

2016

# Annual Security and Fire Safety Report : 2016 - 2017

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**USFSP**  
UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

**ANNUAL SECURITY  
& FIRE SAFETY REPORT  
2016 • 2017**

**USFSP** UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

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



## From the Chief of Police

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

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

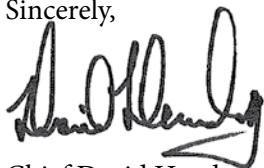
I encourage you to visit the UPD website for additional information including our emergency notification system, weather safety and preparedness, and armed intruder preparedness. In addition, the UPD website connects you to helpful resources, such as, the Wellness Center, our Students of Concern Assistance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

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

It is our hope that our students, staff and faculty will continue to take advantage of the resources we have made available to the campus community. You may contact UPD at **(727) 873-4140** or [police@usfsp.edu](mailto:police@usfsp.edu).

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

Sincerely,



Chief David Hendry  
University Police Department  
University of South Florida St. Petersburg



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## Introduction

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

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

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

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



## Campus Law Enforcement

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

- St. Petersburg Police Department, and
- Pinellas County Sheriff's Office.

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



## Crime Statistics Preparation and Annual Reporting

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

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

### USF Tampa Clery Coordinator

Sergeant Todd Gregory  
USF Tampa Police Department  
4202 E Fowler Ave, UPB002 | Tampa, FL 33620-8750  
**(813) 974-2628** | Fax: **(813) 974-5616**  
[tgregory@usf.edu](mailto:tgregory@usf.edu) | [usfpd.usf.edu](http://usfpd.usf.edu)

### USF St. Petersburg Clery Coordinator

Chief David Hendry  
USFSP Police Department  
140 Seventh Avenue South, FPF 105 | St. Petersburg, FL 33701  
**(727) 873-4475** | Fax: **(727) 873-4122**  
[davidhendry@mail.usf.edu](mailto:davidhendry@mail.usf.edu) | [www.usfsp.edu/police](http://www.usfsp.edu/police)

### USF Sarasota-Manatee Clery Coordinator

Chief Michael A. Kessie  
Campus Police Department  
5800 Bay Shore Road, CPD | Sarasota, FL 34243  
**(941) 487-4210** | Fax: **(941) 487-4799**  
[mkessie@ncf.edu](mailto:mkessie@ncf.edu) | [www.usfsm.edu/campus-police](http://www.usfsm.edu/campus-police)

Our Clery Coordinators receive reports of crimes and incidents from students, employees, the community, Campus Security Authorities (CSAs), and external law enforcement agencies. We will explore the latter two sources of Clery-VAWA reporting (i.e., CSAs and external law enforcement agencies), further below. However, first we will discuss how our Clery Coordinators compile our annual crime statistics for reporting pursuant to Clery and VAWA. Then we will discuss what constitutes a "Clery-VAWA crime and incident" and what is meant by "Clery Geography".

## Annual Crime Statistics Compilation

Clery Coordinators are responsible for determining on behalf of our institution whether or not the information being reported to them constitutes a Clery-VAWA crime or incident. This determination is based on the information available to them at the time their determination is made; their training and experiences as a law enforcement officer; and the specialized training they have received for classifying Clery-VAWA crimes or incidents. When a crime or incident is so determined to be both a Clery-VAWA crime or incident and, said crime or incident, occurred on our Clery geography, then it is included in our annual crime statistics. The Clery Act does **not** require crimes to be reported anonymously. It prohibits personally identifiable information from being included in our institution's disclosure of crime statistics. Crime reports made to our Clery Coordinators or our CSAs may

include personally identifiable information to aid in crime investigation. However, the Clery Coordinator must omit this information from the annual security report and the web-based data collection. Also, the Clery Coordinator will not identify the victim or the person accused of committing the crime when disclosing the number of reported crimes as part of our annual crime statistics.

## Clery-VAWA Crime or Incident

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

### Criminal Offenses

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

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

### Hate Crimes

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

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

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

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

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

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

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

## Clery Geography

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

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

The definitions for these geographic categories are *Clery Act*-specific and are the same for every institution within the USF System regardless of its physical size or configuration. These definitions are provided in APPENDIX D. Maps of the Clery Geography for each institution within the USF System are provided in APPENDIX C.

## Campus Security Authorities

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

- 1) *A campus police department or a campus security department of an institution, e.g., University Police.*
- 2) *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, e.g., an individual who is responsible for monitoring the entrance into institutional property. This includes individuals who provide security at a campus parking kiosk, monitor access into a campus facility, or act as event security or escort students around campus after dark.*
- 3) *Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*
- 4) *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An "official" in this context is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

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

- A dean of students who oversees student housing, a student center, or student extracurricular activities.
- A director of athletics, a team coach, or a faculty advisor to a student group.



# Total Clery-VAMA Crimes Reported by USFSP Police Department, Campus Security Authorities, and Other Law Enforcement Agencies

(Reported in accordance with Uniform Crime Reporting Definitions and pursuant to the Clery Act and the Violence Against Women Act)

Clery Crimes Reported (includes attempts)	On-Campus "Residential" = On-campus student housing facility; "Campus" = on-campus						On Non-Campus Building or Property			On Public Property			Total Crimes Reported			Unfounded* Crimes		
	2013		2014		2015		2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
	Residential	Campus	Residential	Campus	Residential	Campus												
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense-Rape	1	1	3	3	0	0	0	0	0	0	0	0	0	3	0	0	0	0
Sex Offense-Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense-Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense-Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	1	0	0	0	0	0	3	1	1	4	1	2	1
Aggravated Assault	10	10	0	0	0	0	0	0	0	0	2	2	2	2	12	2	2	0
Burglary	0	0	2	2	2	2	0	0	0	0	0	0	0	2	2	2	2	1
Arson	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	1	4	0	1	0	0	0	0	0	0	1	1	2	2	5	2	2	0
<b>Number of Arrests or Referrals for Weapons, Drug Law, or Liquor Law Violations</b>																		
Hate Crimes Reported (Listed by Bias Category)	On-Campus						On Non-Campus Building or Property			On Public Property			Total Hate Crimes Reported			Unfounded* Hate Crimes		
	2013		2014		2015		2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
	Residential	Campus	Residential	Campus	Residential	Campus												
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Weapons Law Violations	On-Campus						On Non-Campus Building or Property			On Public Property			Total Crimes Reported		
	2013		2014		2015		2013	2014	2015	2013	2014	2015	2013	2014	2015
	Residential	Campus	Residential	Campus	Residential	Campus									
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Drug Law Violations	2	3	7	13	2	2	0	0	0	2	7	22	5	20	24
Arrests	8	8	25	25	31	33	0	0	0	0	0	0	8	25	33
Referrals	3	4	1	1	0	0	0	0	0	2	2	1	6	3	1
Arrests	4	4	76	78	27	28	0	0	0	0	0	0	4	78	28

\*If a reported Clery Crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded" and is not included in our institution's above crime statistics. Only **sworn or commissioned law enforcement personnel** may "unfound" a crime pursuant to the U.S. Department of Education, Office of Postsecondary Education, **The Handbook for Campus Safety and Security Reporting**, 2016 Edition, Washington, D.C., 2016, pg. 3-51.



- A student resident advisor or assistant or a student who monitors access to dormitories.
- A coordinator of Greek affairs.

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

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

## Exemption for Pastoral and Professional Counselors

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

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

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have learned about. This is similar to the privilege provided

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

## What Campus Security Authorities Do

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

## What Campus Security Authorities Should NOT Do

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

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

<http://www.usf.edu/administrative-services/university-police/your-safety/campus-security-authority.aspx>

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## How to Report Crimes or Other Emergencies on Campus

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

We have **Emergency Blue Light Phones** located throughout campus, which are equipped with location indicators. Consult APPENDIX D for a map of emergency blue light phone locations at each institution within the USF System.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, UPD will take the required action by either dispatching an officer, or asking the caller to

report to USFSP Police Department headquarters to file an incident report. Incidents should be reported even when the victim of a crime elects to or is unable (physically/mentally) to make such a report. USFSP Police Department officers will investigate a report when it is deemed appropriate. Reporting incidents to the USFSP Police Department is important to facilitate timely determination of the existence of a significant emergency or dangerous situation and assess for timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense information to be appropriately included in our annual disclosure of crime statistics.

All other police business (crimes over with, suspicious persons, questions, etc.) may be directed to USFSP Police Department at **(727) 873-4140** or by visiting their main office located at 530 3<sup>rd</sup> Street South, St. Petersburg, FL 33701.

To report an emergency situation directly to USFSPD, call **(727) 873-4140**.

## **Mandatory Reporters of Clery-VAWA Crimes or Incidents**

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

In emergency situations, CSAs should always call **9-1-1**. In non-emergency situations or once an emergency situation has been de-escalated, CSAs must report Clery-VAWA crimes or incidents which occur on our Clery Geography using the CSA report form, available online as follows:

- USF Tampa CSA Report Form: <http://www.usf.edu/administrative-services/university-police/documents/clery-reporting-form.pdf>
- USFSP CSA Report Form: <http://www.usfsp.edu/university-police-department/files/2014/08/www-Clery-Reporting-Form.pdf>
- USFSM CSA Form: <http://usfsm.edu/campus-police/clery-crime-incident-report/>

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

## **MoBull Messenger**



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

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

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

## **Silent Witness: Anonymous Crime Reporting**

To anonymously report a crime tip, members of the USFSP campus community can utilize the Silent Witness Reporting process, which can be accessed online at <http://www.usfsp.edu/university-police-department/silent-witness/>.

## **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 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 a grievance, complaint, or report by employees and students of violations of law, rule, regulation, policy, or other misconduct.

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

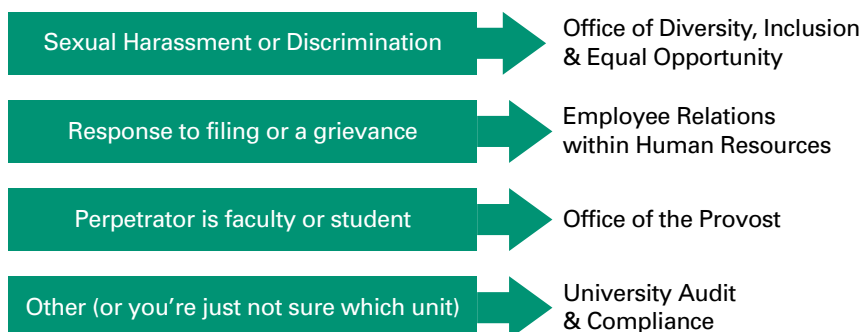
## **What happens to Employees or Students Who Violate Our Retaliation Policy?**

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:



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.

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## Timely Warnings

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

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

The intent of timely warnings is to enable members of the USF System campus community to protect themselves. Timely warnings essentially are crime awareness and prevention bulletins to the USF System community.

Campus police decide to issue timely warnings on a case-by-case basis in light of all facts surrounding a crime, including factors such as the following:

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

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

Campus police issue timely warnings to our institution-issued email accounts. All enrolled USF System students and employees are provided an active email. University Police will also use these email accounts to issue updates to timely warnings.

Since our timely warnings are sent to institution-issued email accounts, it is imperative that all enrolled students and current

employees have such an email account. For assistance with student and employee email accounts, please contact your institution's Information Technology Department as follows:

### USF Tampa

Information Technology

Helpdesk: [help@usf.edu](mailto:help@usf.edu)

Phone: (813) 974-1222

Web: <http://www.usf.edu/it>

### USF St. Petersburg

Campus Computing

Office: BAY 226

Phone: (727) 873-4357

Web: <http://www.usfsp.edu/computing/>

### USF Sarasota-Manatee

Technology Services

Office: Room A303

Phone: (941) 359-4350

Web: <http://usfsm.edu/technology-services>

Email: [computing@sar.usf.edu](mailto:computing@sar.usf.edu)

University Police works closely with Communications & Marketing and Technology Services to disburse timely warnings via MoBull Messenger, our Emergency Notification System. MoBull Messenger sends timely warnings via text messages to those subscribed to this emergency notification service. Timely warnings are also displayed on our institution's main website and can be posted on our social media outlets. MoBull Messenger is tied into Alterus, a notification system that displays timely warnings on all of our institutions' office and open-use personal computers throughout the campus.

For more information concerning timely warnings policies and procedures, please consult the following resources:

- USF System Emergency Management Policy 6-010, available on the Office of the General Counsel's website: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>
- USF Emergency Management website: <http://www.usf.edu/administrative-services/emergency-management/>

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

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

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

For more information about FERPA and the timely warning requirement under the *Clery Act*, consult the Department of Education's May 1996 Dear Colleague Letter on Campus Security Issues, available online via the Department of Education's website: [https://www.ifap.ed.gov/dpclatters/doc0092\\_bodyoftext.htm](https://www.ifap.ed.gov/dpclatters/doc0092_bodyoftext.htm).

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## Security of and Access to Campus Facilities

During the day and during evening hours when classes are in session, the facilities for all institutions within the USF System (excluding housing facilities) are open to the public: students, parents, employees, contactors, guests, and invitees. Outside of these hours, all facilities are generally locked and only faculty, staff, and some students with proper identification are admitted. University Police provide regular patrol of university buildings as well as parking lots. In the case of periods of extended closing, the institution will admit only those with appropriate authority.

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

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

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

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

### Housing Office Contact information:

USF St. Petersburg  
Housing and Residence Life  
500 2<sup>nd</sup> Street South  
St. Petersburg, FL 33701  
**(727) 873-5101**  
[housing@usfsp.edu](mailto:housing@usfsp.edu)



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## Programs About Campus Security Procedures

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

participants. Information about the importance of signing up for the MoBull emergency text message system is provided.

University Police offer a wide variety of services to assist the USFSP campus community including evening and night time safety escorts between locations on campus.

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## Crime Prevention Programs for Students and Employees

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

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]
- Rape Aggression Defense (RAD) [Self Defense for Men]
- Personal Safety—Reducing Your Risks
- Drinking and Driving—DUI Information
- Burglary and Theft Prevention
- Operation ID—Engraving
- USFSP Police Department—Who We Are & What We Do

- Bike Registration and Theft Prevention
- Cash Handling and Robbery Precautions
- Violence in the Workplace
- Alcohol Awareness

For more information on these education, prevention, and awareness programs visit the Campus Police's website at <http://www.usfsp.edu/university-police-department>.

USFSP Wellness Center offers a variety of education, prevention and awareness programs including the following:

- Sexual violence (including rape)
- Relationship violence, including domestic/dating violence
- Stalking
- Awareness of events and campaigns
- Workshops and presentations
- Consultations on safer sexual behavior and sexually transmitted infections
- Social media blogs on wellness and safety

For more information on these education, prevention, and awareness programs visit the Center for Student Well-Being website at <http://www.usfsp.edu/wellness/>.

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# Alcohol and Illegal Drugs

## Alcohol and Drug-Free Workplace Policy Statements

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

USF System Drug-Free Workplace Policy prohibits the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) on the property of or in connection with any of the activities of 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.

## 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 Our Alcohol Policy

Any criminal violation of State of Florida alcohol laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are addressed by the appropriate circuit court as provided below:

- USF Tampa: Hillsborough County Clerk of the Circuit Court
- USFSP: Pinellas County Clerk of the Circuit Court
- USF-SM: Manatee 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.

## Sanctions for Violating Our Drug-Free Workplace Policy

Any criminal violation of federal or State of Florida drug laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are addressed by the appropriate circuit court as provided below:

- USF Tampa: Hillsborough County Clerk of the Circuit Court
- USFSP: Pinellas County Clerk of the Circuit Court
- USF-SM: Manatee 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.



## Alcohol and Drug-Free Workplace Policy Resources

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

- USF System Alcohol Policy 30-023: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>
- USF System Drug-Free Workplace Policy 0-610 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-610.pdf>
- USF System Student Code of Conduct, USF System Regulation 6.0021: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

## Illegal Drug or Alcohol Abuse Prevention Programs

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

### Prevention and Education Programs for Students

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

### Counseling for Students

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

### 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-of-charge 24 hours a day, seven days a week online at [www.MagellanHealth.com/member\\_or](http://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 supervisors can provide referrals for their employees through the EAP. An employee's use of EAP services are confidential. They cannot provide information back to USF about who uses the program.

For more information about the drug and alcohol abuse services and other services provided to USF System employees through the EAP, visit the Human Resources EAP webpage 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, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

## Other Stimulants

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

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## Information about Registered Sex Offenders

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

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

Website: <https://offender.fdle.state.fl.us/offender/homepage.do>

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

For TTY Accessibility: **1-877-414-7234**

In compliance with this law, each institution's respective police department provides this information to all new students and employees during orientation. Likewise, each institution's respective police department maintains this information on their website as follows:

**USF Tampa:** <http://www.usf.edu/administrative-services/university-police/your-safety/sexual-predators.aspx>

**USF St. Petersburg:** <http://www.usfsp.edu/university-police-department/crime-information/sex-offenders/>

**USF Sarasota-Manatee:** <http://usfsm.edu/campus-police/sexual-predators-offenders/>

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. Campus police will notify the university community when a registered sexual predator or offender has registered as being on campus in accordance with Florida Statutes, Section 1005.10.

If you have any questions or concerns regarding these laws, please contact campus police as follows:

**USF Tampa, University Police Department:**  
**(813) 974-2628**

**USF St. Petersburg, University Police:**  
**(727) 873-4140**

**USF Sarasota-Manatee, Campus Police Department:**  
**(941) 487-4210**



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# Missing Student Notification Procedures

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

## Missing Student Policy Statement

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

## How to Report a Missing Student

Under USF System Policy 30-025, any person may report a missing student; however, all USF System students and employees who receive a report that a student is missing, or has independent information that a student is missing, **must immediately report** the information or evidence to one of the below-listed institutional organizations. Every report of a missing student must be forwarded to the below-listed institutional organizations regardless of how long the student is believed to have been missing.

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

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

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

### University Police Department

Campus location: 530 3<sup>rd</sup> Street South, FPF 105,  
St. Petersburg, FL 33701  
Phone: **(727) 873-4140**  
Email: [police@usfsp.edu](mailto:police@usfsp.edu)

### Dean of Students

Campus location: 140 7<sup>th</sup> Avenue South, FTF 116,  
St. Petersburg, FL 33701  
Phone: **(727) 873-4826**  
Email: [jacobdiaz@mail.usf.edu](mailto:jacobdiaz@mail.usf.edu)

### Housing and Residence Life

Campus location: 500 2<sup>nd</sup> Street South,  
St. Petersburg, FL 33701  
Phone: **(727) 873-5101**  
Email: [housing@usfsp.edu](mailto:housing@usfsp.edu)

## How to Designate a Missing Student Contact

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

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

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

## Missing Student Contact Information Confidentiality & Information Release

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

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

## Missing Student Investigation Procedures

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

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

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

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

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

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

## Missing Student Notification Procedures

### Missing Student Contact Notification

If the student is not located, the student's Missing Student Contact—indicated in the OASIS/BANNER system and/or in their Housing Emergency Contact Information—will be made within 24 hours of the University Police Department's receipt of the initial report. If the missing student has not designated a Missing Student Contact, then the student's designated Emergency Contact will be contacted. When there is a discrepancy between the Missing Student Contact designated in OASIS/BANNER and the Missing Student Contact provided to Housing, the student's designated Missing Student Contact in OASIS-BANNER is first contacted. If this contact cannot be reached, then the Missing Student Contact provided to Housing is contacted. If the missing student has neither designated an Emergency Contact nor a Missing Student Contact, then the student's parents, legal guardian, or next of kin will be contacted. Campus police, in consultation with the Dean of Students, is responsible for determining whom to contact and when.

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

### Local Law Enforcement Notification

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

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

## Policy Prohibitions and Definitions

The crimes of sexual assault, dating violence, domestic violence, and stalking are prohibited within the USF System under USF System Policy 0-004: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>. These crimes are prohibited in all academic, educational, extracurricular, athletic, and other programs of the USF System, whether those programs take place in university facilities, at a class, or training program sponsored by the university at another location, or elsewhere. Below are the definitions of these crimes and the term “consent” in the context of sexual activity as provided under Florida statutes:

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

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

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

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the 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 some one else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer or is an elected official or any other person in a position of control or

authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of the government.

For more information about Florida sexual battery statutes visit [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*
- 3) *The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.*

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

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

*In this context, the term “harass” means to engage in a course of conduct directed at a specific person which*



*causes substantial emotional distress to that person and serves no legitimate purpose. Likewise, the term “cyberstalk” means to engage in a course of conduct to 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.*

## Programs to Prevent and Raise Awareness

### Primary Prevention and Awareness Training

All new students are required to complete online prevention and awareness training for sexual assault, domestic violence, dating violence, and stalking (“VAWA” training). In addition, first time in college students, transfer students, resident assistants (RAs), International and INTO students, and graduate and teaching assistants received in-person VAWA training as part of their orientation. New faculty, new-employees, and several departments across campus received live, in-person VAWA training.

Beginning in Fall semester 2015, we also provided an overview of Title IX and the *Clergy Act* to all participants in new employee orientation.

### Ongoing Prevention and Awareness Campaigns

The following ongoing prevention and awareness programs were provided by the USF System to all students and employees:

#### **The REAL Deal**

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

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.

## Consent Campaign

The consent campaign includes flyers and trainings at request to the USF System on the definition and importance of consent.

USF St. Petersburg provides the below-listed additional ongoing prevention and awareness campaigns. These are open to faculty, staff, and students:

- Walk a Mile in Her Shoes Event
- It’s on Us campaign (a week-long event containing panel discussions, poster presentations, social media campaign, and video production)
- Screening of the film, *The Hunting Ground*, and discussion

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

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

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

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

## Safe and Positive Options for Bystander Intervention

### Bystander Intervention Steps

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

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

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

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

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

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

### Bystander Intervention Techniques

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

- 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 is okay to “make a scene” if you feel threatened or unsafe. Being assertive and calling attention to what is happening is a highly successful self-defense technique. If you feel you are being pressured or coerced into sexual activity you 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 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:

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

living, transportation, and working situations (“protective measures”).

7. Students’ or employees’ rights and options in the event of these crimes.

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

An example of the VAWA flyer for each institution within the USF System is provided in this report in its entirety in Appendix E. In addition, the Center for Victim Advocacy and Violence Prevention has developed a *Guide for Victims of Sexual Assault & Harassment; Domestic, Relationship, & Dating Violence; and Stalking* to provide more in-depth details about the above topics as well as those listed below. The Victim’s Guide is provided in this report in its entirety as Appendix F.

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

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

- Annual Security & Fire Safety Report
- VAWA Trainings (online and live) for students and employees
- VAWA Flyer
- Victim’s 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, across the USF System 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 website at: <http://www.sa.usf.edu/ADVOCACY/>.

USF St. Petersburg has confidential and non-confidential resources located on campus and off campus available to students and employees who are victims of sexual assault, dating violence, domestic violence, and stalking. Contact the confidential Victims Advocate (24/7) at **(727) 698-2079**. Victims can also consult the most recent version of the USF Tampa VAWA flyer available here: [http://www.usfsp.edu/undergraduate-admissions/files/2014/09/Title-IX-Flier-09-08-14\\_CrimeVictims.pdf?file=2014/09/Title-IX-Flier-09-08-14\\_CrimeVictims.pdf](http://www.usfsp.edu/undergraduate-admissions/files/2014/09/Title-IX-Flier-09-08-14_CrimeVictims.pdf?file=2014/09/Title-IX-Flier-09-08-14_CrimeVictims.pdf).

A sample USFSP VAWA flyer is provided in Appendix E.



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

## Institutional Proceedings: The Fundamentals

When a USF System student, employee, or vendor is accused of sexual assault, dating violence, domestic violence, or stalking, the USF System may initiate institutional disciplinary proceedings based on the circumstance of the allegation. The type of institutional disciplinary proceeding initiated 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 professionals who receive Title IX complaints and work to investigate such allegations of sexual harassment in a prompt, fair, and reasonable manner.

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.

Our OSRR, DIEO, and Title IX proceedings share common characteristics with respect to the following: standard of evidence used; required training for proceedings’ officials; rights to an advisor; written information provided to Respondents and Complainants; and the sanctions that our institution can impose on employees and students found responsible for violating USF System policy. These commonalities are discussed in greater detail below.

## Standard of Evidence Used

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 Proceedings’ Officials

The OSRR, DIEO, and Title IX processes and their associated investigations are performed by individuals who 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.

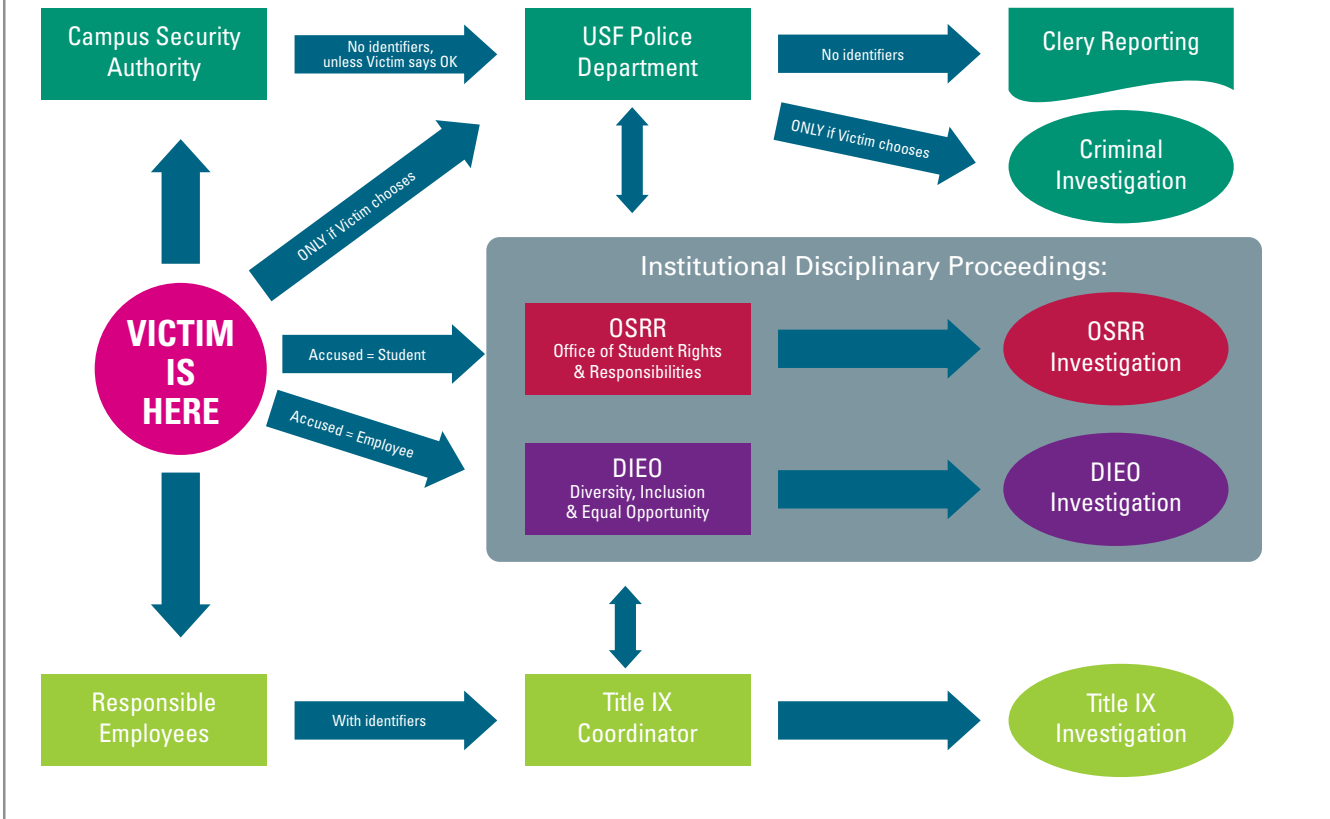
## Right to an Advisor

The Complainant and the Respondent 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. The USF System restricts the extent to which an advisor may participate in our institutional proceedings (OSRR, DIEO, or Title IX) as listed below. 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 Complainant or Respondent, 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 Complainant or Respondent, or otherwise participate directly in the proceeding.
- It is the responsibility of the Complainant or Respondent to make appropriate arrangements for travel, costs, and attendance for their advisor.
- Proceedings are not delayed due to scheduling conflicts of the chosen advisor.

# Clery-VAWA-Title IX-Title VII-Police

## Overlapping Sexual Assault Reporting & Investigatory Responsibilities



**Important: Our DIO and OSRR institutional disciplinary proceedings and any resultant institutional disciplinary actions, do NOT preclude criminal investigation by the USF Police Department or the law enforcement agency having jurisdiction. Likewise, our Title IX processes neither preclude nor supersede any criminal investigation. 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. Our Title IX process occurs in accordance with state and federal law, and involves a partnership between Title IX, DIO, and OSRR for the shared goal of stopping, remedying, and preventing instances of discrimination.**

### Written Information Provided to Complainants and Respondents

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

Typically, this is accomplished by providing the victim with a copy of the Violence Against Women Act (VAWA) flyer specific for their institution and the 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 VAWA flyers and Victim's Guide is provided in this report as Appendices E and F. In addition, our Title IX Office issues a guide regarding sexual harassment under Title IX. An example of this Title IX guide is provided in this report as Appendix G. Current versions of these resources are housed and maintained on the webpages of the Title IX Office as follows:

- VAWA Flyer -Tampa: [http://www.usf.edu/diversity/documents/Tampa\\_vawa\\_titleix\\_flyer.pdf](http://www.usf.edu/diversity/documents/Tampa_vawa_titleix_flyer.pdf)
- VAWA –Title IX flyer -USF St. Petersburg: [http://www.usfsp.edu/undergraduate-admissions/files/2014/09/Title-IX-Flier-09-08-14\\_CrimeVictims.pdf?file=2014/09/Title-IX-Flier-09-08-14\\_CrimeVictims.pdf](http://www.usfsp.edu/undergraduate-admissions/files/2014/09/Title-IX-Flier-09-08-14_CrimeVictims.pdf?file=2014/09/Title-IX-Flier-09-08-14_CrimeVictims.pdf)
- VAWA flyer - USF Sarasota-Manatee: <http://usfsm.edu/wp-content/uploads/2014/03/04-11-16-SM-VAWA-Title-IX-Flyer.pdf>
- Victim's Guide: <http://www.usf.edu/diversity/documents/victims-guide.pdf>
- Title IX Guide: [http://www.usf.edu/images/diversity/events/images/dieo\\_15006\\_title\\_ix\\_sexual\\_harassment\\_guide\\_web.pdf](http://www.usf.edu/images/diversity/events/images/dieo_15006_title_ix_sexual_harassment_guide_web.pdf)

### Potential Employee Sanctions

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 and 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 or 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 website 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 website at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.112.pdf>

Employee disciplinary actions are governed by Employee Relations in Human Resources pursuant to **HR Procedure-USF**

**Progressive Steps for Disciplinary Action**, available on the Human Resources procedures online database at <http://usfweb2.usf.edu/human-resources/pdfs/employee-relations/progressive-steps-disciplinary-action.pdf>.

Not all employee sanctions or disciplinary actions are appropriate for all cases. For example, possible employee sanctions for an allegation of sexual assault, domestic violence, dating violence, 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

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 regulation (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>). Not all of sanctions provided in the Student Code of Conduct are appropriate for all cases. For example, possible sanctions for an allegation of dating violence, domestic violence, sexual assault, or stalking are not limited to but more than likely include the following:

- **Restriction** – 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.

While our institutional proceedings share the above common characteristics (e.g., standard of evidence used; required training for proceedings’ officials; rights to an advisor; etc.), there are distinct, sometimes differences in our OSRR, DIEO, and Title IX proceedings due to nuances in the proceedings’ requirements under federal law, institutional policy, sub-regulatory guidance, and best practices. These differences in OSRR, DIEO, and Title IX proceedings and actions at our institution are discussed in greater detail below.

## OSRR 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, in cases of sexual misconduct/sexual harassment, the university is considered “on notice” once we have received written or oral communication. In the latter cases, we are compelled under Title IX to resolve the matter within a 60-day resolution period. The Title IX Office and OSRR coordinate their processes to achieve this end.

## Notification of Initial Review Results and Outcomes

Once the Initial Review is complete, the Conduct Officer issues a **Disposition Letter** to the Respondent and, in cases involving sexual misconduct and sexual harassment, 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 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 of 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). University Conduct Board Hearings are conducted by students, faculty, or staff who are members of the UCB. In contrast to an Administrative Hearing, a UCB Hearing is conducted by a panel of UCB members where at least 50% of the panel is comprised of student UCB members.

## Notification of Formal Hearing Results and Outcomes

The Complainant and Respondent are simultaneously notified of the results and outcomes of the OSRR Formal Hearing in writing, **within 10 days** of the hearing; that is, unless there are extraordinary circumstances that delay such notice. OSRR Hearing results and outcomes communicated in this manner include the following:

- The results of the OSRR Hearing
- The procedures for the Complainant and the Respondent to appeal the results of the Hearing
- Any change to the results of an OSRR Hearing
- The date the results of the OSRR proceedings become final

### Right to Appeal

The Complainant and the Respondent in cases involving sexual misconduct and sexual harassment 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, if the matter occurred at USFSP or USF-SM, to the appropriate designee at the separately accredited institution within the USF System.

The Dean of Students or designee 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 or designee. The Dean of Students or designee is authorized to contact any participants in the initial hearing for clarification. The Complainant and Respondent 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:

- USF System Student Code of Conduct, USF System Regulation 6.0021: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>
- USF System Office of Student Rights & Responsibilities (OSRR):
  - Address: 4202 E Fowler Ave, ALN 109, Tampa, FL 33620
  - Phone: **(813) 974-9443**
  - Fax: **(813) 974-7383**
  - Website: <http://www.sa.usf.edu/srr>
- USF St. Petersburg OSRR:
  - Contact Person: Ms. Heather Klisanin, Assistant Director
  - Address: 500 2<sup>nd</sup> Street South, St. Petersburg, FL 33701
  - Phone: **(727) 873-5301**
  - Fax: **(727) 873-5002**
  - Website: <http://www.usfsp.edu/dos/sc>

### DIEO Proceedings and Actions

*Incidents involving employees or vendors accused of violating institutional policies and regulations prohibiting protected category discrimination, harassment, and/or retaliation 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 and pregnancy discrimination are also prohibited under this law as a form of sex discrimination. Students, staff, and faculty are strongly encouraged to report allegations of discrimination, harassment, and/or retaliation to the DIEO Office.

### Initial Intake and Review

DIEO is typically notified via one of the following modalities:

- **DIEO Incident Report Form**, available on the DIEO website: <http://www.usf.edu/diversity/forms-policies/index.aspx>
- **Title IX Incident Report Form**, available on the Title IX page of the DIEO website: <http://www.usf.edu/diversity/title-ix/reporting.aspx>
- EthicsPoint, the USF System's anonymous reporting hotline: <https://secure.ethicspoint.com/domain/media/en/gui/14773/>
- 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. During this meeting, the Intake Coordinator will determine jurisdiction; interview the Complainant; discuss options for addressing the allegation; 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. 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 DIEO 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 DCEO 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 DCEO 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 DCEO 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 DCEO 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 DCEO 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 Investigation Results and Outcomes

The DCEO 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 DCEO process.

### Right to Appeal

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

- Additional relevant evidence has been discovered that the

appealing party was not aware of during the investigation;

- Relevant facts, presented during the investigation, 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 on the **Determination Letter**. Appeals must be submitted to the Office of the President. The President or Designee will review the information submitted and make an independent determination of whether or not the DCEO'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 DCEO Office during the investigation;
- c) may conduct or order any further investigation or discussion deemed necessary to reach a final decision on behalf of the university; and
- d) makes a determination upholding or rejecting the finding in the **Determination Letter** and **Final Investigation Report**.

Once the appellate review has been completed, the President or designee will inform the Complainant, Respondent, USF President, Provost (if applicable), Office of General Counsel, the Complainant and Respondent'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.

### DCEO Process Resources

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

- USF System Policy 0-007: Diversity and Equal Opportunity: Discrimination and Harassment: <http://regulations.policies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>
- USF System DCEO Complaint Process: [http://www.usf.edu/diversity/documents/dceo\\_complaint\\_process.pdf](http://www.usf.edu/diversity/documents/dceo_complaint_process.pdf)
- USF System DCEO Compliance Process & Forms: <http://www.usf.edu/diversity/forms-policies/index.aspx>
- USF System Diversity, Inclusion & Equal Opportunity (DCEO) Office  
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150  
Office (813) 974-4373 | Fax (813) 974-4375 | TDD (813) Website 974-5651



<http://usfweb2.usf.edu/eoa/default.asp>

- USF St. Petersburg DIEO:
  - Contact Person: Dr. Jacob L. Diaz, Dean of Students
  - 140 7<sup>th</sup> Avenue South, FTF 116, St. Petersburg, FL 33701
  - Office: **(727) 873-4276**
  - Fax: **(727) 873-5002**
  - Website: <http://www.usfsp.edu/dos>

## Title IX Proceedings and Action

*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 a types of sexual harassment, which is itself a form of gender discrimination.

### Initial Intake and Review

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

- DIEO **Incident Report Form**, available on the DIEO website at <http://www.usf.edu/diversity/forms-policies/index.aspx>
- **Title IX Incident Report Form**, available on the Title IX page of the DIEO website at <http://www.usf.edu/diversity/title-ix/reporting.aspx>
- EthicsPoint, the USF System's anonymous reporting hotline: <https://secure.ethicspoint.com/domain/media/en/gui/14773/>
- 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 as 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.

### Title IX Investigation

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 Investigation Results and Outcomes

The DCEO/Title IX 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 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 Complainant and the Respondent 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 Title IX 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:

- USF System Policy 0-004: Sexual Misconduct/Sexual Harassment (including Sexual Violence): <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>
- USF System Policy 1-022: Consensual Relationships: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf>
- How to Report a Title IX Incident: <http://www.usf.edu/diversity/title-ix/reporting.aspx>
- **USF System Title IX Coordinator:**  
Dr. Jose Hernandez, USF System Title IX Coordinator  
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 St. Petersburg Title IX Coordinator:**  
Dr. Jacob L. Diaz, Dean of Students & Deputy Title IX Coordinator

140 7<sup>th</sup> Avenue South, FTF 116, St. Petersburg, FL 33701  
Office (727) 873-4826 | Fax (727) 873-5002 |  
Website <http://www.usfsp.edu/dos>

## Confidentiality and Protective Measures

### 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 Statute 119 and are reviewed by USF General Counsel prior to release to any requesting party not involved in the report.

### Range of Protective Measures

Depending on the specifics of the incident and the victim's wishes, the USF System can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking, regardless of whether the victim is a student or employee. The 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. It is important to understand that our institution makes such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

### Protective Measures for Students

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

- Class changes;
- On-campus housing moves;
- Academic accommodation;
- No contact, non-retaliatory order or directive for the Respondent excluding or restricting them from all or portions of campus; and/or
- The Guardian "precautionary timer" for when travelling from one area of campus to another. The timer is set as you leave a location and cancelled through the app within in a specified amount of time when you arrive at your destination. If the timer does not get canceled and expires, campus police will be alerted and provided with a physical location via GPS so that they may assist you. For more information about Guardian, read the Emergency Response section of this report.

Any protective measures made for student victims, Complainants,

or witnesses will be designed to minimize the burden on their educational program while also ensuring that the university is mindful of the Respondent's rights.

### **Protective Measures for Employees**

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

- Changing the shift hours of the Respondent so it does not overlap with the Complainant;
- No contact, non-retaliatory order or directive for the Respondent excluding or restricting them from all or portions of campus;
- Changing the work environment in some other manner so the Complainant and Respondent do not have any work place interaction;
- Placing the Respondent on administrative leave with pay pending the conclusion of the investigation; and/or
- The Guardian "precautionary timer" for when travelling from one area of campus to another. The timer is set as you leave a location and cancelled through the app within in a specified amount of time when you arrive at your destination. If the timer does not get canceled and expires, campus police will be alerted and provided with a physical location via GPS so that they may assist you. For more information about Guardian, read the Emergency Response

section of this report.

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

### **Protective Measures for the 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 sexual assault, dating violence, domestic violence, and gender-based stalking across the USF System.

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

### **FERPA and Institutional Disciplinary Action**

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).

Our institution has procedures in place to immediately initiate

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## **Emergency Notification Procedures**

Emergency Notifications to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. "Confirmation" of a significant emergency or dangerous situation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all of the pertinent details are known or even available at the time. "Immediate threat" means an imminent or impending threat, such as an approaching hurricane or a fire currently raging in one of our buildings. Other examples of significant emergencies or dangerous situations include, but are not limited to, the following:

- Outbreaks of meningitis, norovirus, or other serious illness
- Gas leaks
- Armed intruders
- Bomb threats
- Nearby chemical or hazardous waste releases

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

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

Our institution issues Emergency Notifications in accordance with the emergency response and evacuation procedures outlined in our Emergency Operations Plan (EOP). Each institution within the USF System has an EOP. Each EOP is written in accordance with the framework outlined in USF System Policy 6-010: USF System Emergency Management. This policy is available on the Office of the General Counsel's website at: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>.

Each institutions' EOP contains specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community via Emergency Notifications. These plans require emergency notifications be issued for confirmed significant emergencies or dangerous situations which pose an immediate threat to the health or safety of students or employees, as long as doing so would not compromise efforts to assist a victim;



contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

For information concerning the USFSP EOP, contact Safety & Compliance at USFSP, <http://www.usfsp.edu/safety-and-compliance/about-safety-and-compliance/>.

Our institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing such an Emergency Notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Our institution utilizes a multi-step process to confirm and issue emergency notifications to our community as follows:

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

More information regarding the Emergency Notification System (ENS) can be found in USF System Policy 6-010: *Emergency Management Policy* available online via the Office of the General Counsel's website at: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf>.

## Confirming Significant Emergencies or Dangerous Situations

There are multiple methods for members of the community to report an incident to university public safety officials; however, confirming whether or not a significant or dangerous situation exists is the responsibility of trained professionals in either Campus Police, Emergency Management, Environmental Health and Safety, or Facilities Management Operations.

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

For non-law enforcement situations, other departments or individuals may also confirm that a significant emergency exists. These include Facilities Services and Safety & Compliance. Confirmation of these hazards occurs through observation by public safety officials, witness statements, or alerts received by federal, state, or local agencies.

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

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

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

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

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

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

## Determining the Content of Emergency Notifications

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

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

## Initiating Emergency Notifications

Upon confirmation of a significant emergency or dangerous situation occurring on campus, involving an imminent threat to the health or safety of the campus community, either campus police or EM will initiate emergency notifications based on the recommendations of campus police or EM.

In the event campus police or EM are able to initiate a MoBull message, authorized users in Information Technology, UCM, or the Office of the Vice President for Administrative Services may broadcast messages. Initiation will occur as outlined in our institution's EOP. "Confirmation" means that a USF official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available at the time of notification.

A set of pre-scripted, pre-approved messages that address a wide range of possible emergencies is available within our emergency notification systems to allow the communications to be sent out without delay.

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

When the emergency notification system is activated, multiple systems are activated simultaneously. In addition to text messages through MoBull Messenger, desktop computers in labs and classrooms also receive notifications through our desktop alert system. In addition, there is a siren and loud speaker system that may also be used to reach those in open

air spaces or within select buildings on campus. The university uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible.

In the event the confirmed significant emergency or dangerous situation involving an imminent threat to the health or safety of the campus community 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 Technology Services, University Communications and Marketing (UCM), EM, Facilities Planning and Management or the 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, and instructions on what actions to take, and other safety information or tips.

### Organizational Units Responsible for Emergency Notification Procedures

The following chart summarizes the types of significant emergencies and dangerous situations that each of these organizational units are responsible for confirming. It is important to note that activation of our Emergency Notification System (ENS) is greatly dependent on the scale and scope of the incident; not all occurrences of the hazards identified below will require ENS activation. While multiple departments are identified on the chart, it is only necessary for one department to confirm the emergency or dangerous situation exists.

Significant Emergency or Dangerous Situation	Police	EM	EHS	Facilities Operations	Research Integrity & Compliance	Student Affairs	Human Resources
Active Shooter	■						
Bomb Threat	■						
Brushfire	■		■				
Communicable Disease Exposure	■	■	■			■	■
Cyber Incident	■	■					
Explosion			■				
Hazardous Materials Incident	■		■				
Hurricane or Tropical Storm Warning		■					
Lab Exposure	■		■		■		
Lift Station or Sanitation Incident			■	■			
Power Outage	■	■	■				
Severe Flooding (over 1/2 campus or affecting large function)	■						
Sinkhole (affecting campus operations)	■	■					
Structure Fire	■		■				
Tornado Warning (campus in polygon)	■	■					
Transportation Incident or Road Closure	■						
Violent Civil Disturbance	■						
Violent Crime (on or near campus)	■						
Water Main	■		■				

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

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

Responsible Organizational Unit	Determine Notification Segment	Determine Notification Content	Initiate Notification
University Police	■	■	■
Emergency Management	■	■	■
USF System Environmental Health and Safety (in consultation with Safety & Compliance)	■		
Information Technology			■
Joint Information Center		■	■
Office of the Vice President of Administrative Services		■	■
University Communications and Marketing	■	■	■

## Disseminating Emergency Information to the Larger Community

In the event of an emergency, the USF home page ([usf.edu](http://usf.edu)) will display emergency information. New information is posted as updates are provided by the appropriate responding public safety authority. The USF website is the best place to receive the most thorough, accurate, and up-to-date information during an emergency.

There may be situations or emergencies which warrant communication outside of our campus community. For example, our institution may use radio and/or TV alerts for the neighboring community.

Typically, when emergency messaging is pushed out by our institution, the local media immediately contacts our Media/Public

Affairs team for comment. This team is responsible for developing messaging based on information provided by the incident commander or EOC and communicating with the media. Depending on the nature of the emergency, a press release may be sent out and a press conference may be scheduled. For situations spanning a longer period of time, our Media/Public Affairs team will provide the media with regular updates and be responsible for responding to all media inquiries.

The Media/Public Affairs team is part of University Communication and Marketing and may pull resources from other groups within that department to assist during an emergency. Depending on the nature of the emergency, JIC may be activated to provide the necessary communications resources for the event. If the JIC is activated, the Media/Public Affairs team will become part of it.



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# Testing Emergency Notification, Response, and Evacuation Procedures

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

More information regarding tests of our Emergency Notification System (ENS), emergency response, and emergency evacuation procedures can be found in USF System Policy 6-025: Fire and Emergency Evacuation Drills available online via the Office of the General Counsel’s website at: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf>.

## Emergency Notification System Tests

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

During these scheduled tests, the following emergency notification system components are activated by University/Campus Police or USF Emergency Management:

- MoBull Messenger
- Website
- Digital Displays
- Desktop Alerts
- Outdoor and Indoor Alert Systems (sirens and alert beacons)

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

## Emergency Response Procedures Tests

Our institution tests its emergency response procedures at least annually to ensure that our institution’s plans and procedures are viable and to allow our institution and partner public safety officials an opportunity to practice responding to various emergencies and

dangerous situations. These tests are coordinated by Emergency Management and key departments on campus responsible for responding to or facilitating recovery operations after an incident.

Our emergency response procedures tests are scheduled and contain drills and exercises. These tests follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

More information about our emergency response procedures and their testing can be found on the Emergency Management website: <http://usf.edu/emergencymanagement>, within each USF System institutions’ EOP, and on Emergency Situation Protective Actions cards within each classroom on our campus. Sample Emergency Situation Protective Action cards are provided in Appendix H.

## Emergency Evacuation Procedures Tests

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

Integral components of USF System policy and associated procedures include the following:

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

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

- Environmental Health & Safety;
- University/Campus Police;
- Facilities Management;
- College/Division Heads; and
- Facility Managers.

These units work together on the following:

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

For more information about our emergency evacuation procedures consult the Emergency Evacuation page of the EH&S website: <http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/emer-evacuation.aspx>.

## Communicating Our Emergency Response and Evacuation Procedures

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

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

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

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

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

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

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

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# Emergency Evacuation Procedures

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

## How to Evacuate During an Emergency

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

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

For more information on what to do during a building evacuation, visit the Environmental Health & Safety Emergency Evacuation website: <http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/emer-evacuation.aspx>.

## How to Shelter in Place

During certain emergency situations, particularly chemical, biological, or radioactive material releases, some weather emergencies, or the threat of imminent danger, you may be directed to "Shelter in Place" rather than evacuate the building.

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

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

Always follow all directions provided by emergency response personnel.

## Fire Alarm Procedures

The general USF System Fire and Emergency Evacuation procedures are as follows:

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

More information regarding fire and emergency evacuation procedures (e.g., USF System High Hazard Buildings and USF Fire Drill Relocation Areas) can be found on the USF Environmental Health & Safety website at the following locations:

<http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/emer-evacuation.aspx>

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

# Annual Fire Safety Report

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

## On-Campus Student Housing Facility Fire Safety Systems

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

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

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

## On-Campus Student Housing Facility Fire Drills

Our institution is required under HEA to disclose the number of fire drills held for our on-campus housing facilities for the past three calendar years. A **fire drill** is defined under HEA as *“a supervised practice of a mandatory evacuation of a building for a fire.”* Our fire drills are performed in accordance with USF System Policy 6-025, Fire and Emergency Evacuation Drills; available on the Office of the General Counsel’s website at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf>. This policy establishes the requirements by which our evacuation drills are conducted to ensure the safe, timely, and orderly evacuation

of building occupants during an actual fire or other building emergency. The intent of this policy is to comply with fire regulations requiring annual fire and emergency evacuation drills.

The **On-Campus Student Housing Fire Drills** chart included in this report provides the number of fire drills held for the past three calendar years for each on-campus student housing facility at our institution.

## On-Campus Student Housing Facility Fire Statistics

Our institution is required under HEA to disclose the number of fire drills held for our on-campus housing facilities for the past three calendar years. How fire statistics for each on-campus student housing facility are collected and compiled by our institution as part of this fire safety report and reporting to the Department of Education by October 1<sup>st</sup> for the preceding calendar year is provided in APPENDIX J. The **On-Campus Student Housing Fire Statistics** chart included in this report provides our fire statistics held for the past three calendar years for each on-campus student housing facility at our institution.

## On-Campus Student Housing Fire Safety Policies

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

The Resident Handbook for on-campus housing facilities at USF St. Petersburg is available for download online at <http://www.usfsp.edu/housing/files/2015/05/Handbook-Pages-Fall-2016.pdf>.

On-Campus Student Housing Fire Safety Systems										
Housing & Residential Education Building	Campus Address	Building Floors	Sq. Ft.	Wet Pipe Sprinkler System	Wet Standpipes	Dry Standpipes	Manual Standpipes	Fire System Panel	Pull Stations	Smoke Detectors
Residence Hall One (RHO)	2 <sup>nd</sup> Street South	7	125,000	1	1	0	0	Siemens MXLV	16	29
University Student Center (USC)	6 <sup>th</sup> Avenue South	6	70,500	1	1	0	1	Notifier	34	143
Hilton St. Petersburg Bayfront	333 1 <sup>st</sup> Street South	15	250,00	1	1	0	1	1 (Johnson)	36	105

On-Campus Student Housing Fire Safety Systems (continued)										
Housing & Residential Education Building	Campus Address	Heat Detectors	Duct Detectors	Notification Horns	Notification Speakers	Notification Strobes	Notification Horn/ Strobes	Notification Sounder Bases	Fire Extinguisher Devices	Evacuation Plans and Placards
Residence Hall One (RHO)	2 <sup>nd</sup> Street South	11	0	0	0	16	66	162	14	14
University Student Center (USC)	6 <sup>th</sup> Avenue South	3	45	0	189	93	82	0	18	19
Hilton St. Petersburg Bayfront	333 1 <sup>st</sup> Street South	105	20	0	105	105	105	0	57	333



## Portable Electrical Appliances

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

- Toasters
- George Foreman® grills
- Hot Plates
- Roasters
- Popcorn poppers
- Deep freezers

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

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

- Microwaves which use less than 1,000 watts;
- Automatic coffee makers; and
- Refrigerators which do not exceed 4.5 cubic feet may be used in student rooms and suites.

## Smoking

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

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

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

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

A map of boundaries in which smoking is prohibited on the campuses of our institution's on-campus student housing, USF Tampa, and USF St. Petersburg, is provided in APPENDIX I. Faculty, staff, students, vendors, and visitors are not allowed to use any tobacco products within the areas designated on these maps.

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

- USF System Policy 6-026, Tobacco and Smoke Free Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-026.pdf>
- USF System Policy 0-606, Non-Smoking Areas: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-606.pdf>
- USF System Policy 0-909, No Smoking on USF Health Campus: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-909.pdf>
- USF St. Petersburg Policy 0-607, Tobacco and Smoke Free Campus: [http://www1.usfsp.edu/adminservices/USFSP\\_policy/documents/USFSP\\_0-607.pdf](http://www1.usfsp.edu/adminservices/USFSP_policy/documents/USFSP_0-607.pdf)
- USF Sarasota-Manatee Policy 0-608 SM, Tobacco and Smoke Free University: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-608sm.pdf>

Enforcement of our tobacco and smoke free university policies depends upon the cooperation of all faculty, staff, students, vendors, and visitors not only to comply with this policy, but also to encourage others to comply with the policy. Anyone who is in violation of our tobacco and smoke free campus policies (including faculty, staff, students, vendors or visitors) should be politely reminded of the policy and asked to comply by discarding the

## On-Campus Student Housing Facility Fire Statistics

Facility Name	Facility Street Address	2013			2014			2015		
		Alarms	Fires	Drills	Alarms	Fires	Drills	Alarms	Fires	Drills
Residence Hall One (RHO)	500 2 <sup>nd</sup> Street North	2	0	3	0	1*	3	1	0	3
University Student Center (USC)	200 6 <sup>th</sup> Avenue	2	0	3	2	0	2	2	0	3
Hilton St. Petersburg Bayfront**	333 1 <sup>st</sup> Street	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

\*Intentional Fire (Arson). Unknown suspect vandalized and burned edges of a building sign. No persons were injured or died as a result of this fire.

Property damage caused by this fire was \$200 USD.

\*\*Students occupied this space August–December 2015.

tobacco product. Any student who continually refuses to abide by the policy may be considered in violation of the Student Code of Conduct and subject to its disciplinary procedures. Continuing violations by any faculty or staff member will be handled through normal university processes.

### Open Flames and Other Fire Hazards

All residents are required to follow the USF System's fire and safety regulations. These regulations follow mandates set by the USF System Office of Environmental Health and Safety. Please review Fire and Safety information on the USF System Office of Environmental Health and Safety website: <http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/residential-info.aspx>.

### Fire and Safety Equipment

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

Therefore, the following acts are prohibited:

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

### Prohibited Items

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

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

occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations.

### Fire, Health & Safety Inspections

Housing & Residential Education staff facilitate fire, health, and safety inspections each semester with at least 24-hour notice to residents. Any violations found during these inspections must be corrected within the specified time period by the institution. Residents must immediately correct unsafe or potentially hazardous conditions in their room (such as overloaded power outlets) as requested by staff. Failure to correct fire, health, and safety violations may result in disciplinary actions.

### Student Housing Evacuation Procedures in Case of Fire

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

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

#### Treat all fire alarm activations as emergencies. Get out of the building!

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

- Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/refuge.
- Never assume that an alarm is a “false alarm.”

More information regarding USF System fire and emergency evacuation procedures and additional information associated with emergency evacuation (e.g., USF System High Hazard Buildings and USF Fire Drill Relocation Areas) can be found on the USF System’s Environmental Health & Safety website at the following locations:

- Fire and Emergency Evacuation Drills:  
<http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/emergency-evacuation.aspx>
- Fire Safety, Residential Information:  
<http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/residential-info.aspx>

All occupants of any USFSP on-campus student housing are required to evacuate upon receiving an evacuation notice. This is a requirement of the USF System Policy. All occupants are to immediately leave the building and proceed to the assigned Evacuation Gathering Area. The Gathering Area for Resident Hall One (RHO) is located in the grassy area along 1<sup>st</sup> Street between 5<sup>th</sup> and 6<sup>th</sup> Avenues. The Gathering Area for the University Student Center is in the grassy area along 3<sup>rd</sup> Street, between 6<sup>th</sup> and 7<sup>th</sup> Avenues. The Gathering Area for the Hilton Hotel is the St. Petersburg Rowdies Parking Area. When leaving the building, do so in a quick and orderly manner. Take only minimally required items with you. In the case of inclement weather, the nearest building available will be used to temporarily house all occupants. For RHO, that building is the Student Life Center (SLC). For USC, that building is the Poynter Library (POY). For the Hilton Hotel, that building is Residence Hall One (RHO).

When at the Gathering Area, occupants are required to remain until the appropriate authority gives the “all clear to return to the building.” If you need to leave for any reason, you should notify an RA or building representative. This is to ensure that all occupants are accounted for.

## Fire Safety Education and Training

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

- understanding the fire risks in residential buildings,
- the components of a fire,

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

The Residence Life & Education Team is subsequently responsible for the dissemination of these policies and procedures to on-campus student housing facility residents. Further, EH&S provides Fire Safety training, including the Emergency Response and Evacuation policies and procedures to USF staff employees on a biennial basis. This training is also provided by EH&S per request for other USF System institutions, departments, and facilities.

In addition to fire safety training, the USF System requires fire drills of each on-campus student housing facility once each semester, during the first three (3) weeks of each academic term. These drills test the fire alarm systems and fire reporting procedures under simulated emergency conditions for all residential facilities including Greek organizations with a chapter house. Per procedures, drills are not conducted at regularly scheduled times and are held without warning except to the campus police, alarm technicians, or housing maintenance staff. Such drills ensure familiarity with exits which in turn ensures that everyone in our on-campus student housing facilities vacate the building promptly and in an organized manner to a place of safety. The following fire drill procedures are applicable to USF System on-campus student housing facilities:

- 1) The Resident Assistants, with the assistance a Fire Safety Specialist, will arrange, conduct, and record fire drill results.
  - The Fire Safety Specialist shall be the person in charge at all fire drills in the event an actual fire emergency occurs.
  - The Resident Assistants shall coordinate drill scheduling with campus police.
  - The fire drill evacuation plan shall include all personnel in the building. This includes all residents, visitors, guests, employees, and attendants. There are no excuses for not participating. Everyone must leave the building during the drill period.
- 2) Diagram and post two routes to the outside from all rooms, especially from bedrooms.
- 3) Designate a meeting place outdoors which is away from the building and clear of entrances. The designated meeting place should be at least 100 feet from the building.
- 4) Locate a method of calling **9-1-1** near the designated meeting place that does not involve re-entering the building.
- 5) Anyone who is unable to evacuate the building due to a disability must shelter in the area of refuge/rescue.
- 6) Establish a method to account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency personnel. (Do not return inside. Only trained search and rescue personnel should re-enter

an evacuated area.)

- 7) The Fire Safety Specialist (if present) shall terminate the fire drill by:
  - Informing Physical Plant alarm technicians to reset the building alarm system.
  - Notifying building occupants that they are allowed to return to the building by giving the “all clear” signal.
  - Notifying the appropriate dispatcher(s), that the drill has been completed.
  - Make a written record of the date, time, and results of the drill.
- 8) The Resident Assistants should meet directly after each fire drill to evaluate the success of the drill and work out details which have been faulty or misunderstood.
- 9) The Resident Assistants shall submit a copy of the Fire Drill Report to Environmental Health and Safety within 48 hours. A copy of the drill shall be maintained in the residential records.

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

The USF System Fire and Evacuation Drill Policy, procedures, and additional emergency or fire-related information are maintained on the USF System EH&S Fire Safety website: <http://www.usf.edu/administrative-services/environmental-health-safety/fire-safety/index.aspx>

Prior to the beginning of each semester, all USFSP Resident Assistants (RAs) are required to attend Fire Safety Training. This is facilitated by the USFSP Office of Safety and Compliance. The training teaches Preventive Fire Safety, Evacuation Assistance Requirements, Hazard Notifications, Hazard Response Requirements, and Fire Safety Equipment Familiarization and Use. The RAs are then expected to bring their knowledge to the housing occupants during their individual floor meetings. In conjunction with this training, an Evacuation Drill is scheduled for each residence building within two weeks after the start of the semester. These are to test the effectiveness of the training and to improve the occupant knowledge of what to do in case of a fire or other evacuation. These drills are evaluated and graded. The Office of Safety and Compliance, in conjunction with USF System Environmental Health and Safety, and the Florida State Fire Marshall’s Office, review the completed drills and make recommendations to improve training effectiveness. These recommendations are then implemented into the next residence training cycle.

## Who Should Be Notified After a Fire Occurred

Below is a list of titles of the people or organizations that should be told “after the fact” that a fire occurred for the purposes of including a fire in the statistics in the annual fire safety report.

### Environmental Health and Safety

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

### Housing

- Maintains and updates the Building Alarms and Fire Report document.
- Maintains and updates the Building Fire System and Component document.
- Maintains policies in the Resident Housing Publication that addresses open flames, smoking and electrical appliances.
- Maintains policies in the Resident Housing Publication that addresses procedures that students should follow in case of fire.
- Compiles fire statistics annually from building alarms and fire report and submits to EH&S and UPD for reporting in October.

### Campus Police

- Receives and records fire alarm activity in housing buildings.
- Dispatches officer(s) to investigate all fire alarm activations.
- Determines if emergency forces are required and makes contact with emergency forces (Fire Rescue) as needed.
- Maintains reporting format of Annual Fire Safety Report (same as Clery Report).
- Receives fire statistics annually from Housing and compiles Annual Fire Safety Report with Clery Report crime statistics.
- Submits Annual Fire Safety Report along with Clery Report as one report for compliance to HEOA/Campus Right to Know.



## Plans for Future Fire Safety Improvements.

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

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

- 1) Provide more outreach to the occupants of the residences in the form of better evacuation maps for each room.
- 2) Offer more Fire Extinguisher training to the entire occupant population.
- 3) Work more closely with the Hilton Hotel and the St. Petersburg Fire Department to better formulate what the expectations and outcomes would be if there is a need to evacuate that facility for fire or other hazards.
- 4) Conduct more unannounced Health and Welfare inspections to uncover and prevent poor Fire Safety with regard to housekeeping practices in all residences.

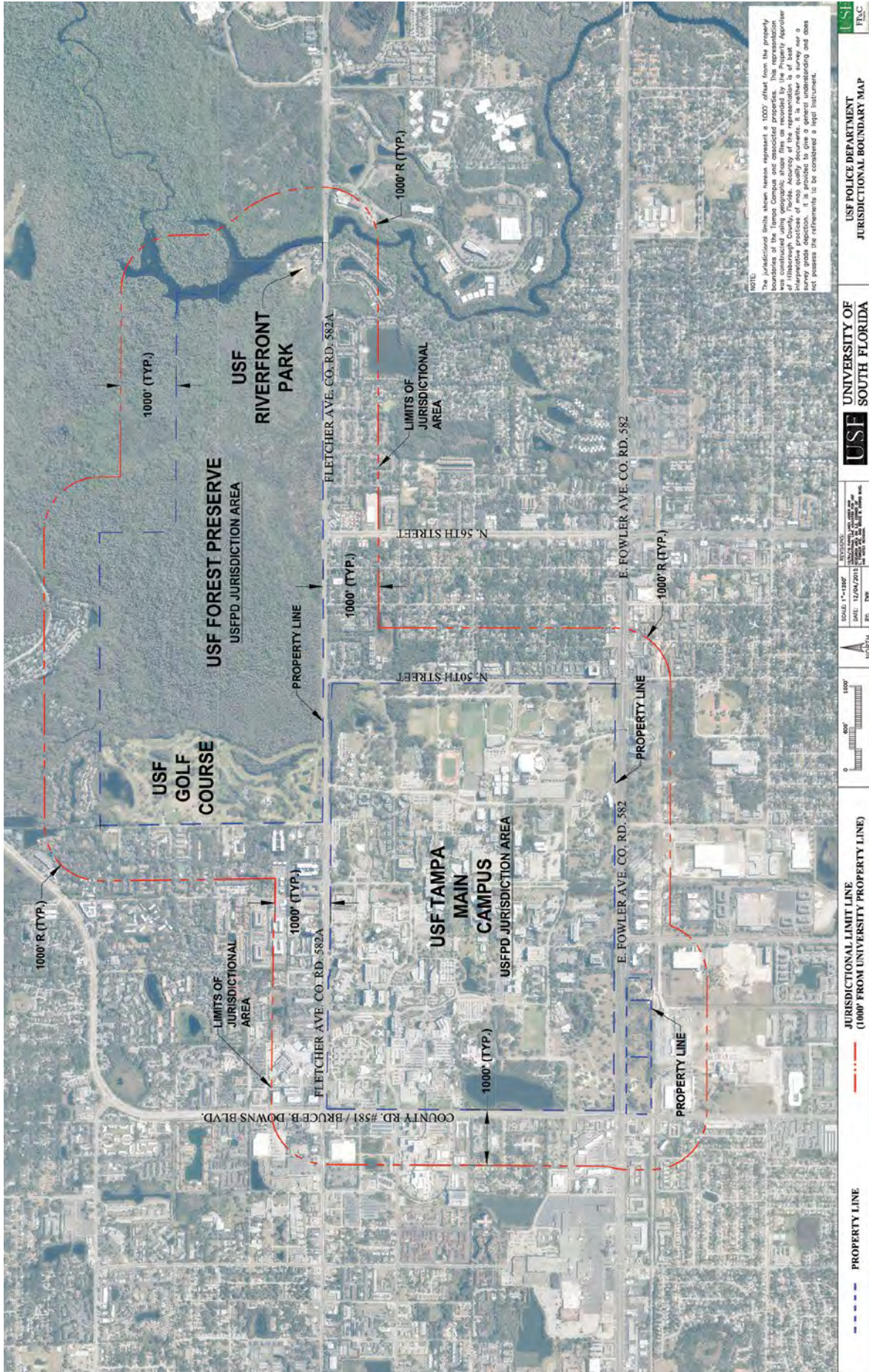
These USFSP initiatives will be conducted starting with the summer semester of 2016.





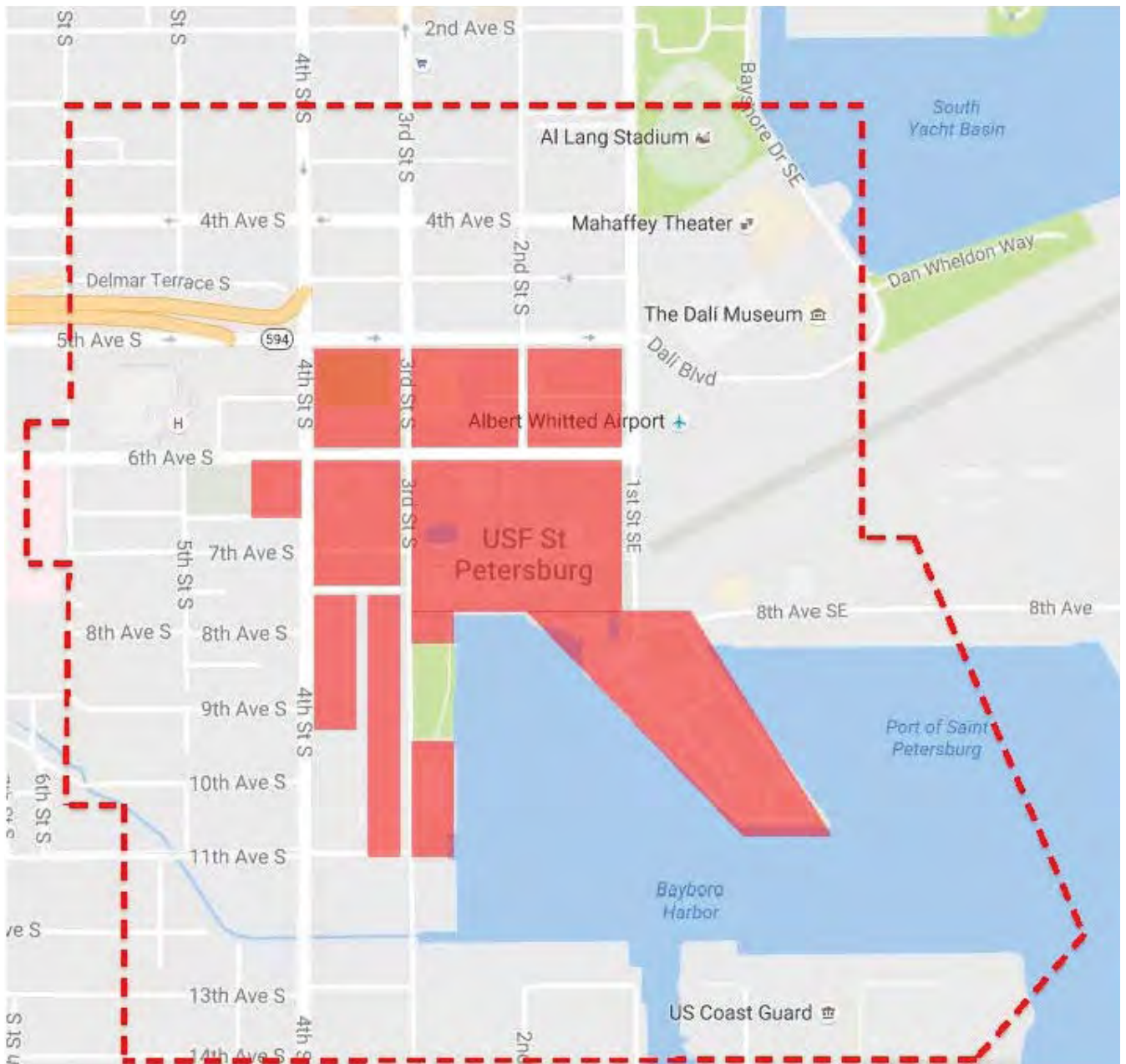
# APPENDIX A

## USF Tampa Police Department Jurisdiction Map



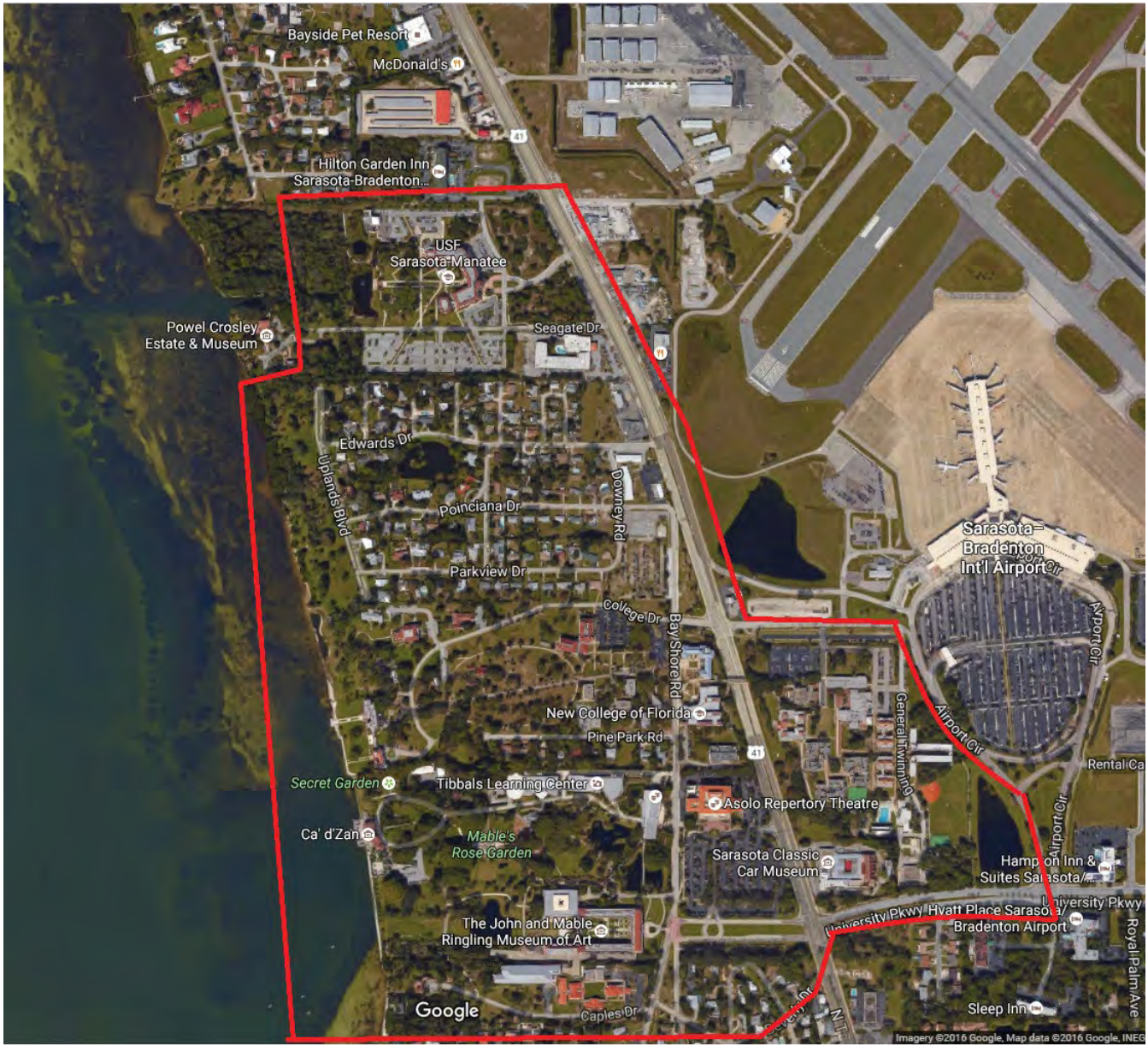


USF St. Petersburg Police Department Jurisdiction Map



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## USF Sarasota-Manatee Police Department Jurisdiction Map





Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Arson	Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.  <i>Note: Do not classify fires of suspicious or unknown origin.</i>
Burglary	The unlawful entry of a structure or conveyance to intent to commit a crime therein.
<i>Business Day</i>	Monday through Friday, excluding any day when the institution is closed.
<i>Campus</i>	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 institutions education purposes, including residence halls and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
<i>Campus security authority</i>	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

## APPENDIX B

### Crime and Incident Definitions

	<p>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.</p>
<i>Clery Geography</i>	<p>Clery crime and incident statistics are reported according to the following <i>Clery Act</i>-defined geographical categories: on campus; on-campus residential; non-campus building or property; and public property.</p> <p>The definitions of these geographies under the <i>Clery Act</i> are provided below. Consult APPENDIX C for a map of the Clery Geography for each institution within the USF System.</p> <p><b>On Campus</b> The <b>on-campus</b> category of Clery Geography encompasses the following:</p> <p><i>Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institutions education purposes, including residence halls; and</i></p> <p><i>Any building or property that is within or reasonably contiguous to the area identified in the above paragraph that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</i></p> <p><b>On-Campus Residential: A Subset of On-Campus</b> Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:</p> <ul style="list-style-type: none"><li>• The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities (“on-campus”); and</li><li>• The number of crimes that occurred in on-campus student housing facilities as a subset of the total (“on-campus residential”).</li></ul> <p>Under the Clery Act, <i>a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.</i></p>

	<p><b>Non-Campus Property</b> The <b>non-campus</b> category of Clery Geography encompasses the following: <i>Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</i></p> <p><b>Public Property</b> The <b>public property</b> category of Clery Geography encompasses the following: <i>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.</i></p>
<p><i>Dating Violence</i></p>	<p>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.</p> <p>Under State of Florida Statutes, <b>dating violence</b> 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</p>

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	<p>determined based on the consideration of the following factors:</p> <ol style="list-style-type: none"> <li>1. A dating relationship must have existed within the past 6 months;</li> <li>2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and</li> <li>3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.</li> </ol>
<p><i>Destruction or Damage or Vandalism of Property</i></p>	<p>To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. - Crime is only reported if it was motivated, in whole or in part, by the offender's bias.</p>
<p><i>Domestic Violence</i></p>	<p>Under the Clery Act, domestic violence is defined as follows:</p> <ol style="list-style-type: none"> <li>(1) A felony or misdemeanor crime of violence committed--             <ol style="list-style-type: none"> <li>(i) By a current or former spouse or intimate partner of the victim;</li> <li>(ii) By a person with whom the victim shares a child in common;</li> <li>(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;</li> <li>(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or</li> <li>(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</li> </ol> </li> <li>(2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</li> </ol> <p>Under State of Florida Statutes, <b>domestic violence</b> is defined as follows:</p> <p>Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing</p>



	<p>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.</p>
<i>Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program</i>	<p>A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.</p>
<i>Hate crime</i>	<p>A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.</p>
<i>Hierarchy Rule</i>	<p>A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.</p>
<i>Intimidation</i>	<p>To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Crime is <b>only</b> reported if it was motivated, in whole or in part, by the offender's bias.</p>
<i>Larceny-Theft</i>	<p>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</p> <p><b>Constructive possession</b> is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.</p> <p>Crime is <b>only</b> reported if it was motivated, in whole or in part, by the offender's bias.</p>
<i>Motor Vehicle Theft</i>	<p>The theft or attempted theft of a motor vehicle.</p>

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	<p><i>Note: Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding</i></p>
<p><i>Murder and Non-negligent Manslaughter</i></p>	<p>The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.</p> <p><i>Note: Murder/Non-negligent Manslaughter does <u>not</u> include deaths caused by negligence, assaults/attempts to murder, suicides, fetal deaths, traffic fatalities, accidental deaths, or justifiable homicides (defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).</i></p>
<p><i>Negligent Manslaughter</i></p>	<p>The killing of another person through gross negligence (defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).</p> <p><i>Note: Negligent manslaughter does <u>not</u> include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.</i></p>
<p><i>Professional counselor</i></p>	<p>A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.</p>
<p><i>Programs to prevent dating violence, domestic violence, sexual assault, and stalking</i></p>	<p>(1) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that--</p> <ul style="list-style-type: none"> <li>(i) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and</li> <li>(ii) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.</li> </ul> <p>(2) Programs to prevent 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).</p>

<i>Public property</i>	All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
<i>Referred for campus disciplinary action</i>	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
<i>Robbery</i>	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.
<i>Sexual assault</i>	<p>Under the Clery Act, sexual assault is defined in accordance with the FBI's UCR Program, Sexual Assault is defined as... Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim</p> <p><i>Under State of Florida Statutes, <b>sexual battery</b> is defined as follows:</i></p> <p>Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for bona fide medical purpose.</p> <p>"Consent" - means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.</p>
<i>Simple Assault</i>	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 <b>only</b> reported if it was motivated, in whole or in part, by the offender's bias.
<i>Stalking</i>	<p>For the purposes of complying with the requirements of the VAWA, any incident meeting the below definition is considered a crime for the purposes of Clery Act reporting.</p> <p>(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to--</p> <p>(i) Fear for the person's safety or the safety of others; or</p> <p>(ii) Suffer substantial emotional distress.</p> <p>(2) For the purpose of this definition--</p> <p>(i) <i>Course of conduct</i> means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means</p>

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	<p>follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.</p> <p>(ii) <i>Substantial emotional distress</i> means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</p> <p>(iii) <i>Reasonable person</i> means a reasonable person under similar circumstances and with similar identities to the victim.</p> <p>Under State of Florida Statutes, <b>stalking</b> is defined as follows: A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.</p> <ul style="list-style-type: none"> <li>- "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.</li> </ul> <p>"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.</p>
<p><i>Test</i></p>	<p>Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.</p>

#### Crime and Incident Definitions Sources:

Under the Clery Act, counting and disclosing statistics for criminal offenses, hate crimes, arrests, and referrals for disciplinary action is done based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of *Fondling, Incest and Statutory Rape* are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. *Hate Crimes* are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

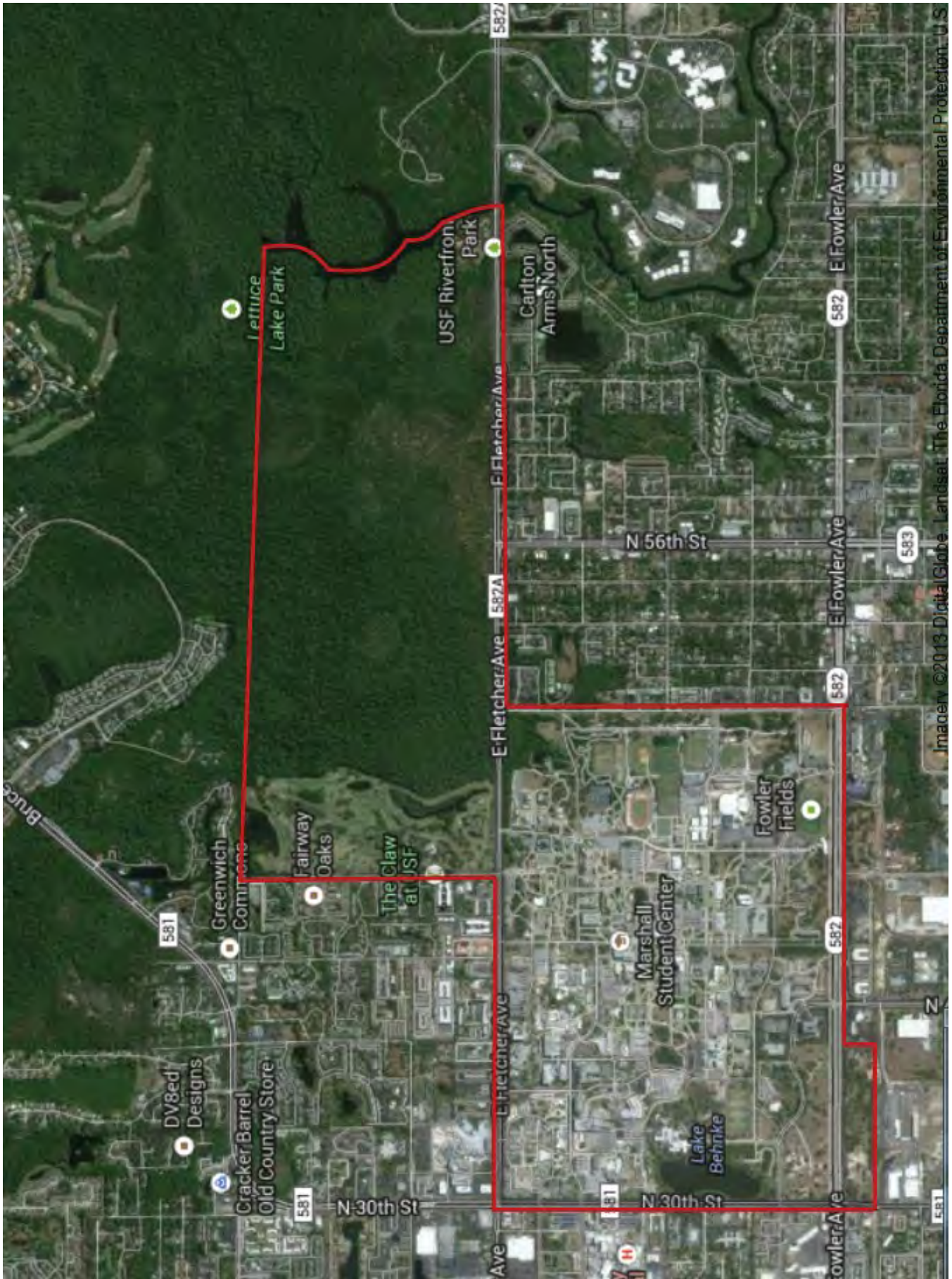


For the categories of *Domestic Violence, Dating Violence and Stalking*, the Clery Act specifies that our institution must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations [34 CFR 668.46(c)(6)(A)(i)] for statistical report.

For more information regarding how Clery crimes and incidents are classified and reported, consult The Handbook for Campus Safety and Security Reporting: 2016 Edition, available online on the Department of Education web site: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>. Questions regarding specific statistics presented in this report should be directed to your institution's Clery Coordinator.

# APPENDIX C

## Clery Geography Map - USF Tampa



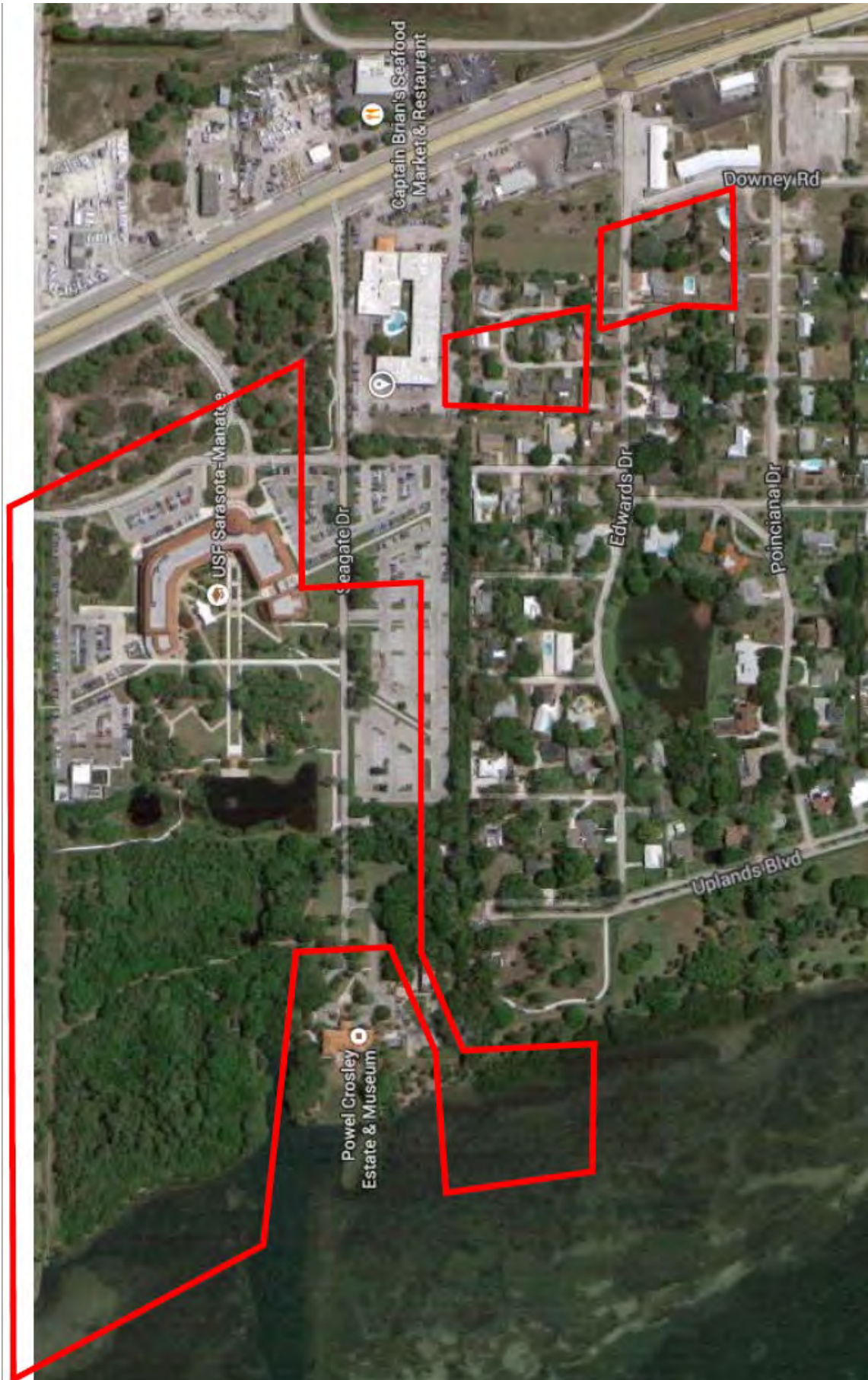
Imagery ©2013 DigitalGlobe, Landsat, The Florida Department of Environmental Protection, U.S.





**APPENDIX C**

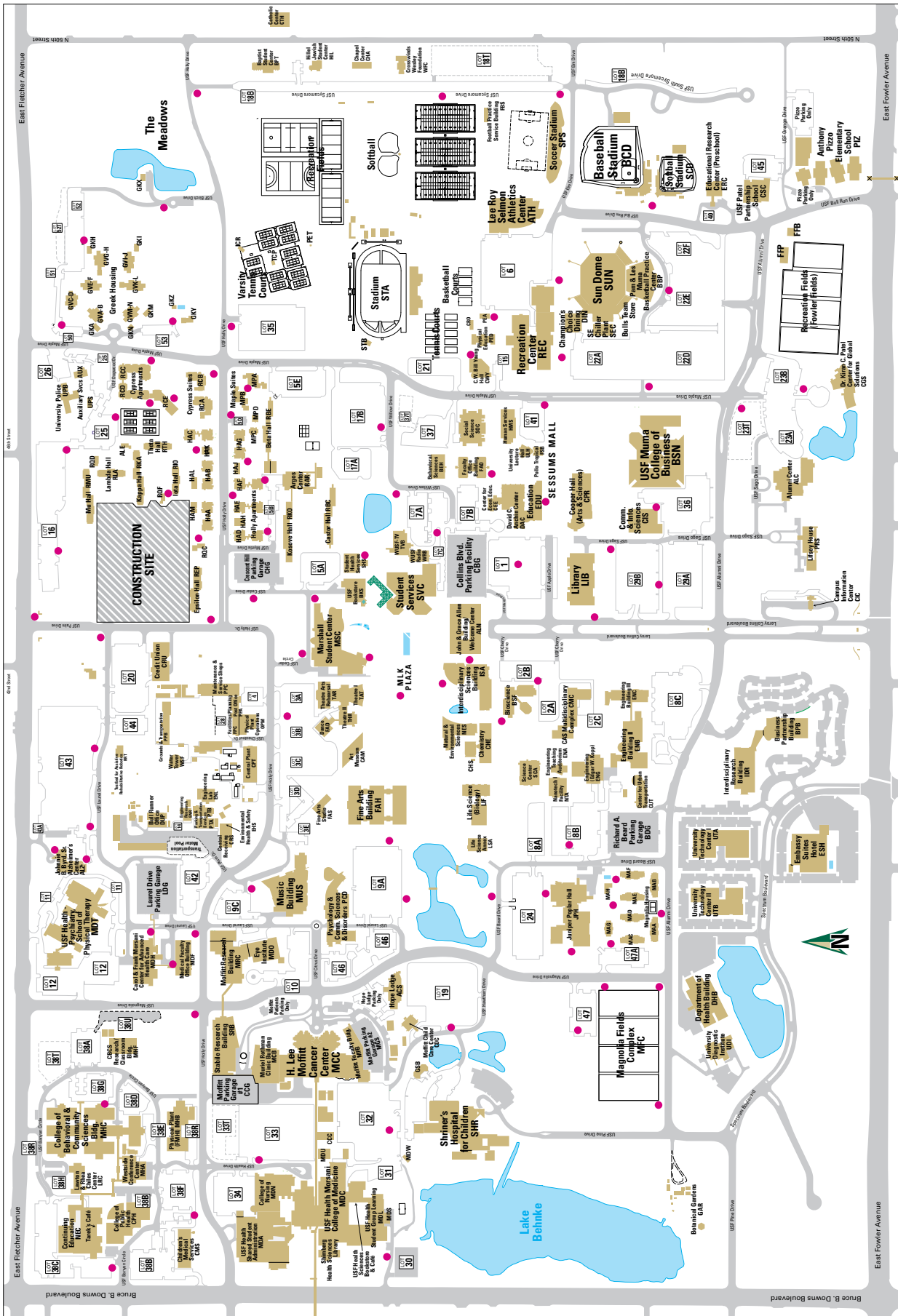
Clery Geography Map - USF Sarasota-Manatee





Emergency blue light phone location map for the USF Tampa Campus

University of South Florida Emergency Blue Light Locations



● = Blue Light Emergency Phone

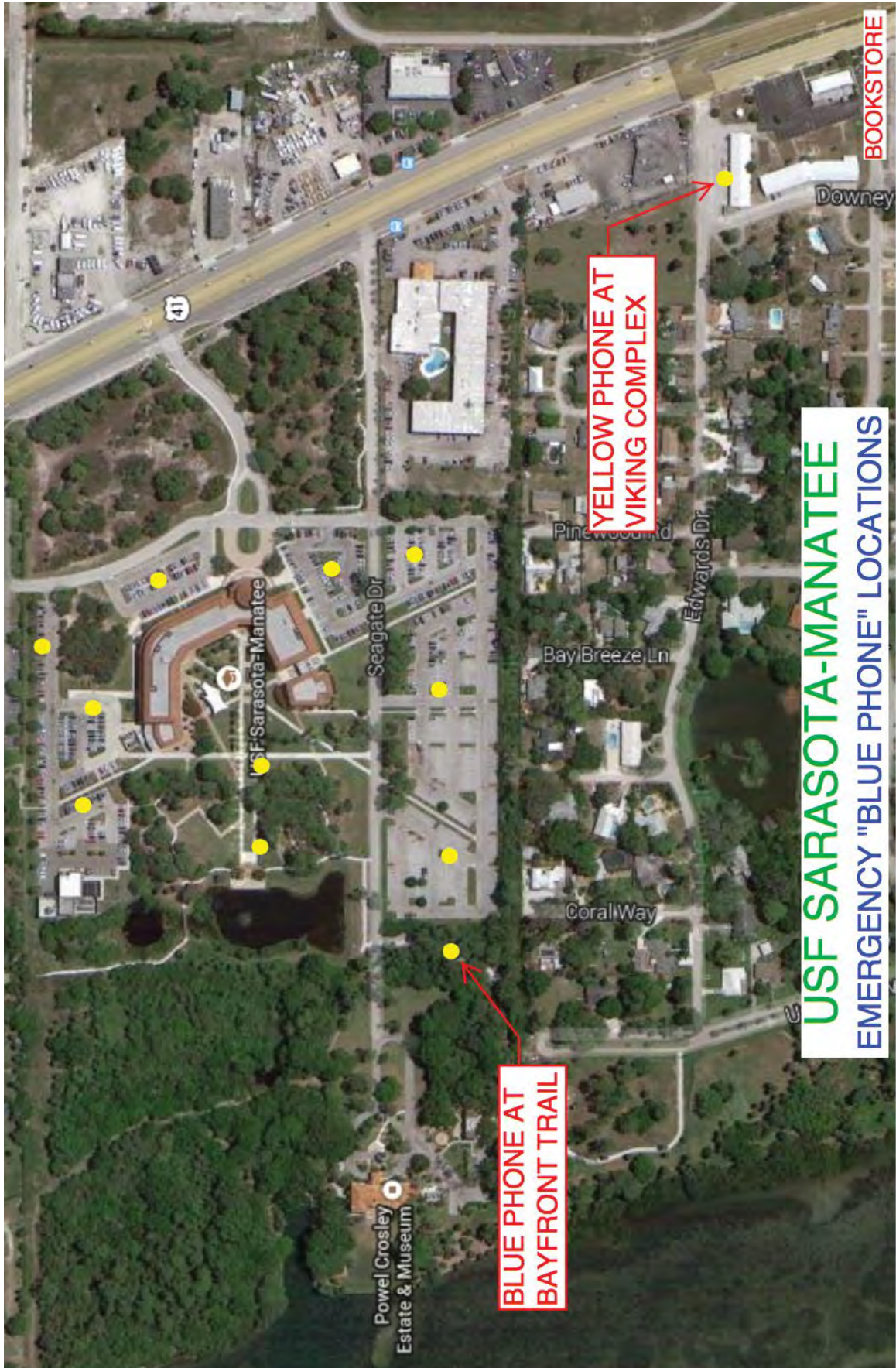
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## Emergency blue light phone location map for the USF St. Petersburg Campus





Emergency blue light phone location map for the USF Sarasota-Manatee Campus



## APPENDIX E

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

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#### Contact USF Victim Advocacy & Violence Prevention

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

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

**Hours:** Monday-Friday 8 a.m.-5 p.m.

**Location:** SVC 0067

**Call the Victim Helpline:** 813-974-5757 (available 24/7)

#### OTHER RESOURCES

**On Campus:** Counseling Center: 813-974-2831

Student Health Services: 813-974-2331

**Off-Campus:** Crisis Center of Tampa Bay: 813-234-1234

### NON-CONFIDENTIAL RESOURCES

Cannot confidentially assist you due to State reporting requirements.

#### CALL 911 TO REPORT

**On Campus:** USF Police Department, 813-974-2628

**Off-Campus:** Hillsborough County Sheriff, 813-247-8200

Tampa Police Department, 813-231-6130

Temple Terrace Police, 813-989-7110

#### OTHER CAMPUS RESOURCES

**Office of Diversity, Inclusion & Equal Opportunity**

813-974-4373

**Office of Student Rights & Responsibilities**

813-974-9443

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

## NOT SURE WHAT YOU WANT TO DO ?



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

### PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT

Depending on the type of incident:

**DO NOT WASH** bedding, towels, and clothing.

**DO NOT ERASE** voice, text, and email messages.

**AVOID** bathing/showering, douching, brushing teeth, eating or drinking, using the toilet, or cleaning up the crime scene.





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



# TITLE IX

## COMPLAINT PROCESS & CONTACTS

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### 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

#### 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](mailto: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](mailto:ksteffen@health.usf.edu)

#### USF WORLD: Ben Chamberlain, Deputy Coordinator and International Risk & Security Officer

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813-974-4314 • [bchamberlain@usf.edu](mailto:bchamberlain@usf.edu)

#### 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](mailto: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](mailto:jacobdiaz@mail.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](mailto:jehernan@usf.edu)

**Crystal C. Coombes, M.Ed., LPC, Senior Deputy Title IX Coordinator** • 813-974-5392 • [cccumbes@usf.edu](mailto:cccumbes@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

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## APPENDIX E

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

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### CONFIDENTIAL RESOURCES

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

We work with the Wellness Center and Students of Concern Assistance Team as needed to provide students with additional assistance.

**Call Victim Advocate (24/7):** 727-698-2079

#### OTHER RESOURCES

**On Campus:** Wellness Center: 727-873-4422

**Off-Campus:** PEMHS: 727-541-4628

### NON-CONFIDENTIAL RESOURCES

Cannot confidentially assist you due to State reporting requirements.

#### CALL 911 TO REPORT

**On Campus:** USFSP Police Department, 727-873-4140

**Off-Campus:** St. Petersburg Police Dept., 727-893-7780  
Pinellas County Sheriff Dept., 727-582-6200

#### OTHER CAMPUS & USF SYSTEM RESOURCES

**Dean of Students Office:** 727-873-4826

**Office of Diversity, Inclusion & Equal Opportunity:**  
813-974-4373

**Office of Student Conduct:** 727-873-5027

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**USFSP**  
UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

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04-11-16



## APPENDIX E

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

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- **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)  
- Sarasota: 941-365-1976  
First Call for Help: Manatee: 941-708-6488  
Sarasota & Northport: 941-366-5025  
Manatee Glens: 941-782-4800  
24-hour Hotline: 941-708-6059

### NON-CONFIDENTIAL RESOURCES

Cannot confidentially assist you due to State reporting requirements.

#### 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

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## NOT SURE WHAT YOU WANT TO DO ?



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## PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT

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**USF**  
UNIVERSITY OF  
SOUTH FLORIDA  
SARASOTA-MANATEE

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04-11-16

## APPENDIX F

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



*Guide for Victims of*

**Sexual Assault & Harassment**

**Domestic, Relationship &  
Dating Violence**

**Stalking**





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## APPENDIX F

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

## INTRODUCTION

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

In the immediate aftermath of any of the above interpersonal crimes or situations, victims often are confused and shocked, and may not know what to do, whom to tell, or where to seek help. Victims are often concerned about their privacy and safety.

This guide is intended to provide information that will assist USF Tampa student and employee victims to understand their options and resources in the event of any of these interpersonal crimes or situations.

**IMPORTANT! If in imminent danger from the abuser, call 911.**

Due to the potential for increased risk, victims of intimate partner violence (domestic, relationship or dating violence) and stalking are urged to consult confidentially with a victim advocate at USF's Center for Victim Advocacy & Violence Prevention (VAVP) (see *Resources*, page 16) for an individualized risk assessment, safety planning and exploration of options. The advocate will help you pursue any reporting options you choose, as safely as possible.

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

## REACTIONS TO VICTIMIZATION

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

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

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

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

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

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

Advocates at USF's Center for Victim Advocacy & Violence Prevention (**VAVP**) provide trauma-informed care and can help you to understand your reactions and feelings in relation to what has happened to you (see *Resources*, page 16). USF's Counseling Center is also a resource for helping you understand and cope. If you find your academic success or employment negatively affected, VAVP can advocate to remedy problems in academics and employment due to victimization.



## APPENDIX F

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

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

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

### Confidential Campus Resources

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

- VAVP
- Counseling Center
- Student Health Services

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

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

### Employees Who Must Report Disclosures

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

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

*continued*

Employees who are mandated to report include:

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

### **If the Incident Was Reported Against Your Wishes**

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

Sometimes well-intentioned friends or family members of a victim may contact law enforcement or other officials to report the incident or situation, even when the victim does not wish others to know.

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

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

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

## REPORTING OPTIONS FOR VICTIMS

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

- Report to law enforcement
- File a Title IX complaint with any of the university's Title IX Coordinators or visit the university's DIEO (see *Resources*, page 17)
- Report student misconduct through the OSRR (see *Resources*, page 17)
- Report employee misconduct through the university's DIEO (<http://usfweb2.usf.edu/ea>)
- 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.

## APPENDIX F

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

- Your advocate will provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in such areas as:
  - Housing and relocation
  - Academics
  - Transportation
  - Work
  - Injunction for Protection (“restraining order”) – used to restrict offender’s contact with you (see pg. 10 for more information)
- The State Attorney’s Office in the jurisdiction where the crime occurred has the authority to prosecute crimes when there is enough evidence to pursue the case. The decision to prosecute is made by the prosecutor on behalf of the State of Florida.

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

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

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

- Seek medical care, if needed.
  - Hospital emergency room
  - Student Health Services
  - Other medical provider of your choice
  - A victim advocate can accompany you or meet you at the facility if you wish
- Preserve evidence as much as possible.
  - Leave damage to property or dwelling as is for law enforcement to document; avoid changing or washing clothing that may be torn or contain blood evidence; make sure that bruises and other injuries are photographed by police, medical caregivers, or, as a last resort, a friend or relative.
  - Save communications to or from the offender or witnesses via voice mail, text, social media or email about the incident.
- Even if you did not preserve evidence, you may still report the crime.
- Call 911 to report the incident **or** contact USF’s VAVP for an advocate to assist you in reporting. A police officer or sheriff’s deputy will respond and take an initial report from you.

- If UP is contacted, they will offer to contact an advocate from VAVP to assist you during and after taking the report.
- A detective/investigator may interview you at the time you make the report and/or in the days following your initial report. Your advocate can accompany you if you choose.
- Your advocate will provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in such areas as:
  - Housing and relocation
  - Safe emergency shelter
  - Academics
  - Transportation
  - Work
  - Legal aid
  - Injunction for Protection
- The State Attorney's Office in the jurisdiction where the crime occurred has the authority to prosecute crimes when there is enough evidence to pursue the case. The decision to prosecute is made by the prosecutor on behalf of the State of Florida.

### **Injunctions for Protection**

Injunctions for Protection are referred to as "restraining orders" or "orders for protection" in some states. You do not have to report the crime in order to request an Injunction for Protection. The intention of an Injunction for Protection is to restrict the access of the offender to the victim, allowing the victim to avoid contact with the offender. Some offenders will abide by the terms of the injunction; however, others will not. For this reason, Injunctions for Protection, when granted, are not guarantees of safety.

The process for requesting an Injunction for Protection is complex:

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

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



## APPENDIX F

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

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

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

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

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

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

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

Title IX also prohibits retaliation against anyone who, in good faith, has made allegations of sexual assault or who has testified, assisted, or participated in any investigation, proceeding, or hearing related to Title IX. If you believe that you have experienced retaliation, contact the investigator for your Title IX complaint, your victim advocate, a Title IX Deputy Coordinator, or UP.

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

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

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

*continued*

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

**Misconduct by an Employee**

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

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

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

## APPENDIX F

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

## 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.



## APPENDIX F

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

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

## APPENDIX F

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

### NON-CONFIDENTIAL CAMPUS RESOURCES

**University Police (UP)**

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

Emergency: 911

Non-Emergency: 813-974-2628

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

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

ALN 109

813-974-9443

**Title IX:****Office of Diversity, Inclusion & Equal Opportunity (DIEO)**

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

ALN 172

Dr. Jose Hernandez, *Chief Diversity Officer and Title IX Coordinator*

813-974-0537, [jehernan@usf.edu](mailto:jehernan@usf.edu)

**Deputy Coordinators:****For Students:**

Winston G. Jones, *Director - OSSR*

813-974-9443, [winstonjones@usf.edu](mailto:winstonjones@usf.edu)

**For Complaints Involving Athletics:**

Jocelyn Fisher, *Senior Associate Athletic Director*

813-974-6885, [jafisher1@usf.edu](mailto:jafisher1@usf.edu)

**For Complaints Involving USF Health:**

Olga Joanow, *Director Faculty Relations*

813-974-1676, [ojoanow@health.usf.edu](mailto:ojoanow@health.usf.edu)

**For Employees:**

Camille Blake, *DIEO*

813-974-3906, [camille20@usf.edu](mailto:camille20@usf.edu)

Rhonda Ferrell-Pierce, *DIEO*

813-974-3970, [ferrell@usf.edu](mailto: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](http://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/](http://thespring.org/)  
24-hour crisis hotline: 813-247-SAFE (7233)

### **Hillsborough County Sheriff's Office**

[hcsso.tampa.fl.us/](http://hcsso.tampa.fl.us/)  
Emergency: 911  
Non-Emergency: 813-247-8200

### **Tampa Police Department**

[tampagov.net/dept\\_police/](http://tampagov.net/dept_police/)  
Emergency: 911  
Non-Emergency: 813-231-6130

### **Temple Terrace Police Department**

[templeterrace.com/index.aspx?nid=171](http://templeterrace.com/index.aspx?nid=171)  
Emergency: 911  
Non-Emergency: 813-989-7110



## APPENDIX F

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

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



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

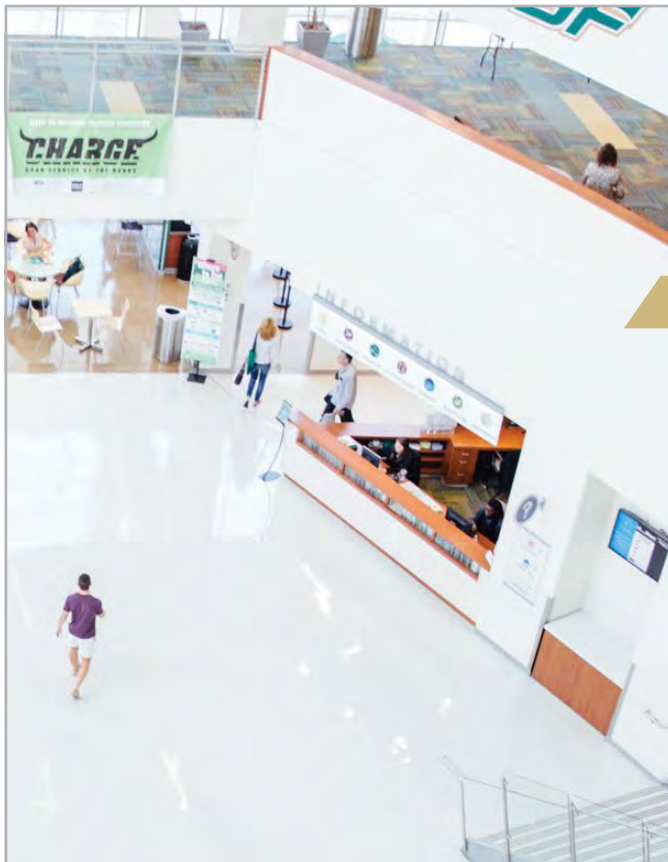
4202 E. Fowler Avenue, SVC 0067  
Tampa, Florida 33620

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



2015-2016 USF Guide Regarding Sexual Harassment Under Title IX

TITLE IX/OFFICE OF DIVERSITY, INCLUSION, AND EQUAL OPPORTUNITY (DIEO)



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## APPENDIX G

### 2015-2016 USF Guide Regarding Sexual Harassment Under Title IX



#### INTRODUCTION

The University of South Florida System (USF) community strives to provide work and study environments for faculty, staff, students, and visitors that are free of discrimination and sexual misconduct, including sexual harassment. As part of the effort to maintain an environment that is comfortable for all people, the USF System established **The Sexual Misconduct/ Sexual Harassment (Including Battery) Policy Number 0-004** (<http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp>).

USF is committed to maintaining a positive working, learning, and living environment and will not tolerate acts of sexual harassment, sexual violence, or related retaliation against or by any employee, student, or visitor. When sexual harassment or sexual violence has occurred, and is brought to the attention of USF, the University will take steps to end the harassment or violence, prevent its reoccurrence, and address its effects.

The *USF Guide Regarding Sexual Harassment Under Title IX* provides an overview of USF's policy, the complaint, reporting and review process, and resources available for the involved parties.

USF regulations directly provide process and guidance for the University community and are the controlling documents with regard to the issues regarding Sexual Harassment and Violence. USF regulations may be found online for Sexual Misconduct/ Sexual Harassment at [www.regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf](http://www.regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf) and for the Student Conduct Code at [www.regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf](http://www.regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf).

This guide is meant to be more user friendly and illustrative, however, it is not meant to establish policy.



## 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 the application of Title IX may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or to any of the University's Deputy Title IX Coordinators. The Title IX Officers and resources can be found on the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at [www.usf.edu/diversity](http://www.usf.edu/diversity). When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the Complainant and others.

### USF Title IX Coordinator

Dr. Jose Hernandez, Associate Vice President and Chief Diversity Officer

4202 E. Fowler Avenue, ALN 172,  
Tampa, Florida 33620

(813) 974-4373; [jehernan@usf.edu](mailto:jehernan@usf.edu)

Discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, gender identity and expression, sexual orientation, or veteran status are also prohibited (**please see USF System Policy Number 0-007, Diversity & Equal Opportunity: Discrimination & Harassment**).

## WHAT IS SEXUAL HARASSMENT

Sexual Harassment is any verbal or physical conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment AND is determined to be gender-based or sexual in nature. Harassment can include **"sexual harassment"** (or unwelcome sexual advances), requests for sexual favors, and other verbal or physical harassment of a sexual nature. The Complainant (or the person commonly known as the **"victim"**) and the Respondent (or the person deemed to be the alleged **"harasser"**) can be either a woman or a man; they may be of the same sex ([www.eeoc.gov/laws/types/sexual\\_harassment.cfm](http://www.eeoc.gov/laws/types/sexual_harassment.cfm)).

Here are examples of sexual harassment:

- An instructor suggests that a higher grade be given to a student if the student submits to sexual advances
- A supervisor implicitly or explicitly threatens termination or a poor performance review if a subordinate refuses the supervisor's sexual advances
- A student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail, email, or cell phone
- A student, employee, or authorized visitor or campus vendor touches in an unwelcome, sexual manner without consent
- A student, employee, or authorized visitor or campus vendor repeatedly makes unwelcome comments that may be of or have an implicit sexual nature in person, on the phone, or in any other way
- A student or employee or authorized visitor or campus vendor records a person or others engaged in sexual activity without their consent
- Students in a residence hall repeatedly draw sexually explicit graffiti on the whiteboard on another student's door
- A student or employee exposes their sexual organs without consent and in an unwelcomed manner
- A vendor serving the campus committee heckles and cat-calls a specific student or students or employee or employees in a persistent and severe manner
- An authorized visitor gropes or touches a student or employee while on campus in an unwelcomed manner without consent



## APPENDIX G

### 2015-2016 USF Guide Regarding Sexual Harassment Under Title IX

#### WHAT ARE CONSENSUAL RELATIONSHIPS AND DOES USF HAVE A POLICY?

The USF System recognizes that **consensual amorous or sexual relationships between two people of unequal position or power** (e.g. between a supervisor and an employee, faculty and student, or staff member and student) may occur. Such relationships may become exploitative, or lead to charges of sexual harassment, or accusations of a conflict of interest. To address this, the USF System has adopted a policy governing consensual relationships, **USF System Policy 1-022-Consensual Relationships**, (<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf>). The most up-to-date version of that policy should be consulted should this issue arise.

Simply put, it is a violation of USF System policy for faculty, an academic administrator or employee to engage in an amorous, dating or sexual relationship with an employee or student whom he/she instructs, evaluates, supervises, or advises, or over whom he/she is in a position to exercise authority in any way. The USF System prohibits the exercise of supervisory power by one partner in a consensual relationship when that partner has direct

authority over the individual circumstances of the other partner. If such a relationship exists prior to establishing a direct authority relationship, the two people involved are obligated under policy to disclose their relationship. This provides the University the ability to assess the work dynamic and structure and to then make changes as needed to limit or eliminate the supervisor/supervisee reporting chain and/or the power dynamic that may lead to conflict of interest.

#### WHO CAN BE INVOLVED?

Sexual harassment can involve anyone interacting with the USF campus community, whether on campus or off campus (to include sites of Education Abroad) at/during a USF sponsored event, including but not limited to:

Faculty / Faculty	Administrator / Faculty
Faculty / Student	Administrator / Staff
Faculty / Staff	Administrator / Student
Teaching Assistant / Student	Supervisor / Employee
Student / Student	System Guest / Employee
Staff / Staff	System Guest / Student
Staff / Student	

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USF GUIDE REGARDING SEXUAL HARASSMENT UNDER TITLE IX

#### LGBTQ STATEMENT

USF strives to promote the safety and well-being of employees and students. The information in this guide is applicable to all students and employees regardless of their sexual orientation, gender identity, or gender expression.

#### FILING A COMPLAINT OR REPORT

A **"complaint"** is the method used to give notice to the University in a formal manner that an alleged violation of its Sexual Harassment policies has occurred. A **"report"** is the method used by an employee or non-victim to notify the University of a possible incident of sexual harassment. The next paragraphs detail each process.

**Note: USF has deemed certain mandated reporter employees as Responsible Employees and/or Campus Security**

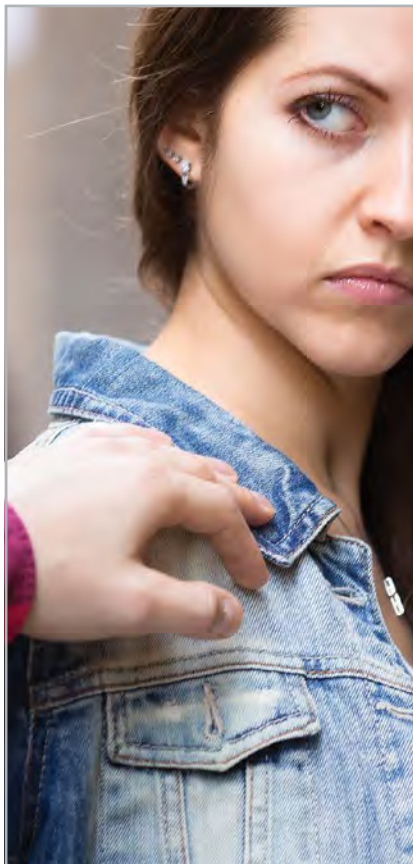
**Authorities. These individuals are not confidential resources and must report all they know.**

#### Filing A Complaint

If you believe that you are the victim of sexual harassment, USF strongly encourages you to file a complaint. Depending on the circumstances, filing a complaint alleging sexual harassment may be completed with one of two designated offices within the USF System:

- For complaints in which someone other than a student (Faculty, staff, vendor, visitor, internship site or clinical site) is the Respondent, the complaining employee or student may file a complaint with the Office of Diversity, Inclusion, and Equal Opportunity (DIEO)
- For complaints in which a student is the Respondent (accused), the complaining student or employee





may file the complaint with the Office of Student Rights and Responsibilities (OSRR)

Complaints are addressed promptly and relevant USF policy and processes are initiated by either DIEO or OSRR.

You may also file a complaint with the appropriate campus law enforcement agency or other local police department. This type of complaint will initiate a criminal investigation that is outside the purview of the University. USF will not end its action regarding a complaint because the local police department is also investigating. The University will complete its process in addition to what actions are taken by local police in the matter. The Complainant has a right to make a complaint or not make a complaint with either the University and/or the police, or neither. Depending on the details of

the complaint, that is, who is the determined Respondent, the case will be referred to one of the offices above for action.

Any person may file an external complaint without fear of retaliation from the University with the following agencies:

- U.S. Equal Employment Opportunity Commission, Tampa, FL  
(813) 228-2310, TTY (813) 228-2003
- U.S. Department of Education, Office for Civil Rights, Atlanta, GA  
(404) 562-6358, TDY (404) 562-6454
- U.S. Department of Labor, Office of Federal Contract Compliance Programs, Orlando, FL  
(407) 648-6181, TTY (877) 889-5627
- Florida Commission on Human Relations, Tallahassee, FL  
1-800-342-8170, TDD ASCII 1-800-955-1339; TDD BAUDOT 1-800-955-8771

USF also provides a means for a complaint to be filed anonymously. To file a complaint in this manner you may call **EthicsPoint**, the USF third party hosted hotline, at **(866) 974-8411** or access EthicsPoint online at [www.ethicspoint.com](http://www.ethicspoint.com). The anonymous report will be forwarded to the appropriate USF office (DIEO or OSRR) and once received, the University will act in as much as is possible to address the complaint given the information that has been provided in the complaint.

If you have questions, please visit the websites of these agencies or contact the USF System Title IX Coordinator, Senior Deputy Coordinator, or the Deputy Coordinator nearest you (see Resources).

### THIRD PARTY REPORTING

USF is committed to ensuring that its campus is safe. As a result, certain employees have been designed as **“Responsible Employees”** and are required to report sexual harassment. Any USF employee with supervisory authority on campus must refer reports of sexual harassment, sexual violence, or other gender-based harassment to DIEO or OSRR. For an up-to-date list of positions which USF considers **“responsible employees”** under Title IX, please refer to [The Sexual Misconduct/](#)

[Sexual Harassment Policy Number 0-004](#), located at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>.

Additionally, USF supports the reporting of sexual harassment by any of its community members.

To make a report, the reporting person should download and complete the **Title IX Incident Report Form** found on the **DIEO webpage** at [www.usf.edu/diversity](http://www.usf.edu/diversity) under Title IX: Making a Report. The receipt of the Title IX Incident Report will trigger action by USF for any Title IX related incidents.

USF's third-party hosted hotline may be used for anonymous reporting by any student or employee (**NOTE: Campus Security Authorities and Responsible Employees must formally report through use of the Title IX Incident Report unless they are the Complainant and wish to not file a formal complaint**). A report can be made via **EthicsPoint** by calling **(866) 974-8411** or via access online at [www.ethicspoint.com](http://www.ethicspoint.com).

## APPENDIX G

### 2015-2016 USF Guide Regarding Sexual Harassment Under Title IX

#### CONFIDENTIAL RESOURCES

The only exception to the obligation to report described above applies to those employees or service offices who have been deemed to be “**confidential resources**.” For an up-to-date list of those positions considered confidential resources, please see **Section IV of Policy 0-004, Sexual Misconduct/Sexual Harassment (Filing Complaint or Reports)**, located at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>. Confidential Resources include the Center for Victim Advocacy and Violence Prevention, the Counseling Center, Student Health Services, the Ombuds Office, and the Employee Assistance Program. Should an employee or student seek assistance with one of the confidential resources, the information shared will remain confidential.

However, when there is an identified risk to the student, employee, or University community at large, a confidential resource may be obligated under law to act to ensure the safety of others and/or the University community.

#### THE REVIEW PROCESS

If you are a USF employee, student, vendor, or visitor and have been the victim of sexual harassment, sexual violence, or other gender-based harassment, it is important that you read the following information. Although not intended to be a comprehensive explanation of your options and rights, this information may be useful to you. USF suggests you also read the current **Guide for Victims of Sexual Assault & Harassment, Domestic, Relationship & Dating Violence, and Stalking** available in hardcopy at DIEO, OSRR, the Center for Victim Advocacy and Violence Prevention, as well as the Ombuds Office and online at [www.sa.usf.edu/advocacy/docs/VAVP\\_Victim\\_Guide\\_FINAL\\_web.pdf](http://www.sa.usf.edu/advocacy/docs/VAVP_Victim_Guide_FINAL_web.pdf).

Sexual harassment, sexual violence, and other gender-based harassment occurring in the college setting implicate a federal law called “**Title IX**” found within the Higher Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex (gender) in education programs or activities and triggers certain responsibilities on the part of USF. The USF System has a team of Title IX officials who can help explain USF’s responsibilities in these cases (see the list of officials and their

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USF GUIDE REGARDING SEXUAL HARASSMENT UNDER TITLE IX

contact information in Resources). USF has a structure of officials, with the highest authority called the “**Title IX Coordinator**.” A Senior Deputy and several Deputy Coordinators work throughout the University to provide guidance and access to consultation and links to services.

DIEO and OSRR have authority to address complaints of sexual harassment, sexual misconduct, and sexual violence in a non-criminal context. This USF System process is completely separate from the police and courts process and is administrative in nature. That is, the USF process addresses alleged violations of USF policy. Within the USF System, the identity of the Respondent/alleged perpetrator determines which of the two offices handles a complaint.

When the Respondent is an employee, complaints are handled by DIEO. When the Respondent is both an employee and a student, the two offices may work together to resolve the complaint.

When the Respondent is a student at the time of the incident, OSRR provides a student conduct process used for investigating cases, whether they occur on or off campus.

When the Respondent is neither an employee nor student, USF provides guidance to you and can still assist you with counseling and other support services.

If you are uncertain about which office to contact, you may call either office and they will ensure your report is addressed in a timely manner and reviewed by the appropriate office. In fact, an employee of the assigned office will contact you to notify you which office has your complaint and to provide guidance in the USF process.





In most cases, USF will not wait until a criminal case is resolved before proceeding with its administrative case. In addition, if a University official has a reasonable belief that a crime has been committed, she or he may be obligated to report it to law enforcement, if police have not already been notified (such as in cases involving a minor). In cases where a police investigation has been conducted or is being conducted for sexual assaults, law enforcement may be able to provide information to USF, with the victim's consent. USF's fact-finding investigation may be delayed for a short period of time upon a request from law enforcement so as not to interfere with a criminal investigation; however, USF will resume its own investigation as soon as possible. Be aware that a Complainant has the right to report or not to report the incident to the police.

The University will use best efforts to resolve complaints involving sexual violence or sexual harassment following the 60 day guideline provided for by OCR, but depending on the complexity of the case and the availability of the Complainant, the Respondent, and all witnesses, an investigation may be extended. The University will keep the Complainant and the Respondent advised as to the status of the case on an ongoing and reasonable basis.

**The Complainant and Respondent will be simultaneously informed of the outcome of the case in writing.**

Because the University's primary concern is student safety, complaints involving minor alcohol and drug violations by a Complainant will be handled informally whenever possible. USF notes that the use of alcohol or other drugs never makes an individual at fault for sexual violence.

## RETALIATION

USF has a policy which prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations ([see Policy 0-020, Retaliation, Retribution, or Reprisal Prohibited, http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-020.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-020.pdf)). The Complainant and Respondent are informed of this provision. Any retaliation should be reported immediately to the Senior Deputy Title IX Coordinator.

## EQUAL SUPPORT FOR INVOLVED PARTIES

If both individuals involved are USF employees and/or students, USF has a duty to work with/support both individuals through the process. With a few exceptions, USF offers support, guidance, and assistance. Some services, such as those offered by the Center for Victim Advocacy and Violence Prevention are specialized while other services clearly can be utilized by either the Complainant and Respondent. Often services are also offered to others who may have been impacted by the incident or circumstances.

If an incident reaches the level of interfering with the orderly functions of the University or affecting the safety and wellbeing of the community or its individuals, USF may deem it necessary to temporarily restrict either the Respondent and/or the Complainant from campus until the case can be resolved. This type of measure will be taken only as needed and as warranted.





**GLOSSARY**

**Complainant (Victim)**

A person who is subject to alleged Protected Category discrimination, harassment or related retaliation.

**Confidentiality**

The act of maintaining an individual’s information in a private or discrete manner as related to a complaint and or an investigation.

**Harassment**

Verbal or physical conduct based on a Protected Category that unreasonably interferes with an individual’s work or academic performance or creates an intimidating or hostile work or educational environment (see Hostile Environment as defined below).

**Hostile Environment**

Unwelcome conduct by an individual(s) against another individual based upon her/his Protected Category that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive.

**Investigator**

Individual(s) who are employees (and in some circumstances, equally trained contracted professionals) and who have received specialized training to complete comprehensive investigations of violations of policies related to sexual harassment, sexual misconduct, and sexual violence as defined by Title IX and the Violence Against Women Act (VAWA) Reaffirmed 2013.

**Office of Diversity, Inclusion, and Equal Opportunity (DIEO)**

The office that investigates allegations of discrimination, harassment and related retaliation based upon an individual’s Protected Category when the Respondent is an employee, vendor, visitor, or partner.

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

The office that investigates allegations of discrimination, harassment, and related retaliation when the Respondent is a student. This office is also the disciplinary authority for student Respondents.

**Preponderance of the Evidence Standard**

The standard used in administrative actions involving complaints under Title IX. This evidentiary standard means that the alleged action is “**more likely than not**” to have occurred and thus is a violation of policy. In lay terms, it is the difference of one feather on the scale tipping the scale.

**Policy**

Any and all identified and structured rules and regulations administered by the University and/or developed by the University for the purpose of adherence to federal, state, and local statutes, codes, and regulations.

**Protected Category**

The USF System strives to provide a work and study environment for faculty, staff, students, and veterans that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF System protects its faculty, staff, students, and veterans from discrimination and harassment based on sexual orientation, as well as gender identity and expression.

**Support Services**

Any and all identified, structured, and relevant services provided by the University for the purpose of assisting, supporting, or otherwise helping a student and/or employee.

**Respondent (Accused)**

A person who is accused of Protected Category discrimination, harassment, or related retaliation.

**Responsible Employee**

An employee who has been deemed to be a non-confidential, mandated reporter of any reported or observed act that falls under Title IX. For the most up-to-date list of positions considered “responsible employees” please refer to Policy 0-004, located at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf>.

**Retaliation**

Retaliation is an individual(s) taking an adverse action against someone because that person has filed a complaint or participated in a protected class investigation. Retaliation is prohibited by **policy 0-004 Sexual Misconduct/Sexual Harassment**.

**Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

**Supervisor**

A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff or students. This includes anyone who manages or supervises others, including, but not limited to faculty, teaching assistants, resident advisors, coaches and anyone who leads, administers, advises or directs University programs.

**Title IX Official**

Individual(s) identified within the University system who are authorized to address incoming complaints from students, employees, vendors, or visitors which fall within the University's policies for sexual harassment, sexual misconduct, and sexual violence as defined by Title IX and the Violence Against Women Act (VAWA) Reaffirmed 2013.

**Unlawful Discrimination**

Occurs when an individual suffers an adverse consequence, such as failure to be hired or promoted, denial of admission to an academic program, or other consequence on the basis of her/his Protected Category.

**CONTACTS & RESOURCES**

USF has a team of professionals trained in handling cases of sexual harassment. If you find yourself involved in a potential case (or a witness to one), please contact any of these officers to discuss your questions and for guidance on filing a complaint or making a report.

**Title IX Officials****Title IX Coordinator**

Jose Hernandez, Associate Vice President and Chief Diversity Officer, DIEO  
813-974-4373, jehernan@usf.edu

**Senior Deputy Title IX Coordinator**

Crystal Coombes,  
813-974-5392, cccoombes@usf.edu

**Deputy Coordinators****For Employees**

Camille Blake, Director of Equal Opportunity, DIEO  
813-974-3906, camille20@usf.edu

**For Students****Tampa Campus**

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

**Sarasota-Manatee Campus**

Allison Dinsmore, SDS  
941-359-4714,

**Saint Petersburg Campus**

Jacob Diaz, Dean of Students and Director of Residence Life & Housing,  
727-873-4823

**USF Health**

Constance Visovsky, Associate Dean College of Nursing  
813-974-3831

## APPENDIX G

### 2015-2016 USF Guide Regarding Sexual Harassment Under Title IX

#### Title IX Liaisons

##### Athletics

Jocelyn Fisher, Associate Athletic Director  
813-974-3007

##### USF World

Ben Chamberlain, International Risk and Security Officer  
813-974-4314

#### Complainant Services

##### Victim Advocates

If you feel you have been victimized, please contact the victim advocate on your campus. Victim Advocates offer confidential counseling resources and advocacy in a supportive setting. This service is free.

##### Tampa

Center for Victim Advocacy and Violence Prevention,  
813-974-5757, [www.sa.usf.edu/advocacy](http://www.sa.usf.edu/advocacy)

##### Saint Petersburg

Victim Advocate, 727-612-2861, [www.usfsp.edu/wellness/self-help/sexual-violence-prevention](http://www.usfsp.edu/wellness/self-help/sexual-violence-prevention)

##### Sarasota-Manatee

Victim Advocate, 941-252-515613, [www.ncf.edu/crisis-services](http://www.ncf.edu/crisis-services)

#### Other Helpful Complainant Resources

##### Tampa

- Emergency, 911
- Employee Assistance Program (employees only), 1-800-327-8705
- Student Health Center, 813-974-2331
- USF Police Department Non-Emergency, 813-974-2628
- Local Rape Crisis Center, 813-964-1964

#### Saint Petersburg

- Emergency, 911
- Counseling Center, 727-873-4422
- Police, Non-Emergency, 727-873-4140
- Local Rape Crisis Center, 727-531-0482

#### Sarasota-Manatee

- Emergency, 911
- Counseling Center, 941-487-4254
- Police, Non-Emergency, 941-487-4210
- Local Rape Crisis Center - Manatee County, 941-755-6805
- Local Rape Crisis Center - Sarasota County, 941-365-1976

#### Respondent Services

Ombuds Office  
4202 E. Fowler Avenue  
Tampa, FL 33620  
MSC 4301  
Website to [bav@admin.usf.edu](mailto:bav@admin.usf.edu)  
813-974-0835

USF Counseling Center  
4202 E. Fowler Avenue,  
Tampa, FL 33620, USA  
SVC 2124,  
813-974-2831

# Emergency Situation Protective Actions

**Any Emergency, Call 911!**

## COMMON PROTECTIVE ACTIONS

- Remain calm and encourage others to do the same.
- If possible, create distance between you and the hazard and warn others as you seek a safe location or evacuate.
- If appropriate for the situation, offer evacuation or relocation assistance to individuals with disabilities. If they choose to remain, encourage them to move to an area of refuge and inform emergency responders of their location(s).
- Once in a safe location, remain in place until given direction by emergency responders and public safety officials.
- If possible, monitor [www.usf.edu](http://www.usf.edu) for updates.

## POWER OUTAGES

- If possible, turn off and unplug computers and other sensitive equipment.
- Move cautiously to a lighted area. Exit signs will be illuminated if the emergency power is operating.
- Occupants should evacuate buildings and seek alternative shelter when power outages exceed 30 minutes.

*Dear Faculty Member: If you are in a classroom with students when an emergency occurs, you are in a position of authority. Students will look to you for direction. We realize that this may be an uncomfortable and uninvited position; however, students who participated in focus groups on emergency preparedness unequivocally stated that they would always look to a faculty member for guidance during an emergency.*

*Should an emergency occur, please refer to the protective actions on this sheet for guidance. Depending on the type of emergency and its complexity, normal class schedules may be suspended.*

## WARNINGS OR SIRENS

- Follow verbal instructions, messages and alerts.
- If outdoors, seek shelter.
- Shut all doors and windows. Move away from windows.

## SEVERE WEATHER & TORNADOES

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

## BOMB THREAT or EXPLOSION

- Evacuate immediately and move away from the hazard. Bring your purses and/or backpacks with you.
- Notify the USF Police Department. Call 911.
- As you evacuate, look around for anything suspicious.
- Do not touch or disturb any objects while evacuating the building.



## ACTIVE SHOOTER



- If you cannot safely evacuate because the shooter is in the area, lock the doors and windows if possible, lower the blinds and turn off the lights. Remain out of sight and away from the doors and windows.
- Do not let anyone enter a locked room.
- Have ONE person from the room call 911 to give details and information. Remain quiet and turn cell phones to silent mode.
- Remain in place until authorities give an **ALL-CLEAR** notification.
- When directed, move with hands open and elevated to show law enforcement you are not a threat.
- If outside, stay alert and take cover behind vehicles, thick walls and trees.



## SUSPICIOUS PERSON or ITEM

### PERSON

- Do not physically confront the person or block the person's access to an exit.
- Do not provide unauthorized individuals access into buildings and offices, or allow them to follow you into controlled access areas.
- Call 911 and provide as much information as possible about the person and his or her direction of travel.

### ITEM

- Do not touch or disturb the object. Call 911.
- Notify others in the immediate area. Be prepared to evacuate.

## HAZARDOUS MATERIALS



- If a hazardous material release poses a danger to building occupants, notify others to leave immediately. Activate the building fire alarm as you evacuate.
- Contact Environmental Health and Safety or the University Police for assistance with clean up of extremely hazardous materials or materials of unknown hazard.
- If you come into contact with hazardous materials, rinse the contaminated area with copious amounts of water. Do not rub the substance if it is on your skin. Seek medical attention.
- Notify emergency personnel if you have been exposed to a hazardous material or have information about the release.
- If directed to **SHELTER-IN-PLACE**, stay where you are. Close all doors and windows. If possible, try to create a tight seal around door jams and ventilation ducts.

## FIRE or SMOKE



- Activate the nearest fire alarm and call 911 if possible. If there are no fire alarms, knock on doors and yell **FIRE** as you exit the building.
- Evacuate the building during every alarm.
- Do not use elevators! Assist disabled individuals to safe refuge areas.
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating.
- Do not re-enter the building until the **ALL-CLEAR** is issued.

**DURING ANY EMERGENCY OR SITUATION...CALL 911!**

**For additional safety or hazard related information:**

**University Police: 813-974-2628**  
**Emergency Management: 813-974-0870**  
**Environmental Health and Safety: 813-974-4036**

## Emergency Situations Protective Actions

*Dear Faculty Member: If you are in a classroom with students when an emergency occurs, you are in a position of authority. Students will look to you for direction. We realize that this may be an uncomfortable and uninvited position; however, students who participated in focus groups on emergency preparedness unequivocally stated that they would always look to a faculty member for guidance during an emergency.*

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- Once in a safe location, remain in place until given direction by emergency responders and public safety officials.
- If possible, monitor [www.usf.edu](http://www.usf.edu) for updates.



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#### POWER OUTAGES


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- Evacuate immediately and move away from the hazard. Bring your purses and/or backpacks with you.
- Notify the USF Police Department. Call 911.
- As you evacuate, look around for anything suspicious.
- Do not touch or disturb any objects while evacuating the building.

**Do Not Remove From Room**




## SUSPICIOUS PERSON or ITEM

**PERSON**

- Do not physically confront the person or block the person's access to an exit.
- Do not provide unauthorized individuals access into buildings and offices, or allow them to follow you into controlled access areas.
- Call 911 and provide as much information as possible about the person and his or her direction of travel.

**ITEM**

- Do not touch or disturb the object. Call 911.
- Notify others in the immediate area. Be prepared to evacuate.




## FIRE or SMOKE

- Activate the nearest fire alarm and call 911 if possible. If there are no fire alarms, knock on doors and yell **FIRE** as you exit the building.
- Evacuate the building during every alarm.
- Do not use elevators! Assist disabled individuals to safe refuge areas.
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating.
- Do not re-enter the building until the **ALL-CLEAR** is issued.


**DURING ANY EMERGENCY OR SITUATION...CALL 911!**

**For additional safety or hazard related information:**  
**USFSP University Police: 727-873-4240**  
**USFSP Safety and Compliance 727-873-4216**  
**Environmental Health and Safety: 813-974-4036**



## ACTIVE SHOOTER

- If you cannot safely evacuate because the shooter is in the area, lock the doors and windows if possible, lower the blinds and turn off the lights. Remain out of sight and away from the doors and windows.
- Do not let anyone enter a locked room.
- Have **ONE** person from the room call 911 to give details and information. Remain quiet and turn cell phones to silent mode.
- Remain in place until authorities give an **ALL-CLEAR** notification.
- When directed, move with hands open and elevated to show law enforcement you are not a threat.
- If outside, stay alert and take cover behind vehicles, thick walls and trees.



## HAZARDOUS MATERIALS

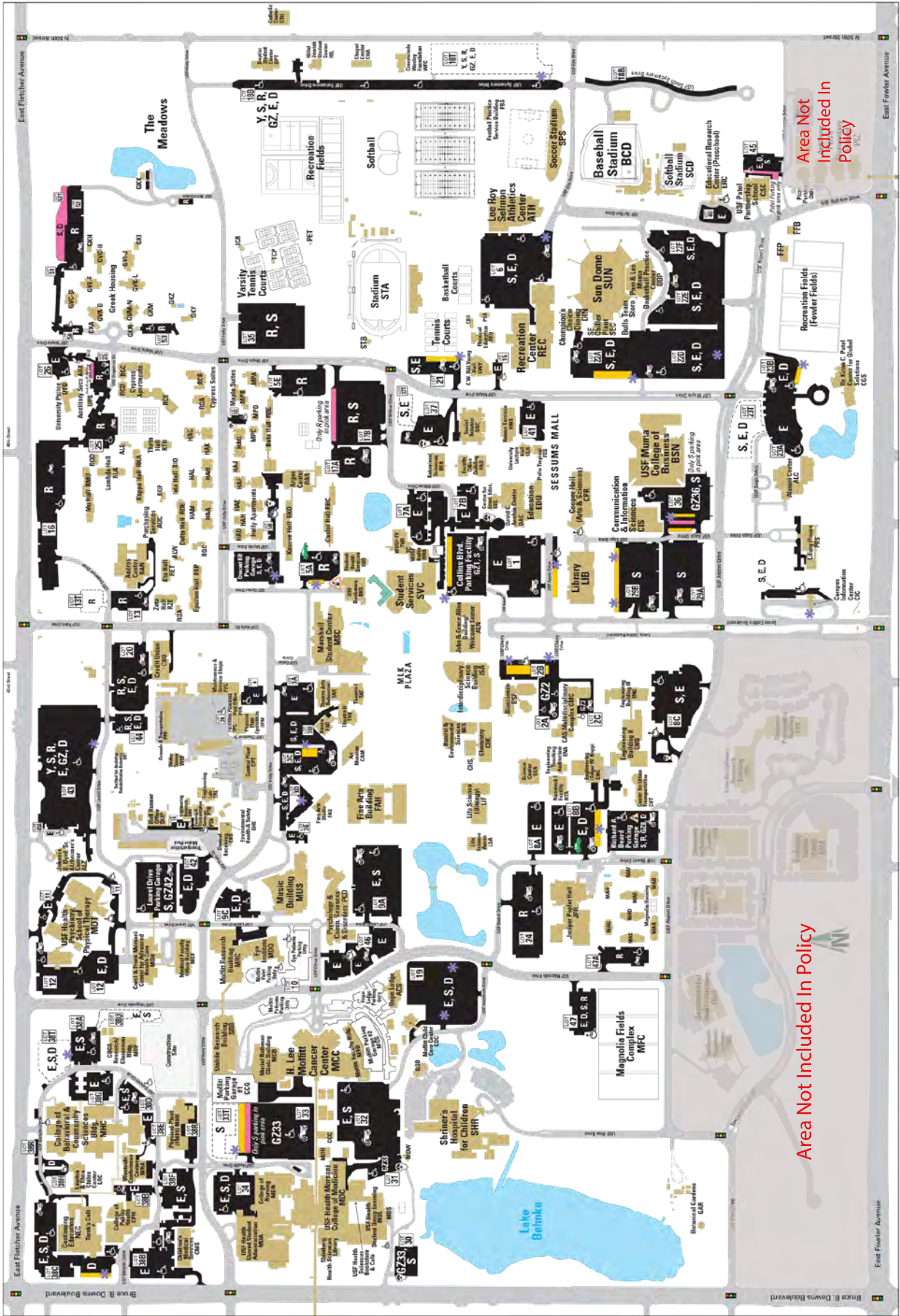
- If a hazardous material release poses a danger to building occupants, notify others to leave immediately. Activate the building fire alarm as you evacuate.
- Contact Environmental Health and Safety or the University Police for assistance with clean up of extremely hazardous materials or materials of unknown hazard.
- If you come into contact with hazardous materials, rinse the contaminated area with copious amounts of water. Do not rub the substance if it is on your skin. Seek medical attention.
- Notify emergency personnel if you have been exposed to a hazardous material or have information about the release.
- If directed to **SHELTER-IN-PLACE**, stay where you are. Close all doors and windows. If possible, try to create a tight seal around door jams and ventilation ducts.

**Do Not Remove From Room**



\*Policy applies also to USF Tampa College of Marine Science (not shown)

UNIVERSITY OF SOUTH FLORIDA **TAMPA CAMPUS PARKING MAP**



Area Not Included In Policy

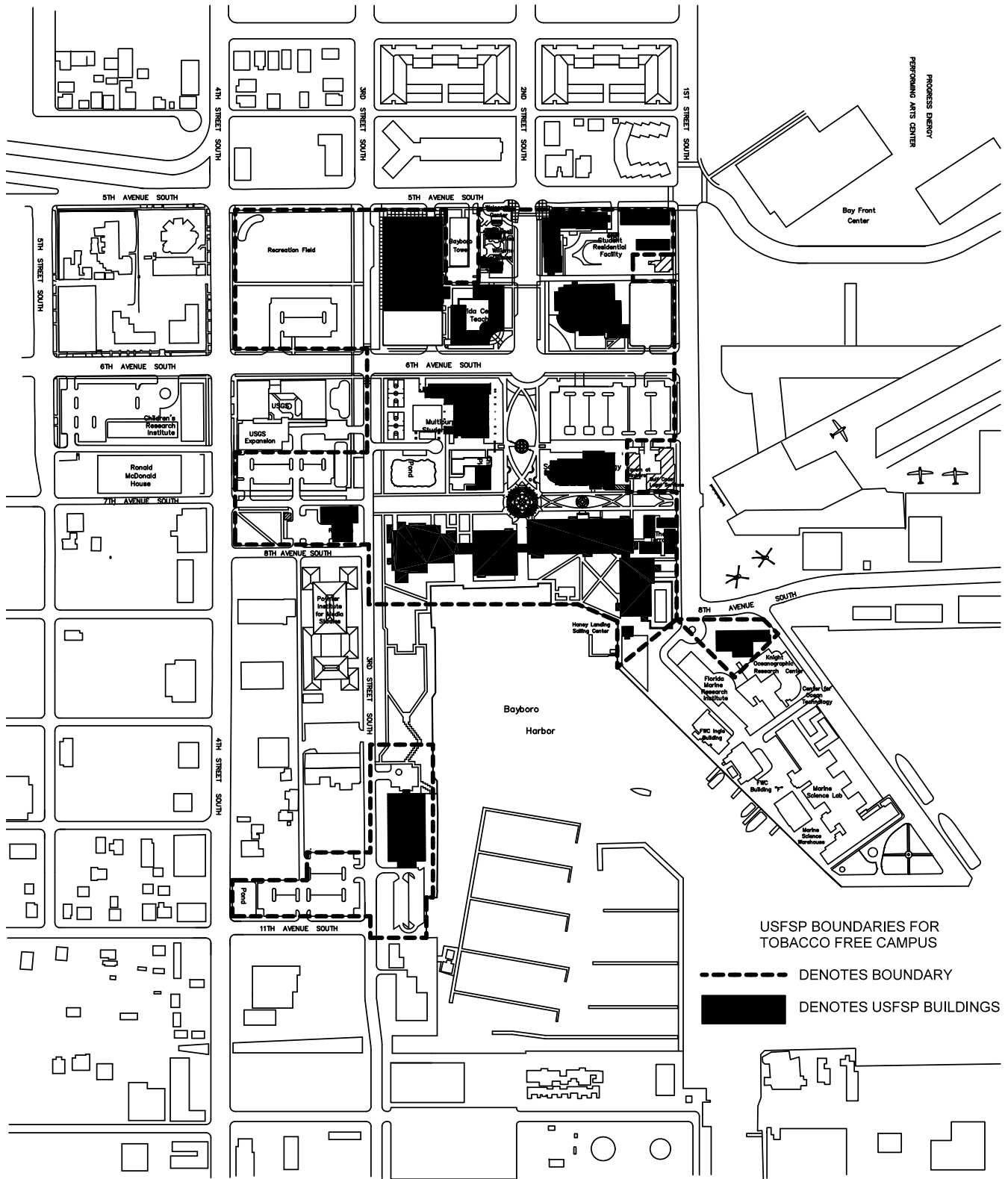
**MAP KEY**

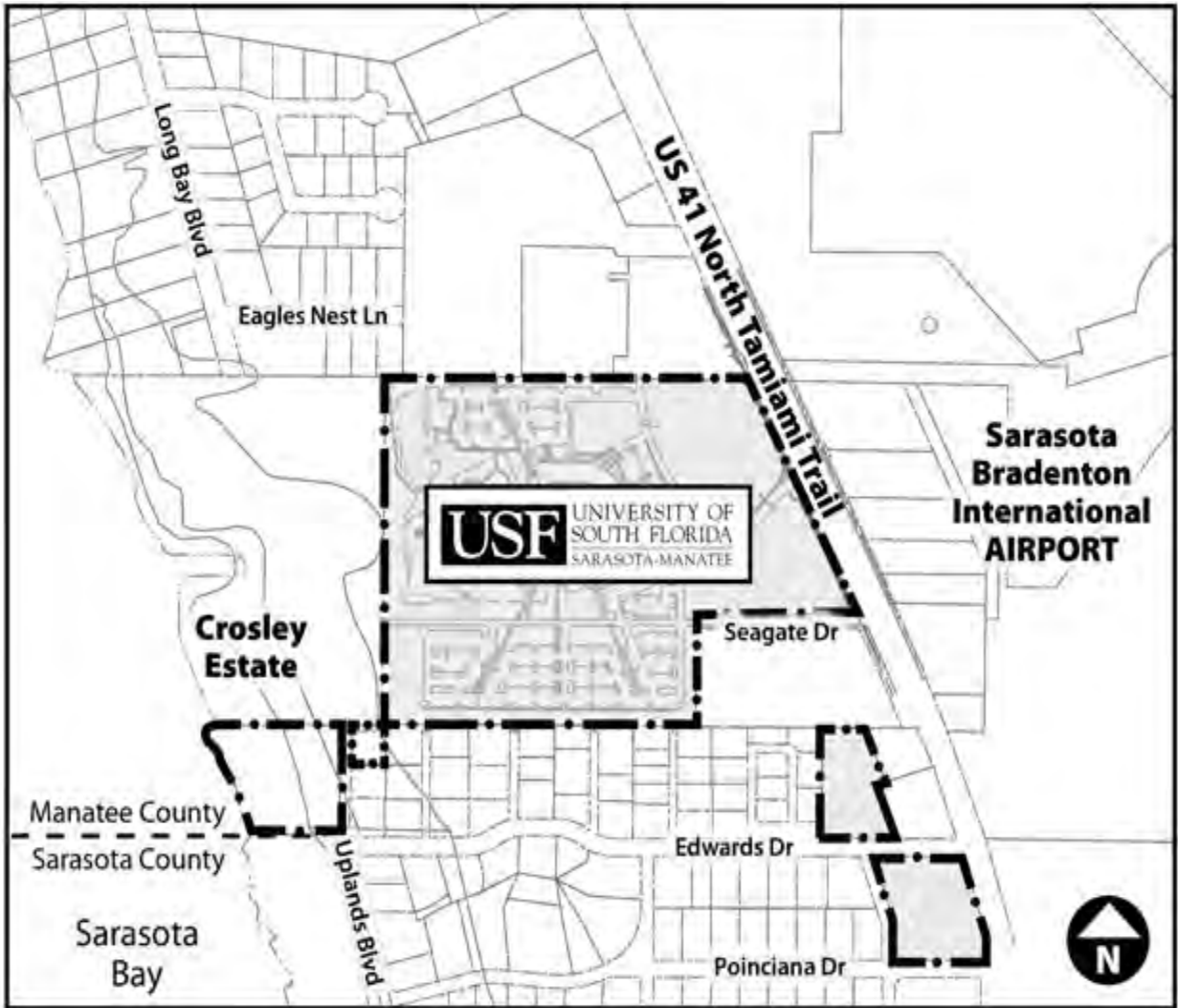
- S - Non-Resident Student
- R - Resident Student
- Y - Park-n-Ride / Alumni
- GZ - Gold Staff
- E - Staff
- D - Daily / Visitor Parking
- Designated Parking (Blue icon)
- Motorcycle Parking (Green icon)
- Disabled Parking (Blue icon)
- Hourly Parking (Yellow icon)
- Permit Pay Station (Blue icon)
- Metered Parking (Green icon)
- Electric Car Charging Station (Green icon)
- Enterprise Car Share (Green icon)



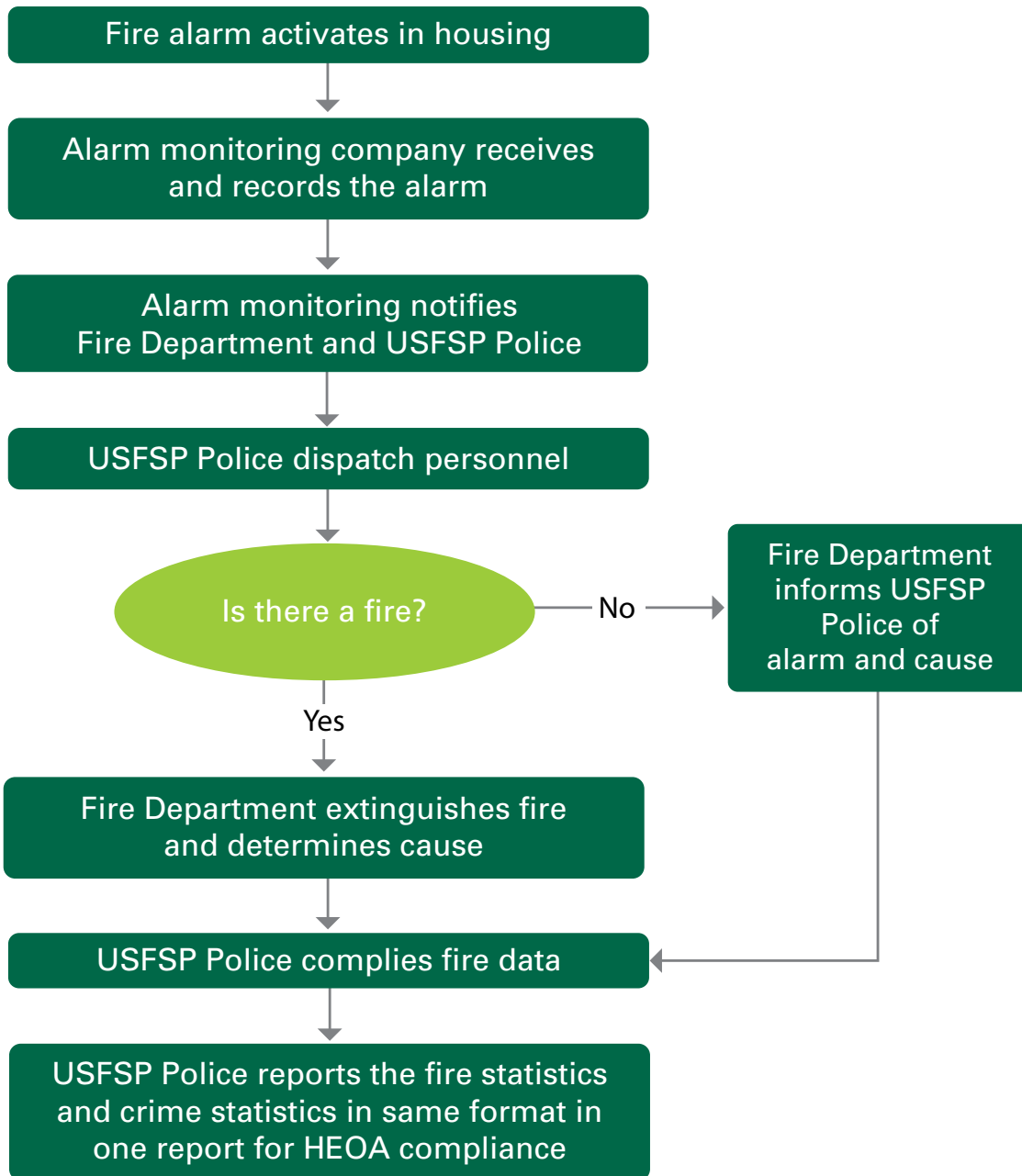
# APPENDIX I

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

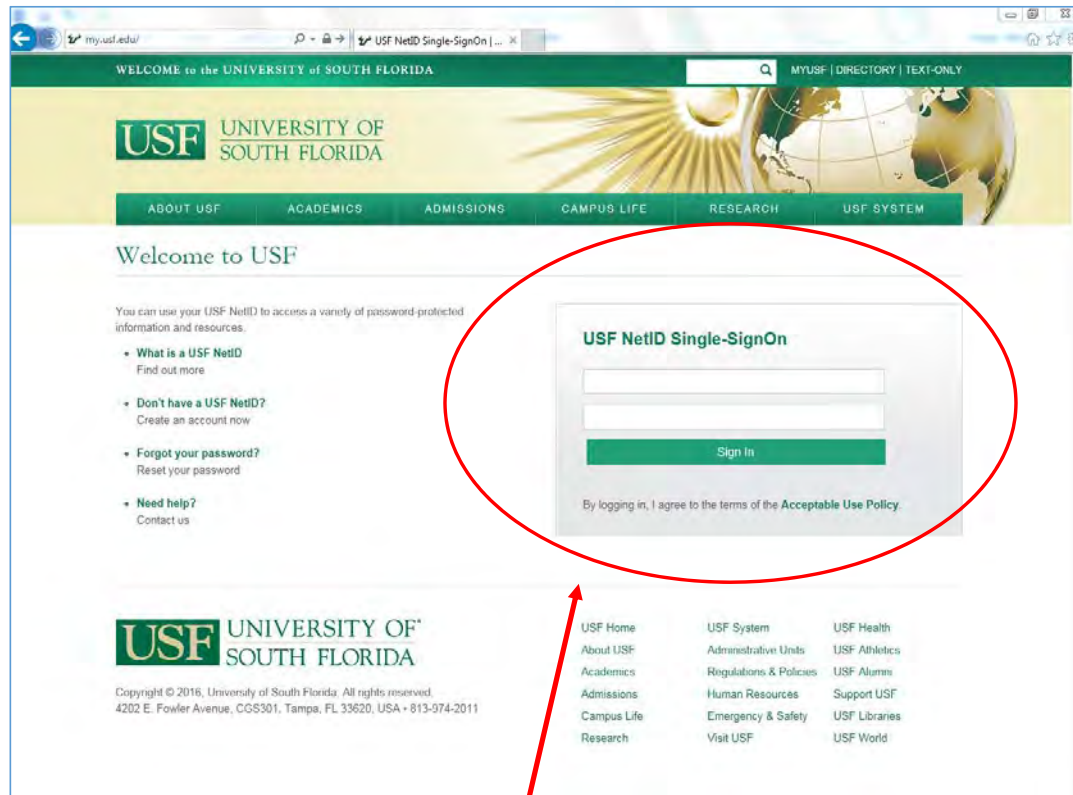




# HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



# First Step: Visit [www.my.usf.edu](http://www.my.usf.edu)



Second Step:  
Please login with  
your credentials



## APPENDIX K

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

# Third Step: click on *My Resources* & click on *My Housing*

The screenshot shows the MyUSF website interface. At the top, there is a green header with the USF logo and the text "UNIVERSITY OF SOUTH FLORIDA" and "Welcome to MyUSF". Below the header is a navigation bar with tabs: EMAIL, LEARNING & TEACHING TOOLS, BUSINESS SYSTEMS, MY RESOURCES, MANAGE MY NETID, and LOGOUT. The "MY RESOURCES" tab is active, and a dropdown menu is displayed. The menu items are: OASIS, Campus Resources, Parking Permits, My Orientation, Campus Safety, Business Processes, IT Tampa HelpDesk, Academic Calendar, My Housing (circled in red), Student Organizations, and Find A Job. On the left side of the page, there are sections for "Student Announcements" and "Student Features". The "Student Announcements" section contains two notices about parking lot construction and parking permits. The "Student Features" section includes a globe graphic and a "Student Schedule" section with a table showing "Course Title" and "201608". On the right side, there are sections for "Today's Tampa Events" and "Suggestions". A "Content Suggestions?" banner is visible at the bottom right.

# Fourth Step: You are now in the Housing Portal, Click on *Housing Application*

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

http://metroplex.forest.usf.edu:8086/RunFeature MyUSF Run Feature

## HOUSING & RESIDENTIAL EDUCATION

Best place to LIVE. Best place to WORK. Best place to LEARN.

**Student Name**

Welcome to the University of South Florida! For most students, the transition to college life at the University of South Florida starts with the residential experience. By living on campus, you will benefit from a welcoming community, highly-trained staff, and programs designed to enrich your experience and further support your academic success. Additionally, our three residence hall styles and 12 living learning communities (LLCs) provide many options for our increasingly diverse residential population. Explore what we have in store for you!

- Profile Information**  
View your profile, change contact information & addresses, and view your housing assignment. [Select](#)
- Housing Applications**  
Start, edit, or cancel housing applications. [Select](#)
- Housing Forms**  
Access a variety of housing forms. [Select](#)
- Payments/Deferments/Refunds**  
Access the payment, deferment, and refund forms. [Select](#)
- Greek Village Portal**  
Access applications, forms, and processes for the Greek Village. [Select](#)
- Programs and Events**  
Access applications, including the 2016-17 RA and Living Learning Community (LLC) Applications, and forms for special programs and events. [Select](#)

[Exit Portal to Housing Homepage](#)

## APPENDIX K

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

# Fifth Step: Click on *Applications*



Run Feature - Internet Explorer  
http://metroplex.forest.usf.edu:8082/RunFeature/RunFeature?ftl=X29af6c0a-f475-481e-b75e-d6da930e89dc

## HOUSING & RESIDENTIAL EDUCATION

Best place to LIVE. Best place to WORK. Best place to LEARN.

### Student Housing Applications

**Applications**  
Start your housing application(s) here. [Select](#)

**Review/Update Housing Applications**  
Review or update a housing application you have submitted (*past applications are unavailable*). [Select](#)

**Application Cancellations**  
Cancel your housing application(s) (*past applications are unavailable*). [Select](#)

[Housing Portal Home](#)

# Sixth Step: Click on the desired term you are applying to

Run Feature - Internet Explorer  
 http://metroplex.forest.usf.edu:8082/RunFeature/RunFeature?ftl=X512b644f-5687-415b-acae-a587fbb25240

## HOUSING & RESIDENTIAL EDUCATION

Best place to LIVE. Best place to WORK. Best place to LEARN.

### Student Housing Applications

Application Term	Status
<b>Fall 2015 - Spring 2016</b> <i>(We do not offer a Fall Only application)</i>	No Longer Available
<b>Spring 2016</b> ONLY for Spring 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session AB 2016 Student Housing and Dining Application</b> Summer Session A and B 2016 terms from May 13, 2016 thru August 6, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session A 2016 Student Housing and Dining Application</b> Summer Session A 2016 term from May 13, 2016 thru June 25, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session C 2016 Student Housing and Dining Application</b> Summer Session C 2016 term from May 13, 2016 thru July 23, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session SSS 2016 Student Housing and Dining Application</b> Summer Session SSS 2016 term from June 19, 2016 thru August 6, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session B 2016 Student Housing and Dining Application</b> Summer Session B 2016 term from June 27, 2016 thru August 6, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Summer Session ACE 2016 Student Housing and Dining Application</b> Summer Session ACE 2016 term from July 13, 2016 thru August 6, 2016.	<input checked="" type="checkbox"/> <a href="#">Select</a>
<b>Fall 2016 - Spring 2017</b> <i>(We do not offer a Fall Only application)</i>	<input checked="" type="checkbox"/> <a href="#">Select</a>

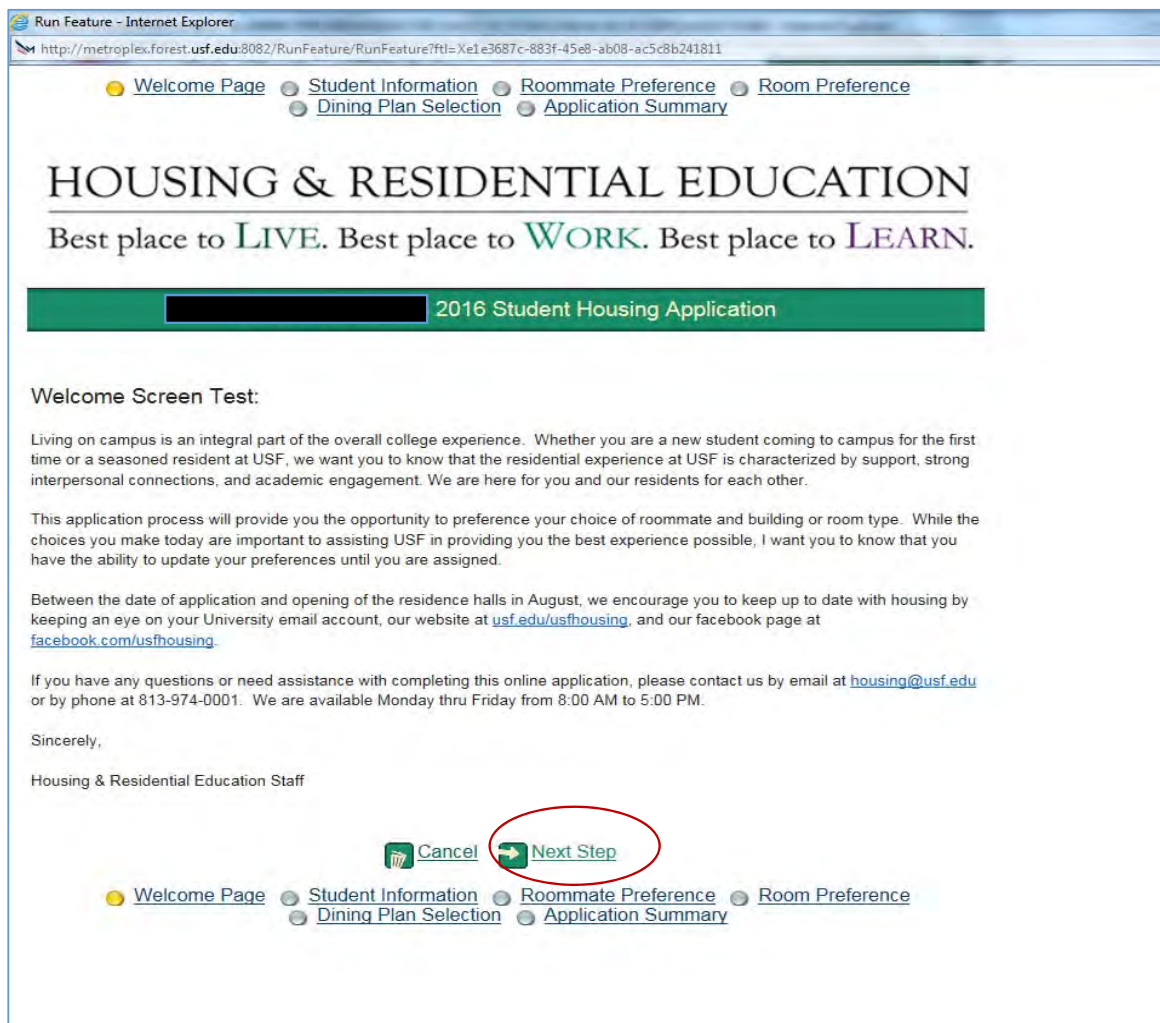
[Back](#)  [Housing Portal Home](#)



## APPENDIX K

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

# Seventh Step: You are now viewing the Housing Application, Click *Next Step* to continue



The screenshot shows a web browser window titled "Run Feature - Internet Explorer" with the URL "http://metroplex.forest.usf.edu:8082/RunFeature/RunFeature?ftl=Xe1e3687c-883f-45e8-ab08-ac5c8b241811". The page has a navigation menu at the top with the following items: Welcome Page (selected), Student Information, Roommate Preference, Room Preference, Dining Plan Selection, and Application Summary. The main heading is "HOUSING & RESIDENTIAL EDUCATION" with the tagline "Best place to LIVE. Best place to WORK. Best place to LEARN." Below this is a green banner with a redacted name and "2016 Student Housing Application". The "Welcome Screen Test" section contains the following text:

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

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

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

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

Sincerely,  
Housing & Residential Education Staff

At the bottom, there are two buttons: "Cancel" and "Next Step". The "Next Step" button is circled in red. Below the buttons is a second navigation menu with the same items as the top menu, with "Welcome Page" selected.

# Eighth Step: Fill out all of the information, including *Missing Student Contact information*

The screenshot shows a web browser window with the URL <http://metroplex.forest.usf.edu:8082/RunFeature/RunFeature?ftl=Xe1>. The page title is "Run Feature - Internet Explorer". The main heading is "HOUSING & RESIDENTIAL EDUCATION" with the tagline "Best place to LIVE. Best place to WORK. Best place to LEARN". Below this is a disclaimer: "Please review the following information for accuracy. Any record with a red asterisk (\*) is required and must be completed. If you see a record that you feel is in error and cannot be corrected on this screen, then you must either attempt to make that change on your OASIS account and/or contact the Registrar's Office to make that change." The form is divided into several sections: "Student Biographical Information", "Student Contact Information" (with sub-sections for "Home Address" and "Billing Address"), "Emergency Contact", "Missing Student Contact", "Contact Preferences", and "Payment Preference". The "Missing Student Contact" section is circled in red. At the bottom of the form, there are navigation buttons: "Cancel", "Previous Step", "Next Step", "Student Information", "Roommate Preference", "Room Preference", "Dining Plan Selection", and "Application Summary". The "Next Step" button is also circled in red.

Missing Student Contact

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

Relation:

First Name:

Last Name:

Ph-Home:

Phone Work:

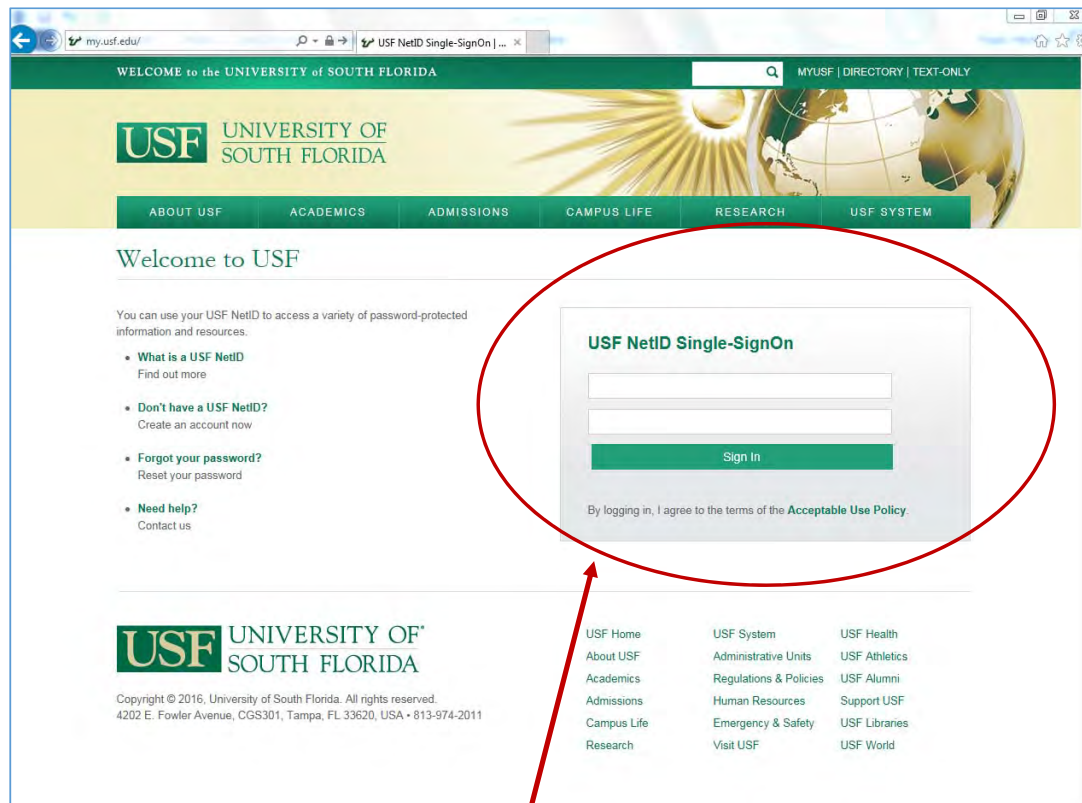
Phone Cell:

Email:

Last Step: Click next and continue to complete your application.

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

# First Step: Visit [www.my.usf.edu](http://www.my.usf.edu)



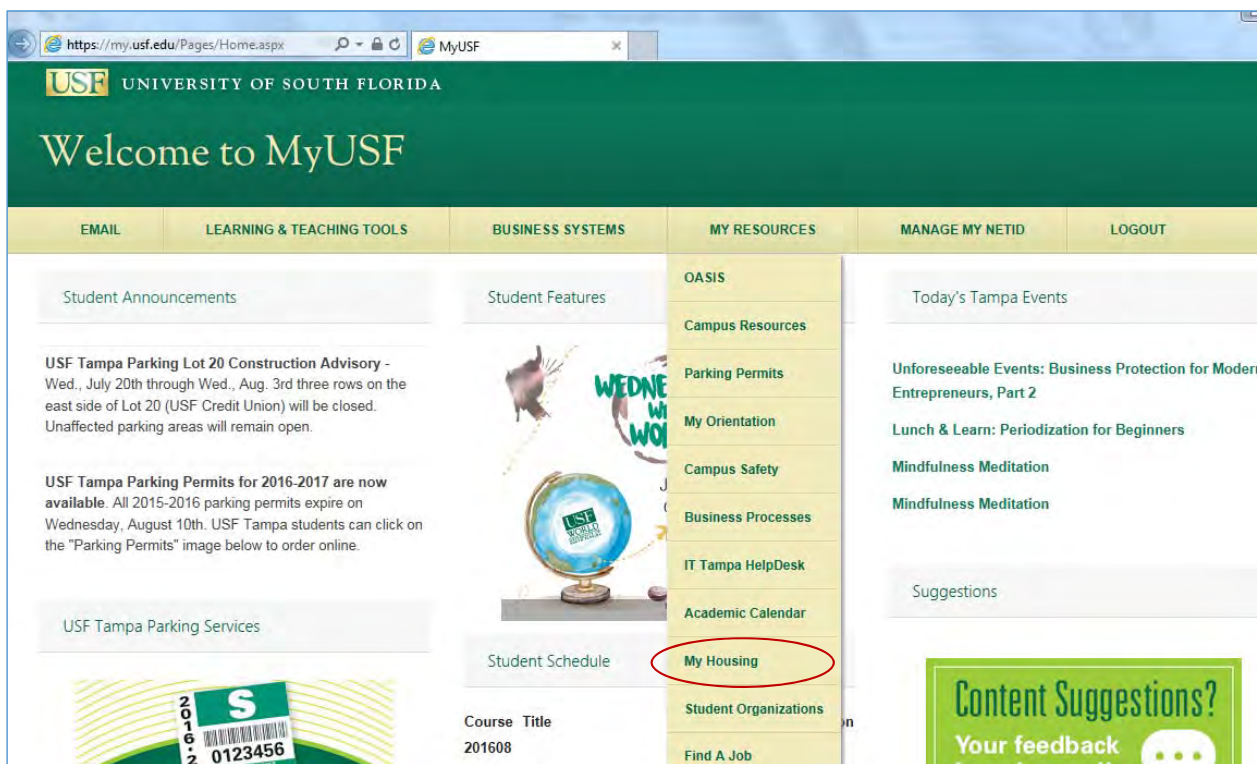
## Second Step: Please login with your credentials



## APPENDIX K

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

# Third Step: click on *My Resources* & click on *My Housing*



# Fourth Step: You are now in the Housing Portal, Click on *Profile Information*

**HOUSING & RESIDENTIAL EDUCATION**  
Best place to **LIVE**. Best place to **WORK**. Best place to **LEARN**.

**Student Name**

Welcome to the University of South Florida! For most students, the transition to college life at the University of South Florida starts with the residential experience. By living on campus, you will benefit from a welcoming community, highly-trained staff, and programs designed to enrich your experience and further support your academic success. Additionally, our three residence hall styles and 12 living learning communities (LLCs) provide many options for our increasingly diverse residential population. Explore what we have in store for you!

- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)
- [Select](#)

[Exit Portal to Housing Homepage](#)

# Fifth Step: Click on *Missing Student Contact Information*



## Sixth Step: Fill in the Student Missing Contact Information Form

HOUSING & RESIDENTIAL EDUCATION  
Best place to LIVE. Best place to WORK. Best place to LEARN.

**Missing Person Contact Information**

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

First Name: \*  Last Name: \*

Relation: \*

Address1: \*  Address1b:

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

Country:

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

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

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

Last Step: Click on *Housing Portal Home* to save your information









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