USF Sarasota - Manatee
Campus Police
Department

2015 – 2016 SAFETY GUIDE, CRIME STATISTICS, AND ANNUAL FIRE SAFETY REPORT

Department Mission and Values of the Campus Police Department

The Campus Police Department proudly serves USF Sarasota-Manatee (USFSM), 8350 N Tamiami Trail, Sarasota, FL 34243 and New College of Florida (NCF), 5800 Bay Shore Rd., Sarasota, FL 34243, which is .7 miles south of USFSM. Our mission is: To protect life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community. The department values to accomplish our mission are: to provide a safe environment in which the community can work and live; to provide service to all people in a manner that demonstrates respect and dignity for each person; to recognize that we serve a diverse community; to treat all persons fairly and equally; and to provide a strong commitment for the development of our employee’s knowledge, training, abilities, and professionalism.

The Campus Police Department:

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

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

USFSM maintains an Instructional Site at 5920 Pan American Blvd., North Port, Florida 34287. The North Port Police Department and Sarasota County Sheriff’s Office provide police services for that site. Crime statistics were secured from those agencies to complete this report.

USFSM uses classroom facilities at Mote Marine, 1600 Ken Thompson Parkway, Sarasota, Florida 34236. The Sarasota Police Department and the Sarasota Sheriff’s Office provide police services for that location. Crime statistics were secured from those agencies to complete this report.

USFSM uses classroom facilities at the Culinary Innovation Lab, 8130 Main Street, Suite D104, Lakewood Ranch, Florida 34202. The Manatee Sheriff’s Office provides police services for that location. Crime statistics will be secured from that agency to complete this report beginning in 2014.
**Campus Security Act:**

In 1990 President Bush signed into law the “Student Right to Know and Campus Security Act”. This act requires all postsecondary institutions to prepare, publish, and distribute certain information regarding campus crimes and policies. The information that follows is provided to support the “Student Right to Know and Campus Security Act”.

A copy of the Campus Police Department Annual Security & Fire Safety Guide may be obtained at the Campus Police Department, CPD, 501 College Drive, Sarasota FL 34243, which is located on the New College of Florida campus. All members of the campus community receive notice of the release of the Annual Security & Fire Safety Guide via campus email and/or Canvas. A copy is also available at [http://usfsm.edu/campus-police](http://usfsm.edu/campus-police)

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

The Crime and Fire Log for New College and USFSM are available for public inspection 24 hours a day at the Campus Police Department.

**How to Report Crimes or Other Emergencies on Campus:**

**Reporting Emergencies on Campus**

Any emergency situation involving a threat to life or property should be reported immediately to Campus Police. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire, or medical assistance can be obtained by calling 9-1-1. All campus phones, including pay phones, may be used to dial 9-1-1. All other business with Campus Police can be conducted by calling (941) 487-4210. All campus personnel are urged to immediately report any suspicious person(s) or incident to Campus Police.

All criminal acts and emergencies on the North Port Instructional Site should be reported to the North Port Police Department at (941) 429-7300, or by dialing 911.

All criminal acts and emergencies at Mote Marine should be reported to the Sarasota Police Department at (941) 366-8000, or by dialing 911.

All criminal acts and emergencies at the Culinary Innovation Lab should be reported to the Manatee Sheriff’s Office at (941) 747-3011, or by dialing 911.

**Reporting Crimes**

The Campus Police Department encourages members of the community to come forward and report all criminal or suspicious activity. A victim or witness who is willing to testify greatly increases the probability that an offender will be successfully prosecuted; and it is the duty of Campus Police to aggressively pursue the prosecution of all offenders. However, persons can report criminal and suspicious activity anonymously by telephoning Campus Police and requesting anonymity. Campus Police will investigate the complaint and fully document the results of their investigation.
Campus Police works closely with Student Services and other members of the Campus Administration to ensure our campus remains safe. Members of the campus community may confidentially report criminal activity to Student Services or other members of the Campus Administration, and those complaints will be investigated as thoroughly as possible. Pastoral and professional mental health counselors may refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. All reports of criminal activity received that meet reporting criteria will be included as statistical data in this annual report.

**Mandatory Reporters of Clery-defined Crimes and Incidents**

Certain USF System employees are **required** under the Clery Act, as amended by the Violence Against Women Act (VAWA) to report crimes to the USF Tampa Clery Coordinator. Such mandatory reporters called Campus Security Authorities (CSAs) 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, go to the USFSM Campus Police webpage to the “Clery Crime Incident Report” link to locate the CSA Report Form ([http://usfsm.edu/campus-police/clery-crime-incident-report/](http://usfsm.edu/campus-police/clery-crime-incident-report/)). This page also provides the Clery crime definitions. Reports of Clery crimes and incidents to the Clery Coordinator do not contain names of those involved; only a description 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 publically available recordkeeping 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 http://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.

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.

**Contacting the Campus Police Department:**

Department contact numbers are:

Police Dispatcher/Emergency Number: (941) 487-4210, or dial 911.
Chief Michael A. Kessie, mkessie@ncf.edu: (941) 487-4210
Lieutenant J. M. Tully, jtully@ncf.edu: (941) 487-4210
Department Location:
501 College Drive, CPD, Sarasota, FL 34243 (on the New College of Florida Campus)
Campus Mailing Address: 5800 Bay Shore Road, CPD, Sarasota, FL 34243
Visit our web page: http://usfsm.edu/campus-police

USFSM Security: (941) 993-8548
Security Location: 8350 N. Tamiami Trail, B125, Sarasota, FL 34243
Services Offered by the Campus Police:
Response to all emergencies – police, fire, medical.
Investigate all misdemeanor and felony crimes.
Assist all victims of crime.
Investigate traffic crashes.
Respond to alarms for intrusion, robbery, and fire.
Maintain police records.
Provide motorist and citizen assist.
Provide “Safety Escorts”.
Contact and refer individuals to other campus and community services agencies. Assist and cooperate with other emergency service agencies.
Assist with planning and management of special events.
Handle special security request.
Conduct physical security surveys.
Receive and return lost and found property.
Provide engravers for the marking of personal property.
Provide community orientated policing services and initiatives.

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

Emergency Response and Evacuation Procedures:
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community, the community will immediately be personally notified by USFSM Security Staff, Campus Police, the Emergency Action Coordinator, or designated Emergency Action Marshalls. Those members of the community that have subscribed may be notified by an emergency text message via USF’s MoBull Emergency Notification System. Evacuation of the campus buildings for fire or other environmental threats may be initiated by activation of the campus fire alarm system. Campus Police or Security Staff may use vehicle or hand held public address speakers to communicate more effectively during an emergency. In 2011, an external public address speaker was installed that will allow Campus Police to make emergency notification announcements to community members at USFSM.

Any member of the Emergency Action Team or any Campus Police Officer is authorized to call for or initiate an emergency notification or evacuation once a significant threat or emergency has been confirmed. The content of the notifications, and the course of action taken, will be based on the particular circumstances, nature, and location of the incident. All or only a portion of the campus
Community may be alerted or affected, depending on the circumstances of the incident. Every effort will be taken to ensure that notifications or evacuations are conducted in a manner that does not compromise efforts to contain or mitigate an emergency, nor interfere with assistance to victims. Members of the community will be notified to take the appropriate action at the time of the emergency notification. Community members may be directed to evacuate or shelter in place, depending on the circumstances of the incident. Should evacuation be necessary, designated Emergency Action Marshalls will assist in ensuring there is an orderly and safe evacuation of the facilities to designated evacuation relocation points. Selected members of the Emergency Action Team and Campus Police have the capability to remotely lock all exterior doors, as well as interior classroom and lab doors during an emergency.

Per the Emergency Action Plan, emergency action drills will be performed a minimum of three times annually. The campus community will be notified via campus email prior to any such drill or test.

2014

USFSM conducted announced Emergency Action (evacuation) Drills on the following dates and times in 2014: 03/18/14 at 6:11 PM and 10/21/14 at 10:10 AM.

A complete test of the Emergency Notification System was conducted on 03/06/14 at 12:30 PM, 07/22/14 at 12:40 PM, and 11/18/14 at 7:15 PM.

A test of the external speaker array was conducted on 04/11/14 at 1:20 PM and 11/21/14 at 12:48 PM.

Emergency Action Drills were conducted at the North Port Instructional Site on 03/20/14 at 4:20 PM and 11/12/14 at 3:10 PM.

During 2014, the following physical security improvements were made:

- Installed surveillance cameras in corridor A1.

2013

USFSM conducted announced Emergency Action (evacuation) Drills on the following dates and times in 2013: 02/11/13 at 6:15 PM and 10/22/13 at 10:15 AM. A “lock down” test was conducted 05/09/13 at 11:00 AM.

A complete test of the Emergency Notification System was conducted on 11/05/13 at 12:30 PM.

Emergency Action Drills were conducted at the North Port Instructional Site on 02/19/13 at 4:15 PM and 10/15/13 at 6:15 PM.

2012

USFSM conducted announced Emergency Action (evacuation) Drills on the following dates and times in 2012: 02/02/12 at 6:10 PM and 09/25/12 at 3:40 PM. A “lock down” test was conducted on 03/13/12 at 3:45 PM.

A test of the External Emergency Speaker Array was conducted on 05/23/12 at 12:30 PM.

An Emergency Action Drill was conducted at the North Port Instructional Site on 02/23/12 at 6:05 PM and 10/17/12 at 4:15 PM.
Emergency Operations Plan

Each USF System institution 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: http://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 http://www.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 emergency notifications be issued for all confirmed hazards which pose an immediate threat to USF public safety, as long as doing so would not compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

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

For all campus law enforcement issues, the Campus Police Department 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 Facilities, Planning and Management Department. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community occurring on campus, either University Communications and Marketing (UCM), Emergency Management, or the Campus Police will immediately notify the campus community using the procedures outlined in the USFSM Campus EOP. Near-campus emergency notifications may be issued when an incident meets the following criteria: the incident is a violent crime (e.g. homicide, sex offenses, robbery, aggravated assault, and aggravated battery) that constitutes an imminent threat to the campus community, and is within campus police jurisdiction (including the 1,000 ft. perimeter) of a Clery Act defined campus. “Confirmation” means that a USFSM 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 USFSM 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 USFSM 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, Campus Police or EM will initiate emergency notifications based on the recommendations of Campus Police, the Emergency and Safety Manager, or the Vice President for Administrative Services. In the event that an emergency occurs after normal business hours, Campus Police will be responsible for sending emergency text messages through the MoBull system. In the event Campus Police is not able to initiate a MoBull message, authorized users in Information Technology, UCM, Emergency Management, or Administration may broadcast 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 USFSM home page (usfsm.edu) will display emergency information. New information is posted as updates are provided by the appropriate responding public safety authority. The USFSM website is the best place to receive the most thorough, accurate and up-to-date information during an emergency. 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 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 www.mobull.usf.edu/.
Procedures for Testing Emergency Response and Evacuation Procedures

In accordance with USF System Policy 6-025, Fire and Emergency Evacuation Drills, the USFSM Campus has procedures in place to test our emergency response, evacuations and emergency lock down procedures on at least an 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, the date, time, and whether it was announced or unannounced.

For more details, consult our USF System Policy on the Office of the General Counsel website at: http://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 2014

The Emergency Notification System was tested once per semester on March 6, 2014, July 22, 2014 and November 18, 2014.

Information regarding the tests of our evacuation procedures may be found beginning on page 9

For more details about these and other public safety-related issues, consult our Emergency and Safety Management website at: http://usfweb2.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

MAP: University of South Florida Emergency Blue Light Locations

Sexual Assault, Dating Violence, Domestic Violence and Stalking

The USF System policy prohibits sexual assault, dating violence, domestic violence, and stalking in all academic, educational, extracurricular, athletic, and other programs of the University, whether those programs take place in University facilities, at a class or training program sponsored by the University at another location, or elsewhere. These crimes are types of sexual violence considered forms of sexual harassment and sexual misconduct and are prohibited under USF System Policy 0-004:
http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf

It is important to understand how these crimes are defined under Florida Statutes. For example, sexual assault or “rape” is called “sexual battery” under Florida law and, when committed against a person, without that person’s consent, is a felony crime.

Sexual Battery is defined under Florida Statutes as:

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

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

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

For more information about Florida Sexual Battery Statutes visit [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes) (Chapter 794).

**Domestic violence** is defined under Florida Statutes as:

*Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.*

**Dating violence** is defined under Florida Statutes as:

*Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and

The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.*

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

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

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

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

The USF System is committed to providing prevention and awareness programs and ongoing 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 was 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. Try Bystander Intervention Techniques. (We give you some examples below.)
5. Decide to Safely Intervene

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.” Offer to help find an intervention program.
    - “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 participating in Violence Against Women Act (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. An additional Risk Reduction Flyer is also widely distributed and contains the below tips. Key concepts from these flyers are provided below:

**WARNING SIGNS OF AN ABUSER:**

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

Power and Control
- Jealousy (It is not a sign of love but of possession)
- Demands your undivided attention, even at inappropriate times
- Doesn’t want you to spend time with your friends or family
- Invades your personal space – sits or stands uncomfortably close, touches you constantly or in ways that make you uncomfortable
- Refuses to take responsibility for 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
- Pushes you to have sex when you don’t want to; makes you feel guilty when you refuse sex
- Wants you to have sex in a way that 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
RISK REDUCTIONS TIPS:

1. Consent is necessary regardless of the sex, gender identity, or sexual orientation of the parties involved.
2. Know your sexual intentions and limits. You have the right to say “No” to any unwanted sexual act. If you are uncertain about what you want, ask the other person to respect your need to wait until you are sure.
3. Listen carefully. Take the time to hear what the other person is saying. If you don’t understand whether consent has been given, ask for clarification.
4. Believe in your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately.
5. It’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 into sexual activity you don’t want, state your feelings (“I don’t like that you are pressuring me”) and get out of the situation. Preventing a rape is worth a few moments of social awkwardness or embarrassment.
6. Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape (called sexual battery in Florida). Having sex with someone who is incapacitated, drugged, passed out, incapable of saying “No,” or unaware of what is happening is rape.
7. Be especially careful under these circumstances:
   a. In group situations: Be prepared to resist pressure from friends to participate in violence against or violation of another person.
   b. In situations involving the use of alcohol or drugs: Substances can interfere with your ability to assess situations, to communicate effectively, and to protect yourself.
8. Get involved and take action if you believe someone is at risk. If you see someone in trouble at a party, or a person forcing or pressuring another person, intervene. You may save someone from the trauma of sexual battery or a friend from violating someone and being prosecuted for a crime.

Procedures Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Should Follow

The Center for Victim Advocacy and the Title IX Coordinator have created a one-page, two-sided flyer to provide victims of sexual assault, 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 offence 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

An example of VAWA flyer for each institution within the USF System is provided in this report in its entirety in 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.

**Protecting the Confidentiality of Victims and Other Necessary Parties**

**Protecting Confidentiality**

The USF System will protect the confidentiality of victims and other necessary parties in accordance with applicable federal and State of Florida laws. Our institution completes publicly available recordkeeping and, for purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim. All criminal reports are redacted per Florida State Statute 119 and are reviewed by USF General Counsel prior to release to any requesting party not involved in the report.

**Accommodations and Protective Measures**

Depending on the specifics of the incident and the victim’s wishes, the USF System can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking. The USF System will maintain as confidential any such accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures; and to the extent permissible under local, state, and federal law. Such accommodations and protective measure can include, but are not limited to 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 accommodation made or measures taken will be designed to minimize the burden on the victim’s educational program. It is important to understand that our institution makes such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The USF System provides written communication to its students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community via several means:

- Annual Security & Fire Safety Report
- VAWA Trainings for students and employees
- VAWA Crimes Victim Flyer
- Victim Guide
- Employee Assistance Program
The above list is not exhaustive. For more information about the confidential and non-confidential resources located on campus and off campus for victims of sexual assault, dating violence, domestic violence, and stalking, contact the Center for Victim Advocacy and Violence Prevention by calling their office at 813-974-5756; call the Victim Helpline at 813-974-5757 or visit their web site at: http://www.sa.usf.edu/ADVOCACY/.

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

When a USF System student or employee, or vendor is accused of sexual assault, dating violence, domestic violence, or stalking, the USF System uses institutional disciplinary proceedings based on the circumstance of the allegation. The type of institutional disciplinary proceeding used depends on the identity of the accused individual (the “Respondent” as follows:

- When the Respondent is a student, the incident is referred to the Office of Student Rights and Responsibilities (OSRR) for addressing in accordance with the Student Code of Conduct via the OSRR process.

- When the Respondent is an employee or vendor, the incident is referred to the Office of Diversity, Inclusion, and Equal Opportunity (DIEO) for addressing in accordance with Title VII via the DIEO process.

- When the Respondent is both an employee/vendor and a student, the OSRR and DIEO offices will work together to ensure the incident is reviewed by the appropriate process.

- When the Respondent’s status as an employee, student, or vendor is not clear, the OSRR and DIEO offices will work together to ensure the incident is reviewed by the appropriate process.

In addition to our OSRR and DIEO proceedings and processes, a federal civil rights law called Title IX is implicated when sexual assault, dating violence, domestic violence, or gender-based stalking involves our students, employees, visitors, vendors, or other persons participating in our educational programs or activities. Title IX prohibits sex (gender) discrimination in any federally-funded education program or activity. The crimes of sexual assault, dating violence, domestic violence, and gender-based stalking fall under Title IX because these forms of sexual violence are types of sexual harassment, which is itself a form of gender discrimination. The USF System has a team of Title IX officers who receive Title IX complaints and work to investigate allegations of such sexual harassment in a prompt, fair, and reasonable manner. Both the OSRR and DIEO offices have authority to address complaints of sexual harassment and sexual violence under Title IX. OSRR and DIEO proceedings are within the oversight and administration of the Title IX Coordinator when the incident involves sexual assault, dating violence, domestic violence, and gender-based stalking.

Below is a chart summarizing the overlapping reporting and investigatory responsibilities of our institutional disciplinary processes, their relationships in terms of information sharing, and how they relate to criminal proceedings.
Important: Our DIEO, OSRR, and Title IX institutional disciplinary proceedings and any resultant institutional disciplinary actions do NOT preclude criminal investigation by USF Police or the law enforcement agency having jurisdiction. Criminal investigations proceed in accordance with state and federal law; occur independently of our institutional proceedings and processes; and are solely the purview of the criminal justice system.

**Standard of Evidence for Institutional Disciplinary Proceedings**

The OSRR, DIEO, and Title IX proceedings, processes, and their associated investigations are conducted in a prompt, fair, and impartial manner using the preponderance of the evidence standard. This standard of evidence is used during any OSRR, DIEO, and Title IX institutional disciplinary proceedings, including, but not limited to, any arising from an allegation of sexual assault, dating violence, domestic violence, or stalking. This standard of evidence differs from the criminal justice system’s standard of evidence of beyond reasonable doubt. OSRR, DIEO, and Title IX investigations, proceedings, and processes occur independent of any criminal investigation or prosecution.

**Training for OSRR, DIEO, Title IX Proceedings’ Officials**

The OSRR, DIEO, and Title IX processes and their associated investigations are performed by individuals who at a minimum receive annual training on how to perform these proceedings in
accordance with federal law, state law, and institutional policy and regulations. Any DIEO, OSRR, and Title IX proceedings involving allegations of sexual assault, dating violence, domestic violence, and stalking are conducted by officials who at a minimum receive annual training on the issues specifically related to these crimes and on how to conduct an investigation and hearing process in a manner that protects the safety of victims and promotes accountability. More details about our institution’s OSRR, DIEO, and Title IX processes are provided in the below sections.

**Right to an Advisor**

The Respondent and Complainant have the same rights to have others present during any institutional disciplinary proceeding (OSRR, DIEO, or Title IX), including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice; however, there are certain restrictions regarding the extent to which an Advisor may participate in the process and these restrictions apply equally to both the Respondent’s and Complainant’s chosen Advisor. 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 Respondent or Complainant, but may not speak for them, act as attorney, nor otherwise participate in the Institutional disciplinary process or proceeding. Advisors may be present to advise but shall not speak for or present the case for the Respondent or Complainant, or otherwise participate directly in the proceeding. It is the responsibility of the Respondent or Complainant to make appropriate arrangements for travel, costs and attendance for their Advisor. Proceedings are not delayed due to scheduling conflicts of the chosen Advisor.

**Additional Rights for Complainants in Cases Involving Sexual Harassment**

When an allegation involves sexual harassment, including but not limited to, sexual violence, sexual assault, dating violence, domestic violence, and gender-based stalking, the Official receiving the allegation (DIEO, OSRR, and Title IX) provides the Complainant with the following additional rights:

- Information regarding efforts to address sexual harassment on campus;
- University Title IX Officer name and address
- Interim immediate accommodations, as deemed appropriate for the specific situation being addressed

The DIEO Intake Coordinator, the OSRR Official, or Title IX Official receiving the allegation will provide victims of sexual assault, dating violence, domestic violence, or stalking 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
- The victim’s options to —
  1. Notify proper law enforcement authorities, including on-campus and local police;
2. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

3. Decline to notify such authorities.

- Their rights to and the institution’s responsibilities 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.

- How the institution will complete publicly available recordkeeping and, for purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim

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

- Information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community;

- Option for, and available assistance in, changing academic, living, transportation, and working situations.

Typically this is accomplished by providing the victim with a Violence Against Women Act (VAWA) flyer and Victim’s Guide, along with a discussion of these documents when possible. These documents were created and designed for this purpose by our Center for Victim Advocacy and Violence Prevention. Examples of the VAWA Flyer and Victim Guide are attached to this report as Appendix A. Current versions of these resources are housed and maintained on the web pages of the Title IX Office as follows:

**Potential Employee Sanctions for Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

Sanctions may be imposed on employees found to have violated USF System policies and regulations via DIEO/Title IX institutional proceedings and processes. The results of the DIEO/Title IX proceedings are provided to Human Resources and the Office of the General Counsel, who implement sanctions as warranted. This is done in accordance with the following provisions of USF System Policy 0-004 which states:

“The designated office [DIEO/Title IX] 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.” The following USF System regulations address disciplinary actions our institution may impose on employees found to have violated USF System regulations and policies:
• USF System Regulation 10.212-Discipline, Misconduct, and Incompetence (Staff) available on the Office of the General Counsel’s web site at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.212.pdf

• USF System Regulation 10.112-Misconduct and Incompetence (Faculty) available on the Office of the General Counsel’s web site at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.112.pdf


Not all employee sanctions or disciplinary actions are appropriate for all cases. For example, possible employee sanctions for an allegation of dating violence, domestic violence, sexual assault, or stalking (which constitute forms of sexual harassment under USF System Policy 0-004) are limited to the following disciplinary actions:

• Suspension
• Dismissal

Potential Student Sanctions for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

The Student Code of Conduct lists sanctions which may be imposed by our institution on a student or a student organization found to have violated USF System regulations and policies. For a complete list of these sanctions consult the Student Code of Conduct. Not all of sanctions are appropriate for all cases. For example, possible sanctions for an allegation of dating violence, domestic violence, sexual assault, or stalking are limited to the following:

• 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.

OSRR Institutional Disciplinary Proceedings and Actions

Incidents involving students accused of violating institutional policies and regulations.

The Office for Student Rights & Responsibilities (OSRR) supports the mission, goals, values and vision of the USF System by promoting a community that values individual responsibility and the adherence to community standards as embodied in the Student Code of Conduct. The OSRR implements and oversees the Student Code of Conduct and its associated processes and proceedings as codified in USF System Regulation 6.0021, available online at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf.

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

Initial Intake and Review

Upon receipt of Referral of an alleged violation of the Student Code of Conduct, OSRR commences an Initial Review. The purpose of an Initial Review is to determine whether relevant evidence exists and if there is a reasonable basis for believing the Student Code of Conduct was violated. This review involves the accused student (the “Respondent”), the individual bringing forth the allegation (the “Complainant”, who may or may not be the victim of the alleged offense), and any applicable witnesses. The time to complete the Initial Review depends on the specific circumstances and the availability of parties involved in the matter; however, the university is considered “on notice” once we have received written or oral communication, we strives toward a 60-day resolution for the entire OSRR process.

Notification of OSRR Initial Review Results and Outcomes

Once the Initial Review is complete, the Conduct Officer issues a Disposition Letter to the Respondent and simultaneously sends a copy to the Complainant. This letter indicates whether or not the referral is accepted and, if the referral is accepted, the Respondent has five class days to take one of the following actions:

1. Admit Responsibility – This means the Respondent admits responsibility and agrees to the imposition of any sanctions detailed in the letter. At this point, the Disposition Letter becomes the final determination and official record of the matter.
2. **Request a Formal Hearing** – This means the Respondent does not accept responsibility and wishes to exercise their right to have a Formal Hearing.

If the no response is received from the Respondent in the allotted time, the Disposition Letter becomes the final determination and official record of the matter.

**Formal Hearing**

The purpose of a formal hearing under the Student Code of Conduct process is to determine whether or not a violation of the Student Code of Conduct occurred based on the preponderance evidence standard. Respondents electing to have a formal hearing under the Student Code of Conduct must do so in writing, designating their choice of one of two hearing types:

1. Administrative Hearing; or
2. University Conduct Board Hearing

An Administrative Hearing is conducted by a full-time USF System employee who is also a member of the University Conduct Board (UCB). In contrast, a University Conduct Board Hearing is conducted by a panel of UCB members where 50% are university employees and 50% are students.

**Notification of OSRR Formal Hearing Results and Outcomes**

Under the Student Code of Conduct process, the Respondent and Complainant are simultaneously notified, in writing, within 10 days of the Hearing determination, unless there are extraordinary circumstances that delay notice of the following:

- The result of the Hearing
- The procedures for the Respondent and the Complainant/victim to appeal the result of the Hearing
- Any change to the result of a Hearing
- The date proceeding results become final.

**Right to Appeal**

The Respondent and the Complainant have equal rights to appeal the decision of the Formal Hearing in writing within five class days of the date of the letter describing the decision. The appeal must be written to the Dean of Students or appropriate designee at the separately accredited institution within the USF System. The Dean of Students may adopt, modify, or reject the decisions and/or sanctions from the Formal Hearing. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the initial hearing for clarification and the Respondent and Complainant are entitled access to the record when appealing. The decision made by the Dean of Students will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students. The decision made by the Dean of Students is considered final. If the appeal is not upheld, the matter is considered final and binding upon all involved.
OSRR Process Resources
For more information about the Student Code of Conduct Process, consult the following resources and offices:

- Office of Student Rights & Responsibilities
  http://www.sa.usf.edu/srr
- USF System Student Code of Conduct, USF System Regulation 6.0021:

DIEO Institutional Disciplinary Proceedings and Actions

*Incidents involving employees or vendors accused of violating institutional policies and regulations prohibiting discrimination including, but not limited to, sexual harassment and sexual violence.*

When a USF System employee is alleged to have committed sexual assault, domestic violence, dating violence, stalking, or any other type of discrimination specifically prohibited under a federal law, called Title VII, the Office for Diversity Inclusion & Equal Opportunity (DIEO) should be notified immediately. Title VII prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin. Sexual harassment is also prohibited under this law as are all forms of harassment based on membership in a protected class. Students, staff, and faculty are strongly encouraged to report allegations of discrimination, harassment, and/or retaliation to the DIEO Office.

Initial Intake & Review

The DIEO office is typically notified via one of the following modalities

- Title IX Incident Report Form, available on the Title IX pages of the DIEO web site at http://www.usf.edu/diversity/title-ix/reporting.aspx
- EthicsPoint, the USF System’s anonymous reporting hotline: www.ethicspoint.com
- Emails
- Calls
- Walk-ins

Once notified by one of the above methods, the Intake Coordinator/Designee will conduct an Intake Interview with the potential Complainant regarding the Complainant’s allegation. Upon completion of the Intake Interview, the Intake Coordinator/Designee will draft a written summary of the Complainant’s verbal statement regarding the allegation(s) for inclusion in the case file. During this meeting, the Intake Coordinator will determine jurisdiction, interview the Complainant, and provide to the Complainant information on filing a complaint, about USF resources, and about their rights under Title IX.

If DIEO does NOT have jurisdiction

If DIEO does not have jurisdiction, the Intake Coordinator/Designee will assist the Complainant in determining the most appropriate University administrative or academic unit to refer the Complainant for handling of the Complainant’s allegation.
If DIEO has jurisdiction
If the Intake Coordinator/Designee determines that the DIEO Office does have jurisdiction regarding the Complainant’s allegation, then the Intake Coordinator/Designee will give the Complainant an EO Complaint Form to complete, unless they have already completed the DIEO or Title IX Incident Report Form. The Complainant has 120 calendar days from the date of the alleged incident of discrimination, harassment, and/or retaliation to file such a form with the DIEO Office alleging protected category discrimination, harassment, or retaliation. If the matter involves gender-based discrimination, sexual harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence, or gender-based stalking, the Intake Coordinator/Designee will notify the Title IX Coordinator for addressing in accordance with our Title IX process described below.

DIEO Investigation
If the Complainant files a complaint via the DIEO Office, then the complaint is assigned to an Investigator who is responsible for conducting the 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 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.

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.

The DIEO Office’s goal is to resolve investigations of sexual misconduct, including sexual harassment/violence complaints within 60 days, but depending on the complexity of the case and any documented extenuating circumstances, such investigations may take longer.
Notification of DIEO Investigation Results and Outcomes

The DIEO Office simultaneously mails to both the Complainant and the Respondent a copy of the Determination Letter and the Final Investigative Report. These documents are mailed to the Complainant and Respondent either on the same day or within 24 hours of each other. If there is no appeal, the finding in the Determination Letter and the Final Investigative Report stands as the final result of the DIEO process.

Right to Appeal

The Respondent and the Complainant have equal rights to appeal the results of the DIEO Investigation. These are submitted as appeals of the Determination Letter under one or more of the following circumstances:

- Additional information has been discovered;
- Relevant facts, presented during the Complaint Process were not considered; and/or
- Witnesses, with relevant information whose names were given during the investigation, were not interviewed.

The Complainant or the Respondent electing to appeal the determination must appeal in writing within 30 calendar days from the date of the Determination Letter. Appeals must be submitted 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 recommendations are supported. The appeal must include the reason for the appeal and be signed. The President or designee may grant a reasonable extension on a case-by-case basis upon written request by the appealing party. The standard of review used by the President or designee is whether it is more likely than not that a violation of USF System policies has occurred.

When the determination is appealed, the President or designee:

a) will review the information presented by the person appealing that meets the criteria for appellate submission;

b) will review the information gathered by the DIEO Office during the investigation; and

c) may conduct or order any further investigation or discussion deemed necessary to reach a final decision on behalf of the University.

Within 30 calendar days of receipt of the appeal, the President or designee will inform the Complainant, Respondent, USF President, Provost (if applicable), Office of General Counsel, the Respondent and Complainant’s immediate supervisors, Chair of the academic unit (if applicable) and the Dean of the College (if applicable) of his/her decision regarding the appeal. The decision made by the Office of the President is considered final.
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
  http://usfweb2.usf.edu/eam/default.asp


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


Title IX Institutional Disciplinary Action under Title IX

Incidents involving gender discrimination including, but not limited to, sexual harassment and sexual violence associated with our institutions’ educational programs or activities.

When sexual assault, dating violence, domestic violence, or gender-based stalking involves our students, employees, visitors, vendors, or other persons participating in our educational programs or activities a federal law called Title IX is implicated. Title IX prohibits sex (gender) discrimination in any federally-funded education program or activity. The crimes of sexual assault, dating violence, domestic violence, and gender-based stalking fall under Title IX because these forms of sexual violence are types of sexual harassment, which is itself a form of gender discrimination.

The Title IX Coordinator is typically notified via one of the following modalities

- Title IX Incident Report Form, available on the Title IX pages of the DIEO web site at http://www.usf.edu/diversity/title-ix/reporting.aspx
- EthicsPoint, the USF System’s anonymous reporting hotline: www.ethicspoint.com
- Emails
- Calls
- Walk-ins

In cases where a Responsible Employee is reporting an alleged incident, the Title IX Incident Report Form is the accepted notification to the Title IX Coordinator of a matter of concern and may also trigger action that results in the DIEO Intake process. A “Responsible Employee” is a USF System employee who is required under Title IX to report incidents they become aware of which they believe may constitute sexual harassment, sexual violence, or gender discrimination. For a list of USF System employee positions that are considered “Responsible Employees” under Title IX and, therefore, must report such incidents, consult USF System Policy 0-004, Sexual Misconduct/ Sexual Harassment (including Sexual Violence): http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf
Once the DIEO Office has been made aware of an allegation of sexual misconduct including 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, about USF resources, and about their rights under Title IX.

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 university officials who have a legitimate need to know.

The DIEO Office’s goal is to resolve claims of sexual misconduct, including sexual harassment/violence complaints within 60 days, but depending on the complexity of the case and any documented extenuating circumstances, the investigation may take longer. The Complainant and the Respondent will be simultaneously informed of the outcome of the case through receipt of a Determination Letter, which states the outcome of the investigation, and provided with a copy of the Final Investigative Report.

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.

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). This standard of evidence differs from the criminal justice system’s standard of beyond reasonable doubt. It is important to understand that Title IX investigations occur independently of any criminal investigation, which are the purview of the criminal justice system and not our institution.
Notification of Title IX Investigation Results and Outcomes

The DIEO Office simultaneously mails to both the Complainant and the Respondent a copy of the Determination Letter and the Final Investigative Report. These documents are mailed to the Complainant and Respondent either on the same day or within 24 hours of each other.

Notification of Title IX Investigation Results and Outcomes

The DIEO Office simultaneously sends (via email and USPS) 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. The Appeal finding is the final determination of the University.

Right to Appeal

The Respondent and the Complainant have equal rights to appeal the results of the Title IX Investigation within 30 calendar days from receipt of the Determination Letter. Such appeals must be submitted 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 recommendations are supported. The decision made by the Office of the President is considered final. If the appeal is not upheld, the matter is considered final and binding upon all involved.

Title IX Process Resources

For more information about Title IX and the Title IX investigatory process, consult the following resources and offices:

- Title IX Office location and web site
  4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
  Office 813.974.4373 | Fax 813.974.4375 | TDD 813.974.5651
  http://www.usf.edu/diversity/title-ix/index.aspx


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

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

Students
For student victims, Complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence, and stalking, the range of interim measures may include:

- class changes
- on-campus housing moves
- ordering the Respondent to not have contact with you
- excluding the Respondent from parts of campus and/or providing an escort to accompany the Complainant on campus.

Any interim measures identified and put into place for student victims, Complainants, or witnesses will be designed to minimize the burden on their educational program while also ensuring that the University is mindful of Respondent rights.

Employees
For employee victims, complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence, and stalking, the range of protective measures may include:

- 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,
- Placing the Respondent on administrative leave pending the conclusion of the investigation.

Any protective measures made for employee victims, complainants, or witnesses will be designed to minimize the burden on their work setting.

USF System Community
In addition to the interim measures for students and employees outlined above, the Title IX office is responsible for coordinating measures to address gender discrimination across the USF System.

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

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

1 The term “protective measures” used throughout this report is solely used in the context of the provisions cited in the reauthorization of Violence Against Women Act (VAWA) in 2013.
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.

**Employee Assistance Program:**

The Employee Assistance Program (EAP) at USFSM is provided jointly by the Campus Counseling & Wellness Center and the USF Department of Human Resources. The Wellness Center provides professional counseling and referral services for all USFSM employees. The services offered include: intake evaluation, short-term personal counseling and referral services. For more information or an appointment, call (941) 487-4254. The Campus Counseling & Wellness Center (CWC) is located on the New College Campus at 5805 Bay Shore Road, Sarasota FL 34243. Office hours are from 8 AM to 5 PM, Monday through Friday. Employees may also coordinate assistance through the USF Department of Human Resources. The number for Human Resources at USFSM is: (941) 359-4775. For more information on other USF EAP resources please see: [http://usfweb2.usf.edu/human-resources/eap/index.asp](http://usfweb2.usf.edu/human-resources/eap/index.asp)

**Student Health Services:**

The Campus Counseling and Wellness Center provides medical services for students Monday through Friday, 1:30 PM to 4:30 PM during the Fall and Spring terms. Standard office visits are free and students receive a discount on lab and other tests. There are no health services available during the summer term. The location and telephone number for the Counseling and Wellness Center is indicated in the “Counseling” section.

**Prevention Service and Education Programs**

**Crime Prevention Programs:**

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

The USF Center for Victim Advocacy & Violence Prevention also offers education and prevention programs on a variety of topics. More information is available at [www.sa.usf.edu/advocacy](http://www.sa.usf.edu/advocacy).
Crime Prevention and other programs provided by the University include:

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<tr>
<th>PROGRAM</th>
<th>WHEN OFFERED</th>
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<tr>
<td>Date Acquaintance Rape Presentation.</td>
<td>Annual presentation</td>
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<td>Personal Safety Presentations.</td>
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<td>Drinking and Driving – DUI Information.</td>
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<td>Drugs – Health Risk, Liabilities.</td>
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<td>Burglary and Theft Prevention.</td>
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<td>Operation ID – Engraving of personal property.</td>
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<td>Police Escort Services.</td>
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<td>Police Department Who We Are and What We Do.</td>
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<td>Counseling and Wellness Center Alcohol Programs.</td>
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<tr>
<td>Mandatory Orientation programming for all new students and employees</td>
<td>Anually</td>
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<td>The Counseling &amp; Wellness Center offers a variety of outreach programs</td>
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<tr>
<td>Date/Acquaintance Rape</td>
<td>Annual and as Needed</td>
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<td>Sexually Transmitted Diseases</td>
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<td>Sexuality; and AIDS Education</td>
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<tr>
<td>Substance Abuse and Awareness</td>
<td>Annual and as Needed</td>
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Counseling and Wellness and Campus Police provide individual and group presentations on issues of personal safety, health, and wellness to individuals and/or groups upon request or on one-on-one opportunities.

Security of Campus Facilities:

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

The best security system is one in which every member of the community takes personal responsibility for self-protection, the protection of their property, and community awareness and active participation to benefit the welfare of all community members.
Campus Police officers regularly patrol USFSM and are readily available to assist on a 24-hour basis. USFSM Security Officers are on duty at all times classes are in session for assistance and security purposes. These personnel are representative of the College’s concern for the protection of your person and property. Students are encouraged to call the USFSM Security Officer at (941) 993-8548 or the Campus Police Department at (941) 487-4210 to promptly report any security deficiencies or concerns.

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

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

Selected members of the Emergency Action Team and Campus Police Department have the capability to remotely lock all exterior doors, as well as interior classroom and lab doors during an emergency. There are also surveillance cameras monitoring activity in selected areas. Campus Emergency Blue phones are located around the campus which ring directly into the Campus Police Department. Panic buttons have been installed in all classrooms, and are monitored by Campus Police.

Timely Warnings & Emergency Notifications

Timely Warnings and Crime Alerts

In the event of an incident that poses a threat to persons or to property, a Timely Warning will be issued by Campus Police to the USF community. New information is posted as updates are provided by Campus Police.

More information, please consult the following resources:

- USF Emergency & Safety Management website: (http://usfweb2.usf.edu/Adminsvc/publicsafety/)
- MoBull (http://www.mobull.usf.edu/)

Fire Safety and Annual Fire Safety Report:

All fires should be immediately reported by dialing 911. The Campus Police should also be notified as soon as possible at (941) 487-4210. All fires will be investigated by Campus Police Department, with the assistance of the State Fire Marshall’s Office.
Fire Log: The Campus Police Department maintains a written fire log that records any fire that was reported at USFSM and New College for the last three calendar years. The log contains the date, time, location, nature, cause, and damage or fatality information. The following statistics pertain to areas owned by, controlled, or shared with USFSM.

Annual Fire Statistics:

2014
There were no incidents involving fire anywhere at USFSM or in areas shared with New College of Florida in 2014.

2013
There were no incidents involving fire anywhere at USFSM or in areas shared with New College of Florida in 2013.

2012
There were no incidents involving fire anywhere at USFSM or in areas shared with New College of Florida in 2012.

All USFSM facilities have a NFPA-72 and NFPA -101 approved detection and notification system (alarms). Fire extinguishers are located in strategic locations throughout the facility. Evacuation notices and routing placards are in all classrooms and public spaces, and all staff and faculty are provided training in fire procedures. The buildings are equipped with a fully automatic fire suppression sprinkler system. Fire prevention and suppression equipment and procedures are periodically inspected and reviewed by Facilities staff, The USF Department of Environmental Health & Safety, and the State Fire Marshall’s Office. There are current plans to upgrade the fire alarm system to include internal building voice annunciation.

Smoking is not allowed in any structure on campus. Open flame burning of any kind is prohibited within the buildings. Appliances such as coffee pots and microwave ovens are restricted to designated break room or dining areas. The use of heaters or other heat producing devices are prohibited within the buildings, and extension cords or other multiple outlet devices are prohibited. However, a heavy duty power strip with minimum of 16 gauge, 3 wire, grounded three-prong and internal breaker protection are authorized for limited use.

Drug Free Schools and Community Program:
USFSM is committed to providing an orderly and safe environment for all students, staff, and faculty. To this end, the institutions advise all community members that it is unlawful to manufacture, distribute, dispense, sell, possess and/or use illegal drugs on its premises. Any violation of state and federal drug laws may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the campus community is at all times subject to the alcoholic beverage laws of the State of Florida, and USF System Alcohol Policy and Guidelines. Specifically, it is unlawful for any person under the age of 21 to be in possession of an alcoholic beverage, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person less than 21 years of age or to consume said beverages on licensed premises. It is also unlawful for as person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any
alcoholic beverage to a person less than 21 years of age. A violation of the proceeding may be cause for disciplinary action and criminal prosecution.

Please refer to the following policies for more detail:

* USF’s Alcohol Policy:  [http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf)


* Student Code of Conduct:  [http://www.sa.usf.edu/srr](http://www.sa.usf.edu/srr)

### Drug and Alcohol Counseling:

Programs are available to assist students and employees who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Campus Counseling and Wellness Center located on the New College campus at 5805 Bay Shore Road will provide or coordinate these services upon the self-referral of a student or employee. The Campus Counseling and Wellness Center may also receive referrals from USFSM Student Affairs administrators and Campus Police for alcohol or drug related problems.

The Counseling and Wellness Center provides psychological assessment and screening, short-term treatment of appropriate cases, or referral to other treatment resources as needed. Employee assistance is available for faculty or staff who may be experiencing a drug or alcohol related difficulties. Supervisors may refer staff members or individuals may independently contact the Health and Wellness Center.

Further information pertaining to education, prevention, and awareness programs are also available online at [www.wellness.usf.edu](http://www.wellness.usf.edu), and from The Center for Addiction and Substance Abuse at: [http://usfweb2.usf.edu/vetserve/casa/p_casa_center_casa.html](http://usfweb2.usf.edu/vetserve/casa/p_casa_center_casa.html) or from the USF Employee Assistance Program at: [http://usfweb2.usf.edu/human-resources/eap/index.asp](http://usfweb2.usf.edu/human-resources/eap/index.asp)

### Weapons:

#### I. PURPOSE & INTENT

In compliance with Chapter 790 (Weapons and Firearms) of the Florida Statutes and to maintain a safe academic environment, the University of South Florida System (USF System) provides this Policy for information regarding the use, storage and possession of weapons on USF System property.

#### II. STATEMENT OF POLICY

A. **Applicability**

   Except for law enforcement officers, this Policy is applicable to all members of the USF System community, including all students, faculty, staff, visitors, contractors, and guests, at any USF System campus, facility, or event.
B. Compliance

Sections 790.115 and 790.251, Florida Statutes, prohibit individuals from possessing firearms on USF System property except as provided by Florida law, including 790.25(5), Florida Statutes. In addition to firearms, Chapter 790, Florida Statutes, regulates the possession of all other weapons on USF System property.

C. Additional Guidance

1. ROTC cadets, under the direct supervision of ROTC cadre, may possess firearms under limited conditions as approved by the appropriate campus representative as identified in section II.D., below. However, before each instance when a real or simulated firearm could be made visible to the public, ROTC will specifically notify the appropriate campus representative identified in section II.D., below.

2. Non-functioning antique display weapons may be used for classroom instructional purposes with the prior approval of the Provost and/or appropriate Regional Chancellor and notification to the appropriate campus representative identified in section II.D., below.

3. Individuals may be permitted to store firearms in areas designated by the University Police only at University Police Stations that are equipped to provide storage. Firearms must be unloaded when on USF System property, whether in storage or in transit to or from storage. Authorization must be acquired from University Police for possession of the firearm while traveling between the designated storage facility and the campus perimeter. Individuals shall contact University Police regarding storage prior to transporting firearms on any USF System property.

4. Individuals may carry a self-defense chemical spray or stun gun as provided by Florida law.

5. Scuba divers, whether an employee or student, engaged in underwater research or registered in scuba training under a supervised instructor may carry a diver’s knife in accordance with international standards for scuba divers and, if necessary, a spear gun for specimen collection during the time when the employee/student is engaged in underwater research for the University.

6. Herd of Thunder Athletic Band Director and specific academic programs, such as the School of Theatre, may permit the possession of simulated firearms for auditions, rehearsals, and performances as approved by the appropriate campus representative as identified in section II.D., below. However, before each instance when a simulated firearm could be made visible to the public, Athletic Bands will specifically notify the appropriate campus representative identified in section II.D., below.
D. Procedure

Reports of any unauthorized weapons or other violations of this Policy should be made to the appropriate campus representatives, as follows:

1. USF Tampa Chief of University Police;
2. USF St. Petersburg Chief of University Police;
3. USF Sarasota-Manatee Director of Administrative Services

Notification should also be given to the Regional Vice-Chancellor for Administrative Services. Violations of this Policy may result in appropriate sanctions.

How to Obtain Information about Registered Sex Offenders:

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

More sexual predator or offender information can be obtained by visiting the Campus Police Department website at: http://www.usfsm.edu/campus-police, or by visiting the Florida Department of Law Enforcement website at: http://www.fdle.state.fl.us/

Crime Prevention

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

Personal Safety and Security

When in doubt—call Campus Police.

- Walk with another person after dark or call Campus Police at (941) 487-4210 for an escort. You can also call from any emergency blue light callbox, which rings directly into the police station. Make sure you familiarize yourself with their locations around the campus.
- Stay in well-lighted areas. Avoid shortcuts and isolated areas. Walk away from alleys, dark corners and bushes whenever possible.
- Trust your instincts if you suspect you are being followed. Change directions, head for a campus building, a group of people, or an emergency callbox.
• Be aware of your surroundings at all times and convey confidence through body language. Have keys ready upon entering, dormitory or office buildings.
• If a driver stops and asks you for directions, keep your distance from the vehicle to avoid the risk of being pulled inside.
• Don't carry credit cards or large sums of cash unless necessary.
• Purses are an attractive target for thieves...don't carry one if it isn't necessary.
• DO NOT risk injury if someone attempts to forcibly take your purse, wallet or personal belongings.
• Don't attach your I.D. to your keys or mark your keychain with your name and address.
• Mark valuable property with an engraver to increase your chances of recovering the property if it is stolen. The Campus Police provide this service free of charge.
• Report suspicious persons or activities to Campus Police. Be prepared to describe the person by gender, race, color, length of hair, body size, scars, identifying marks, tattoos, clothing, facial hair, if any, mode of travel, and if by vehicle, the type, color and license plate.
• Do not attempt to rectify any situation that could possibly endanger you. Notify Campus Police as soon as possible.
• Solicitation or sales by nonaffiliated vendors or sales persons are not authorized.

**Office Security**

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

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

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

- Ride defensively, with the flow of traffic, and always use hand signals. Florida law mandates that if you ride your bike between sunset and sunrise you must have a white light on the front that is visible 500' to the front, and a red light on the rear that is visible from a minimum of 600'. We strongly recommend that you wear a helmet.
- When cycling, be AWARE, VISIBLE and PREDICTABLE.
- Be considerate of pedestrians and aware of vehicular traffic. A small bell or horn may assist in moving through pedestrian traffic on sidewalks and the U.S 41 pedestrian overpass. Realize that using a marked crosswalk is no guarantee that vehicle traffic will see or stop for you!!! Ride as close to the right curb as possible, with the flow of traffic.
- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, stairwells etc.
- Keep your bike maintained--especially the brakes.
- Register your bike and record the serial number with Campus Police free of charge. You may also engrave the bicycle.
- Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.
- When locking your bike, secure both the frame and front wheel to the bike rack.
- Report suspicious activity or loitering around bike racks to Campus Police.

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

Auto Security and Safety

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

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

Identity Theft

Identity theft is growing at an alarming rate. It effects on average between 2 & 3 million people a year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit/debit cards, and information is received or sent via mail or telephone. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly:
• Don't leave credit information lying around in your vehicle.
• Shred voided checks, unused deposit/withdrawal slips and credit card offers received through the mail.
• Keep the number of credit cards to a minimum.
• If you keep a receipt, black out the account number.
• Never give out personal information to strangers on the phone.
• Be conscious of your surroundings at ATM's or when giving out information over the phone (i.e. making a credit card purchase or discussing your account with a legitimate financial institution). Make sure your pin # or conversation can't be seen or overheard by someone who may be “lurking” in the area.
• Check your credit report once a year with a credit bureau.
• If you become a victim, or suspect you might be, contact Campus Police immediately for assistance.

Ask a Campus Police Officer for more personal safety tips. We are happy to address any questions or concerns that you have about safety in the residence facilities, academic buildings and administrative buildings.

Please visit our website at http://usfsm.edu/campus-police for more information regarding the Campus Police Department. You can also find links to other helpful resources including:

• **USFSM Victim’s Advocate:** (941) 504-8599
• **SPARCC (Safe Place and Rape Crisis Center, Inc. of Sarasota)**
  24 hour Crisis hotline (941) 365-1976
• **Counseling and Wellness Center**
  5805 Bay Shore Road
  (941) 487-4254
• **Manatee Glens** – (941) 782-4800, Hotline (24/7) (941) 708-6059

The Campus Police Department is committed to supporting the philosophy of building partnerships, proactive problem solving and fostering positive community interaction with the goal of reducing crime and enhancing the quality of life for all students, faculty and staff. We are dedicated to creating an atmosphere of safety and to deliver quality police service with the utmost integrity, fairness and professionalism.

**Programs About Campus Security Procedures**

Campus Police offer 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 USFSM website and on desktop computers in labs and classrooms. In addition, there is a 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

USFSM offers programs intended to reduce the potential for personal injury and loss of property. Presentations on safety are included in incoming students and orientation, and are held during fall and spring semesters for the benefit of students, faculty and staff.

The USF System encourages all students and employees to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students and employees regularly through seminars, films, bulletins, crime alerts, posters, brochures, and university employee and student newspapers.

Campus Police provides crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape (for both men and women)
- Rape Aggression Defense (RAD) [Self Defense for Women]
- 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

For more information on these education, prevention, and awareness programs visit the Campus Police’s web site at http://www.usf.edu/administrative-services/university-police/your-safety/educational-programs.aspx

The Center for Victim Advocacy & Violence Prevention offers education and prevention programs on a variety of topics, including:

- Sexual violence (including rape)
- Relationship violence, including domestic/dating 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)

For more information on these education, prevention, and awareness programs visit the Center for Victim Advocacy & Violence Prevention web site at http://www.sa.usf.edu/advocacy/page.asp?id=72

Wellness USF 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 infections
- Distribution of free condoms
- Social media blogs on wellness and safety
Alcohol Policy
A statement of our policy regarding the possession, use, and sale of alcohol and enforcement of Federal and State drug laws.

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 Division of Alcoholic Beverages and Tobacco.
- Do not operate a motor vehicle under the influence of alcohol.
- Do not be intoxicated in public.
- Do not conduct an open house party or any other event at which minors may possess or consume alcohol.
- Do not attend class, an organizational meeting, or any other USF System event that is specific for an educational gain while under the influence of alcohol.

Sanctions for Violating Alcohol Policy
Any criminal violation of State of Florida alcohol laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are 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 institutional disciplinary action for misconduct. Such violations of policy by any employee or student will be reason for evaluation or treatment for an alcohol use disorder or for institutional disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements and policies and procedures or referral for prosecution consistent with local and state law.

Our alcohol-related polices, and the enforcement thereof, are codified in the below listed USF System policies and regulations:

For more information on these education, prevention, and awareness programs visit the Wellness USF Education web site at [http://www.usf.edu/student-affairs/wellness-education/index.aspx](http://www.usf.edu/student-affairs/wellness-education/index.aspx)
Drug-Free Workplace Policy

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

Drug-Free Workplace Policy Statement

The USF System is a drug-free workplace. USF System policy and regulation prohibits the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) on the property of or in connection with any of the activities of the USF System. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation of Federal and State law as well as violates the USF System Drug-Free Workplace Policy 0-610.

Sanctions for Violating Drug-Free Workplace Policy

Any criminal violation of Federal or State of Florida drug laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are 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 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 shall be subject to institutional disciplinary action for misconduct. Such violations of policy by any employee or student will be reason for evaluation or treatment for a drug use disorder or for disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements, policies, and procedures, or referral for prosecution consistent with local, state, and federal law. In order to comply with federal law, the USF System employees convicted of violating any criminal drug statute occurring in the workplace must notify their dean, director or supervisor no later than five (5) days after such conviction. 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.

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

Drug or Alcohol Abuse Prevention and Education Programs

The USF System is 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 and illegal drugs. 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 course called AlcoholEdu for College. This course uses science-based research to educate participants about alcohol and its effects. Whether you drink or not, the course will provide information to help you make informed decisions about alcohol as well as negotiate the drinking behavior of your peers.

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 Rights 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: http://www.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 employees free 24 hours a day, seven days a week online at www.MagellanHealth.com/member or by telephone at 1-800-327-8705. The Magellan program includes a comprehensive online resource library of articles, screening and self-assessment tools, tip sheets, calculators, resource guides, on-demand learning and personalized improvement plans. Employees and their families have up to three (3) counseling sessions. If an employee needs additional assistance beyond the scope of what the Magellan program provides, the employee may be referred to other resources such as their health benefits or community resources like Alcoholics Anonymous. USF System Managers and Supervisor can provide referrals for their employees through the EAP. An employee’s use of EAP services is 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 http://usfweb2.usf.edu/human-resources/eap/index.asp.

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 http://usfweb2.usf.edu/human-resources/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, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

**Cocaine**

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

**Depressants**

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to women who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. These children often have birth defects and behavioral problems.

**Designer Drugs**

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

**Hallucinogens**

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

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

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

**Narcotics**

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

**Total Crimes Reported by Campus Police Department and College Officials or Other Law Enforcement Agencies**

(Reported in accordance with Uniform Crime Reporting Definitions and Guidelines)

<table>
<thead>
<tr>
<th>Offense Type (includes attempts)*</th>
<th>Total Uniform Crimes Reported USFSM</th>
<th>Non-Campus Building or Property</th>
<th>On Public Property</th>
<th>Total Uniform Crimes Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
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<tr>
<td>Manslaughter</td>
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</tr>
<tr>
<td>Sex Offense- Rape</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense- Fondling</td>
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<tr>
<td>Sex Offense- Statutory Rape</td>
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<tr>
<td>Sex Offense- Incest</td>
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<tr>
<td>Domestic Violence</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Burglary</td>
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<tr>
<td>Arson</td>
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<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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</tbody>
</table>

#### Hate Crimes (by prejudices)

<table>
<thead>
<tr>
<th>Hate Crimes (by prejudices)</th>
<th>Total Uniform Crimes Reported USFSM</th>
<th>Non-Campus Building or Property</th>
<th>On Public Property</th>
<th>Total Uniform Crimes Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
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<tr>
<td>Gender</td>
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<td>Religion</td>
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<tr>
<td>Sexual Orientation</td>
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<td>Ethnicity</td>
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<tr>
<td>Disability</td>
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<td>Gender Identity</td>
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<td>National Origin</td>
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### Number of Arrests/Referrals – Select Offenses

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Total Uniform Crimes Reported USFSM</th>
<th>Non-Campus Building or Property</th>
<th>On Public Property</th>
<th>Total Uniform Crimes Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weapon Law Violations</strong></td>
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<td>Arrest</td>
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<tr>
<td>Referral</td>
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<tr>
<td><strong>Drug Law Violations</strong></td>
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<td></td>
</tr>
<tr>
<td>Arrest</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Liquor Law Violations</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrest</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
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</tbody>
</table>
INSTRUCTIONS: Campus Security Authorities (CSAs) must use the below summarized definitions of criminal offenses when classifying and reporting such crimes pursuant to the Jeanne Clery Act (“Clery Crimes”) to the Campus Police Department’s Clery Coordinator.

### Definitions under the Clery Act and VAWA

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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.  
  
  *Note: Do not classify fires of suspicious or unknown origin.* |
| 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                | 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; and  
  
  2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). |
| Campus security       | There are four types of individuals or organizations that are considered a CSA under the Clery Act:  
  
  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. |

**Campus**

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; and

2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Campus security authority**

There are four types of individuals or organizations that are considered a CSA under the Clery Act:

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.

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 geography

3) **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:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(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 668.41, 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:

3. A dating relationship must have existed within the past 6 months;

4. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between
the parties; and
5. 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 Violence | 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 cohabitating with or has cohabitated 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 the 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 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 family or household member. “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.
<table>
<thead>
<tr>
<th><strong>Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) program</strong></th>
<th>A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hate crime</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Hierarchy Rule</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **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 theft 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 by putting the victim in fear.
<table>
<thead>
<tr>
<th><strong>Sexual assault</strong></th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Under State of Florida Statutes, sexual battery is defined as follows:</strong> Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for bona fide medical purpose. “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.</td>
</tr>
<tr>
<td><strong>Simple Assault</strong></td>
<td>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 <strong>only</strong> reported if it was motivated, in whole or in part, by the offender’s bias.</td>
</tr>
<tr>
<td><strong>Stalking</strong></td>
<td>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) <strong>Course of conduct</strong> 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) <strong>Substantial emotional distress</strong> means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) <strong>Reasonable person</strong> means a reasonable person under similar circumstances and with similar identities to the victim.</td>
</tr>
<tr>
<td></td>
<td>Under State of Florida Statutes, <strong>stalking</strong> is defined as follows:</td>
</tr>
</tbody>
</table>
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. |
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.

**SUPPORTING CRIME VICTIMS**

**RESOURCES FOR SEXUAL, DATING & DOMESTIC VIOLENCE & STALKING**

If you intend to report, preserve any evidence:
- **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.

**CONFIDENTIAL RESOURCES**

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

**Contact USF Victim Advocate**

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**: Campus Police 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 class schedule or other academic situations. We can discuss options for transportation or work issues.
- **Assistance with academic issues** (such as late assignments, missed classes, etc.) resulting from the impact of the traumatic incident.

Call Victim Advocate (24/7): 941-504-8599

**OTHER RESOURCES**

- **On Campus**: Counseling & Wellness Center: 941-487-4254
- **Off-Campus**: Hope of Manatee: 941-755-6805
  - Safe Place and Rape Crisis Center (SPARCC): 941-365-1976
  - First Call for Help: Manatee: 941-708-6488
  - Sarasota: 941-366-5025
  - Manatee Glens: 941-782-4800
  - 24-hour Hotline: 941-708-6059

**CALL 911 TO REPORT**

**On Campus**: Campus Police, 941-487-4210

**Off-Campus**: Sarasota County Sheriff, 941-861-4081
  - City of Sarasota Police, 941-366-8000
  - Manatee County Sheriff, 941-747-3011
  - City of Bradenton Police, 941-932-9300

**OTHER USF SYSTEM 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 Victim Advocacy office at 941-504-8599 to confidentially explore your options.
Title IX protects individuals from sex discrimination in educational programs and activities at institutions that receive Federal financial assistance (20 U.S.C. § 1681). The University of South Florida (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/Sexual Harassment available on the Office of General Counsel's website at www.generalcounsel@usf.edu).

**CAN I TALK TO SOMEONE?**

Students, faculty, and staff can call or make an appointment for an Information Session with any of the Title IX Deputy Coordinators located on each campus. During this appointment, you can obtain information and ask questions.

**POINTS OF CONTACT ON CAMPUS**

**SARASOTA-MANATEE CAMPUS:**
Allison Dinsmore, Deputy Coordinator and Office of Student Services Coordinator of Disability Services & Student Advocacy
8350 N. Tamiami Trail, C130, Sarasota, FL 34243
941-359-4714 • adinsmore1@sar.usf.edu

**ST. PETERSBURG CAMPUS:**
Jacob Diaz, Deputy Coordinator and Dean of Students
140 7th Avenue S., FTF 112, St. Petersburg, FL 33701
727-873-4826 • jacobdiaz@mail.usf.edu

**TAMPA CAMPUS:**
Lorna Dwyer, Deputy Coordinator and Senior Title IX Investigator/Case Manager
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620
813-974-3970 • ldwyer@usf.edu

**USF HEALTH:**
Kristin Steffen, Deputy Coordinator and Assistant Director of Health Law, Policy & Safety
USF Children's Medical Services, 13101 Bruce B. Downs Boulevard, Room 3067, Tampa, FL 33612
813-974-9820 • ksteffen@health.usf.edu

**USF WORLD:**
Ben Chamberlain, Deputy Coordinator and International Risk & Security Officer
4202 E. Fowler Avenue, CGS101, Tampa, FL 33620
813-974-4314 • bchamberlain@usf.edu

**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 TITLE IX COORDINATORS**

**Office of Diversity & Inclusion**
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620

Dr. Jose Hernandez, Chief Diversity Officer
813-974-0537 • jehernan@usf.edu

Crystal C. Coombes, M.Ed., LPC, Senior Deputy Title IX Coordinator • 813-974-5392 • cccoombes@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 the complaint review processes for faculty, staff, students and other members of the University System community.

**NOTICE OF NONDISCRIMINATION**

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

Sexual Assault & Harassment

Domestic, Relationship & Dating Violence

Stalking

USF
UNIVERSITY OF SOUTH FLORIDA
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University of South Florida
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.
REACTIIONS 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
- Hypervigilence 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.
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/oeo)
- 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.

• 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.

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/medial/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/osrr. 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/eea. 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)
su.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, jehernandez@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
hcso.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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USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA

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