported Incidents of Sexual Assault

Please seek medical attention as soon as possible following a sexual assault, especially if penetration or oral-genital contact occurred. An advocate from VAVP can assist you regarding options for addressing medical needs.

You may choose to undergo a forensic medical exam for evidence collection without filing a police report. Evidence can be collected and stored for up to one year, allowing you time to decide whether or not to report the incident to law enforcement. Your advocate can arrange this exam for you and accompany you to the off-campus location at the Crisis Center of Tampa Bay.

- Exam can be performed up to 120 hours after the incident.
- You can receive medications for STI prevention and pregnancy prevention.
- Exam and medications are free of charge.

For more information about this option, please contact VAVP. You may also contact the Sexual Assault Services at the Crisis Center of Tampa Bay (see *Resources*, page 18).

Non-Reported Situations of Domestic, Relationship and Dating Violence and Stalking

If you have been physically injured, please seek medical attention as soon as possible. An advocate from VAVP can assist you regarding options for addressing medical needs and can accompany you if you wish.

This type of violence, which involves individuals in an intimate or pre-intimate relationship, rarely occurs in isolation and is likely to occur multiple times, keeping the victim in a situation of ongoing danger.

VAVP strongly encourages you to contact us for individualized, confidential risk assessment and safety planning. We will not pressure you to leave the abuser but will help you make informed choices regarding your safety and will provide you with the same services that are provided to those who choose to report.

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. VAVP is aware that anyone who is perceived as not conforming to traditional sex and gender stereotypes may be targeted for sexual harassment or assault, and/or hate crimes. In addition, interpersonal violence may occur in same-sex relationships.

In VAVP, we enjoy diversity among our staff. All advocates are certified 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. VAVP 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.

CONFIDENTIAL CAMPUS RESOURCES

Center for Victim Advocacy & Violence Prevention (VAVP)

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

sa.usf.edu/advocacy/
Student Services Building (SVC), Basement Level, Suite 0067
Office: 813-974-5756
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, psychologists and board certified psychiatrists on staff.

usf.edu/student-affairs/counseling-center
Student Services Building (SVC), 2nd Floor, Suite 2124
813-974-2831

Student Health Services

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

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

NON-CONFIDENTIAL CAMPUS RESOURCES

University Police (UP)

usf.edu/administrative-services/university-police
Emergency: 911
Non-Emergency: 813-974-2628

Office of Student Rights & Responsibilities (OSSR)

sa.usf.edu/srr/
ALN 109
813-974-9443

Title IX:

Office of Diversity, Inclusion & Equal Opportunity (DIEO)

http://usfweb2.usf.edu/EOA/
ALN 172

Dr. Jose Hernandez, *Chief Diversity Officer and Title IX Coordinator*
813-974-0537, jehernan@usf.edu

Deputy Coordinators:

For Students:

Winston G. Jones, *Director - OSSR*
813-974-9443, winstonjones@usf.edu

For Complaints Involving Athletics:

Jocelyn Fisher, *Senior Associate Athletic Director*
813-974-6885, jafisher1@usf.edu

For Complaints Involving USF Health:

Olga Joanow, *Director Faculty Relations*
813-974-1676, ojoanow@health.usf.edu

For Employees:

Camille Blake, *DIEO*
813-974-3906, camille20@usf.edu

Rhonda Ferrell-Pierce, *DIEO*
813-974-3970, ferrell@usf.edu

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 (SANE) 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. For more information on forensic exams, see page 8.

crisiscenter.com/content/19/Sexual-Assault-Services.aspx
211 or 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/
24-hour crisis hotline: 813-247-SAFE (7233)

Hillsborough County Sheriff's Office

hcco.tampa.fl.us/
Emergency: 911
Non-Emergency: 813-247-8200

Tampa Police Department

tampagov.net/dept_police/
Emergency: 911
Non-Emergency: 813-231-6130

Temple Terrace Police Department

templeterrace.com/index.aspx?nid=171
Emergency: 911
Non-Emergency: 813-989-7110

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VICTIM ADVOCACY
& VIOLENCE PREVENTION

Crime Victim Helpline: (813) 974-5757

Office: (813) 974-5756

Office hours are Monday thru Friday 8am to 5 pm;
no appointment is necessary

4202 E. Fowler Avenue, SVC 0067
Tampa, Florida 33620

usf.edu/advocacy

SUPPORTING CRIME VICTIMS

RESOURCES FOR SEXUAL, DATING & DOMESTIC VIOLENCE & STALKING

If you are the victim of a crime, the University of South Florida is ready to assist you in the manner that you determine is best for you. If you desire confidentiality, there are campus and community resources that will respect that decision. Review the potential paths below then decide how to proceed.

CONFIDENTIAL RESOURCES

Offer confidential advocacy services with the crime being reported anonymously per the Clery Act.

Contact USF Victim Advocacy & Violence Prevention

We work for you, offering insight as to your options and providing support for every step along the path that you want us to take, including:

- **Injunctions for Protection:** The USF Police Department will enforce any protective orders on campus when they are notified via receipt of a copy of the order.
- **Accommodations and assistance:** When reasonably available, we can help you change your housing or living arrangements, your class schedule or other such academic situations, or transportation or working situations.
- **Assistance with academic issues** (such as late assignments, missed classes, etc.) resulting from the impact of the traumatic incident.

Hours: Monday-Friday 8 a.m.-5 p.m. (SVC 0067)
Call the Victim Helpline: 813-974-5757 (available 24/7)

OTHER RESOURCES

On Campus: Counseling Center: 813-974-2831
 Student Health Services: 813-974-2331
Off-Campus: Crisis Center of Tampa Bay: 813-234-1234

NON-CONFIDENTIAL RESOURCES

Cannot confidentially assist you due to State reporting requirements.

CALL 911 TO REPORT

On Campus: USF Police Department, 813-974-2628
Off-Campus: Hillsborough County Sheriff, 813-247-8200
 Tampa Police Department, 813-231-6130
 Temple Terrace Police, 813-989-7110

OTHER CAMPUS RESOURCES

Office of Diversity, Inclusion & Equal Opportunity
 813-974-4373
Office of Student Rights & Responsibilities
 813-974-9443

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.

NOT SURE WHAT YOU WANT TO DO ?

Contact the Center for Victim Advocacy & Violence Prevention 24/7 at 813-974-5757 to confidentially explore your options.

PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT

- Depending on the type of incident:
- DO NOT WASH** bedding, towels, and clothing.
 - DO NOT ERASE** voice, text, and email messages.
 - AVOID** bathing/showering, douching, brushing teeth, eating or drinking, using the toilet, or cleaning up the crime scene.



TITLE IX COMPLAINT PROCESS & CONTACTS

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 violence. (See USF System Policy 0-004 Sexual Misconduct/Sex Harassment available on the Office of the General web site: www.generalcounsel.usf.edu.) If you have questions or inquiries concerning the application of Title IX, you may contact the Title IX Coordinator or any of the Title IX Deputy Coordinators listed below.

HOW DO I FILE A TITLE IX COMPLAINT ?

Students reporting sexual violence may file a complaint with one of the Title IX Coordinators listed below. Alternatively, you may file an anonymous complaint via EthicsPoint – our third party hosted hotline – by calling 1-866-974-8411 or accessed online at <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>.

USF SYSTEM COORDINATOR

Dr. Jose Hernandez, Chief Diversity Officer
 Office of Diversity & Inclusion
 4202 E. Fowler Avenue, ALN 172 Tampa, FL 33620
 813-974-0537 • jehernan@usf.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance for the USF System, including coordination of training, education, communications, and coordinating the complaint review processes for faculty, staff, students and other members of the University System community.

DEPUTY COORDINATORS

FOR STUDENTS:

TAMPA CAMPUS
Winston G. Jones, Director
 Office of Student Rights & Responsibilities
 4202 E. Fowler Avenue, ALN 109 Tampa, FL 33620
 813-974-9443 • winstonjones@usf.edu

FOR COMPLAINTS INVOLVING USF ATHLETICS
Jocelyn Fisher, Senior Associate Athletic Director
 4202 E. Fowler Ave ATH100, Tampa, FL 33620
 813-974-6885 • jafisher1@usf.edu

SARASOTA-MANATEE CAMPUS
Bryan M. Valentine, Director Office of Student Life
 8350 N. Tamiami Trail, A 114 Sarasota, FL 34243
 941-359-4268 • bryanv@sar.usf.edu

FOR COMPLAINTS INVOLVING USF HEALTH
Olga Joanow, Director Faculty Relations
 USF Health MDC 53, Tampa, FL 33620
 813-974-1676 • ojoanow@health.usf.edu

ST. PETERSBURG CAMPUS
Jacob Diaz, Dean of Students and Director of Residence Life & Housing
 140 7th Avenue S., RHO 100, St. Petersburg, FL 33701
 727-873-4823

FOR USF SYSTEM EMPLOYEES:
Camille Blake, Director Equal Opportunity
 4202 E. Fowler Avenue, ALN 172 Tampa, FL 33620
 813-974-3906 • camille20@usf.edu

LAKELAND STUDENTS
Jennifer Schneider, Title IX Liaison
jaschnei@usf.edu

Rhonda Ferrell-Pierce, EO Consultant
 4202 E. Fowler Ave ALN 172 Tampa, FL 33620
 813-974-3970 • ferrell@usf.edu

THEFT TIPS

Theft is the biggest crime problem facing the university community. Most thefts can be prevented or made less likely to occur if attention is paid to the following:

- Unlocked doors are a thief's best friend. Even if you are going out for only a few minutes ... **lock your door!**
- At night, all office equipment—both personal and the University's—should be placed in a locked desk or cabinet whenever possible. Items such as computers should be bolted to desks. Money and stamps should be stored in a locked cash box which is kept inside a locked cabinet or desk.
- Each office should have an inventory of both the University's and personal effects that are kept on the premises. Serial numbers and USF I.D. numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out on repair, out on loan, or replaced should be kept.
- When in libraries or other public places (dining halls, Marshall Student Center, etc.), backpacks, books, purses and wallets **should not be left unattended**, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can be stolen easily. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

TEXTBOOK RECOVERY

- In addition to writing your name in your textbook, pick a special page and write your driver's license number in the margin. Do this with every book you own. Report stolen books to the University Police immediately. Then notify the Book Buyback areas. Following these precautions will improve your chances of getting your books back and having the book thief identified and apprehended.

BICYCLE RECOVERY

- The more expensive and attractive your bicycle is, the more likely it is to be stolen. A mechanically sound, generic appearing bicycle is a less likely target.
- Lock your bike.
- The best protection for your bike is to secure it properly with a hardened steel "U-shaped lock."
- If your bike is missing call the University Police immediately.
- To assist in the recovery, you should record the serial number and keep it in your wallet, engrave your driver's license number on the frame and register your bike with Parking & Transportation Services.
- The USFPD provides assistance with registering your bike and choosing the right lock. All of these services are **FREE**. Contact USFPD at **(813) 974-2628** for assistance.



PROTECT YOURSELF!

Bike Safety

- Always wear a helmet. Nearly 75% of all bicycle-related deaths are the result of head injuries. Children under age 16 are required to wear helmets. The University Police encourage all riders of motorcycles, bicycles and scooters to wear a helmet.
- USF sees a higher percentage of crashes at the beginning of semesters.
- Most of USF's crashes occur between noon and 6:00 p.m.
- Over 50% of USF bike crashes were during transition from sidewalk to crosswalk.
- Do not jet out into traffic.
- Never ride against traffic.
- Bicyclists who ride against traffic on the wrong side of the road remove themselves from the normal scanning patterns of other vehicle operators.
- Bicyclists are found at fault in half of crashes at USF; 70% of the time bicyclists require medical assistance.

Make Yourself Visible – Night Riding - Nearly 60% of all adult fatal bicycle accidents in Florida occur during twilight and nighttime hours even though only 3% of bicycle usage takes place during that time period. While riding between sunset and sunrise, the law requires the use of a lamp on the front of the bicycle exhibiting a white light visible from a distance of 500 ft. and a lamp on the rear exhibiting a red light visible from a distance of 600 ft. to the rear.

Observe Traffic Laws, Signs & Signals - In the State of Florida, the bicycle is legally defined as a vehicle. Bicyclists have the same rights and duties on the roadway, and must obey the same traffic laws as an operator of any other vehicle.

Bicycle laws you may not know:

- No bicycle may be used to carry more than the number for which the bicycle is designed or equipped.
- Any person operating a bicycle shall keep at least one hand upon the handlebars.
- No person shall operate a bicycle while wearing a headset or other listening device, other than a hearing aid.

Prohibited areas include:

- Any area within 6 feet in front and to the side of any entrance to or exit from a building.
- Within any sidewalk, access or egress ramp, steps or stairs and corridors.
- In motor vehicle parking spaces.
- Bicycles attached to handrails on handicap access ramps will be impounded, as well as those parked as to present a hazard to general pedestrian traffic. Owners will be fined upon reclaiming impounded bicycles.

Be Aware...

When jogging...

- Avoid running alone, even in daylight.
- Stay on well-lighted paths in open areas. Vary your route.
- Be suspicious of people who pass many times.
- Don't wear earphones.

When you are in your car...

- Park in a well-lighted area at night. Pay for parking. Check the street before leaving the car.
- Walk to your car with keys ready.
- Check the back seat before entering. Someone could be hiding there.
- While driving, keep the doors locked so no one can jump in at a red light.
- Keep enough gas in your tank for emergencies.
- If you are followed by another car, drive to a police station or business with lights and people. Do not go home while someone suspicious is following you.
- If your car breaks down, lift the hood, put on the flashers, and wait for help inside the car with the doors locked.
- Ask people who stop to call the police or AAA. Keep an envelope with change and phone numbers to call and slip it through a partially opened window to someone wanting to help.

When you are in an elevator...

- Trust your intuition. If you are uncomfortable, you do not have to get on or off.
- Stand near the controls. If necessary, you can press all the buttons or activate the emergency phone. Do not press the stop button.

USF's Commitment to Your SAFETY

ALERT USF Tampa:
Tornado warning in effect for area. Seek shelter immediately and monitor the weather. Remain indoors. www.usf.edu

The safety of students, faculty, and staff is a top priority at the University of South Florida. In the event of an emergency, USF activates its Emergency Notification System (ENS) which includes cell phone messages via MoBull Messenger, the USF Website, desktop alerts, emergency sirens, and digital display boards located throughout campus.

Free, voluntary emergency services that require students, faculty, and staff to "opt in":

MoBull Messenger

MoBull Messenger is part of USF's Emergency Notification System, but it requires individuals to "opt in" for this important service. The service is free; however, standard text messaging rates may apply. Check with your carrier for details on your plan. **The University strongly recommends all faculty, staff, and students sign up for this critical emergency service.**

EyeWitness

EyeWitness is a tool that gives students, faculty, and staff an easy and confidential way to report criminal activity to help keep USF safe! Registered MoBull Messenger users can send anonymous crime tips and reports to the University Police via text messaging.

Once you've signed up for MoBull Messenger at mobull.usf.edu, **USF offers to additional free, voluntary "opt in" emergency services:**

Guardian

Guardian works like a "pocket blue phone" by turning a cell phone into a mobile safety device. Subscribers can activate a "precautionary timer" as they travel from one area of the campus to another. The timer is set as the individual leaves a location and will alert the University Police if that person does not call to cancel the timer in a specified amount of time.

Smart911

Smart911 provides emergency responders with critical personal data about a subscriber. Having this information available to emergency responders can improve outcomes of emergency calls. This service is only available for USF Tampa and can only be used while on campus.



The MyUSF Mobile app for iPhones and Androids gives you access to the latest information about USF wherever you are. Access the Campus Map, Directory, BullTracker™, Campus Safety Information, and so much more! **To download, visit the app store for your mobile device.**

For more information about these and other personal safety services, visit the Emergency Safety Management website usf.edu/Adminsvc/public_safety.



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