2015-2016

ANNUAL SECURITY REPORT & FIRE SAFETY GUIDE

usf.edu/police

USF UNIVERSITY OF SOUTH FLORIDA

From the Chief of Police

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

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

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

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

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

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

Sincerely,

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

TABLE OF CONTENTS

Services Offered by the University of South Florida Police Department (USFPD) 2

Introduction 2

Crime Statistics 3

How to Report Crimes or Other Campus Emergencies 3-4

CHART: Total Crimes Reported by USFPD and University Officials or Other Law Enforcement Agencies 5

Timely Warnings & Emergency Notifications 6

Campus Law Enforcement 6

Crime Prevention Programs for Students and Employees 7

Alcohol Policy 8

Drug-Free Policy 8-9

Drug or Alcohol Abuse Prevention and Education Programs 9

Health Risks Associated with Alcohol Abuse and the Use of Illicit Drugs 9-11

Sexual Assault, Dating Violence, Domestic Violence and Stalking 11-12

Prevention and Awareness Programs for Sexual Assault, Dating Violence, Domestic Violence and Stalking 12-14

Protecting the Confidentiality of Sexual Assault, Dating Violence, Domestic Violence and Stalking Victims and Other Necessary Parties 14

Institutional Disciplinary Action for Sexual Assault, Dating Violence, Domestic Violence and Stalking 14-22

How to Obtain Information about Registered Sex Offenders 22

Annual Fire Safety Report 23-26

Energency Response and Evacuation Procedures 27-28

The SAFE Team 28

MAP: University of South Florida Emergency Blue Light Locations 29

Missing Student Policy and Notification Procedures 30

Definitions Under the Clery Act and VAWA 31-35

APPENDIX A: Guide for Victims of Sexual Assault & Harassment / Domestic, Relationship & Dating Violence / Stalking 37-55

APPENDIX B: "Supporting Crime Victims" / Title IX Complaint Process & Contacts 56-57

POLICE DIRECTORY

USF Police Department, Tampa Campus
Corner of Fletcher and USF Maple Drive
Emergencies 911
Non-emergency ..... (813) 974-2628
U.S. Security Associates/Parking Enforcement
Dispatch ..... (813) 974-8040
Division of Public Safety ..... (813) 974-5489

USF Police, St. Petersburg
Corner of 6th Avenue South & 3rd Street
Non-emergency ..... (727) 873-4140

USF Sarasota/Manatee Campus Police
501 College Drive
Non-emergency ..... (941) 487-4210

USF Center for Victim Advocacy & Violence Prevention
Tampa Campus ..... (813) 974-5756
St. Petersburg Campus ..... (727) 698-2079
Sarasota Campus ..... (941) 504-8599

Counseling Center
Tampa Campus ..... (813) 974-2831
St. Petersburg Campus ..... (727) 873-4422
Sarasota Counseling & Wellness Center
..... (941) 487-4254

Office of Student Rights & Responsibilities
Tampa Campus ..... (813) 974-9443
St. Petersburg Campus ..... (727) 873-4162
Sarasota Campus ..... (941) 359-4268

Employee Assistance Program
Tampa Campus 1-800-327-8705
St. Petersburg Campus ..... (727) 873-4422
Sarasota Campus ..... (941) 487-4254

Student Health Services
Tampa Campus ..... (813) 974-2331
St. Petersburg ..... (727) 873-4422
Sarasota Campus ..... (941) 487-4254

SAFE Team ..... (813) 974-SAFE (7233)

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

Tampa Police Department .. (813) 931-6500

Temple Terrace Police Department ..... (813) 506-6500

SERVICES OFFERED BY UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

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

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

Introduction

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, which amended the Higher Education Act (HEA) of 1965. 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 this act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a Lehigh Valley student who was raped and murdered in her dorm room in 1986. Thus, this act is now generally referred to as the Clery Act. In 2008, the Higher Education Opportunity Act (HEOA) reauthorized and expanded the HEA requirements for the Clery Act. In 2013, the Clery Act disclosure requirements were again amended by the re-authorized Violence Against Woman Act (VAWA). This USF Security Report & Fire Safety Guide is published each October 1st in partial fulfillment of the Clery Act and the VAWA.

Crime Statistics

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

Annual Disclosure of Crime Statistics

Each year, by October 1st, the Department of Education requires that all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The USF Tampa Clery Coordinator compiles these crime statistics from the USFPD, CSAs (no need to define CSA since it was done earlier), and other law enforcement agencies where USF owns or controls property. The information provided to the USF Tampa Clery Coordinator is de-identified information and only the location and details of the crime are reported. Once all the information has been complied, the USF Tampa Clery Coordinator reports the crime statistics to the Department of Education through a web-based report system and includes these statistics in the USF Security Report and Fire Safety Guide.

How to Report Crimes or Other Emergencies on Campus

Reporting Emergencies on Campus

Any emergency involving a threat to life or property should be immediately reported to **9-1-1**. All campus phones may be used to dial **9-1-1** at no charge. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. USFPD responds to all emergency situations involving the USF campus, regardless of whether the situation requires police, fire, or medical assistance. To report an emergency situation directly to USF Police Department, call **(813) 974-2628**.

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

Reporting Crimes

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; however, certain USF System employees are required to report Clery-VAWA defined crimes and incidents.

Mandatory Reporters of Clery-defined Crimes and Incidents

Certain USF System employees are **required** under the Clery Act, as amended by the Violence Against Women Act (VAWA), to report crimes to the USF Tampa Clery Coordinator. Such mandatory reporters, called Campus Security Authorities (CSAs), are defined as:

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

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

CSAs must report any of the following crimes which occured at one of the following locations: on campus; USF-affiliated off campus buildings; or property or public property streets immediately adjacent to a USF campus:

- Homicide
- Sexual Assault (rape, fondling, incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Dating Violence
- Domestic Violence
- Stalking
- Weapons Violations
- Alcohol Violations
- Drug Violations

The definitions of these crimes under Clery and the VAWA and, where applicable, in the State of Florida, are provided in the definitions section of this report. For more information about the USF System CSAs, consult the USF Police Department webpage: **usf.edu/police/your-safety/campus-security-authority.aspx**.

To report a crime to the USF Tampa Clery Coordinator, go to the "Campus Security Authority" webpage (**usf.edu/police/your-safety/campus-security-authority.aspx**) and locate the CSA Report Form. This page also provides the Clery crime defitinions, FAQs and CSA training.

MoBull EyeWitness

Mobull's EyeWitness allows registered USF Tampa MoBull users (students, faculty and staff) the ability to send anonymous crime tips and reports to the USFPD via text messaging. Although the tip appears as plain text at the USFPD dispatch console, the tipster's identity is encrypted and protected. Eyewitness offers tipsters anonymity, allowing students, faculty and staff to discretely provide timely, critical information without letting those in his/her vicinity in on the communication. USFPD can continue to communicate with the tipster via text messaging through the console software. To report a crime tip, start by downloading the Guardian app on your Apple or Android smart phone. Click the "Emergency" icon and select "Send a Tip." If you don't have an Apple or Android smart phone, simply text: **USFTIP - space - your message** and send to 67283. Please note: standard text messaging rates apply based on your individual plan. For more information regarding "Eyewitness" reporting, please visit: **mobull.usf.edu**.

MoBull Messenger

MoBull Messenger is part of USF's Emergency Notification System (ENS). It was established to notify our community in the event of a campus emergency. USF strongly recommends all USF System students and employees subscribe for this important service. To learn more about the MoBull Messenger and to subscribe, please visit **mobull.usf.edu**.

Protecting the Confidentiality of Victims

The USF System will protect the confidentiality of victims and other necessary parties–complete publically available recordkeeping and, for the purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim pursuant to the Clery Act under the VAWA and other applicable federal and State of Florida laws.

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

Prohibition on Retaliation

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

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

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

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

How to Report Retaliation

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

1. Retaliation for reporting sexual harassment or discrimination should be reported to the Office of Diversity, Inclusion & Equal Opportunity.
2. Retaliation for filing an employment grievance should be reported to Human Resources/Employee Relations.
3. Any retaliation complaint by faculty, graduate student employees, or students should be reported to the Provost's Office.
4. All other retaliation complaints, including whistleblower complaints as defined by Florida Statute §112.3187, should be reported to the Office of University Audit & Compliance.

An appropriate and timely review and response will be provided to an employee or student who alleges retaliation, consistent with USF System policy, rules and regulations.

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

(Reported in accordance with Uniform Crime Definitions and Guidelines)

Offense Type (includes attempts)*	Total Uniform Crimes Reported USF Tampa Campus 2012 Residential	2012 Campus	2013 Residential	2013 Campus	2014 Residential	2014 Campus	Non-Campus Building or Property 2012	2013	2014	On Public Property 2012	2013	2014	Total Uniform Crimes Reported 2012	2013	2014	Unfounded Crimes* 2014
Murder	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
Sex Offense - Rape	7	7	4	6	6	6	0	0	0	0	0	0	7	6	6	0
Sex Offense - Fondling	0	0	1	1	1	3	0	0	1	0	1	0	0	1	4	0
Sex Offense - Statutory Rape	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
Domestic Violence	0	4	0	5	1	5	0	0	0	0	0	0	4	2	5	0
Dating Violence	0	1	0	1	2	6	0	0	0	0	0	0	1	0	6	0
Stalking	0	2	1	5	1	5	0	0	0	0	0	0	2	0	5	0
Robbery	1	1	0	1	0	3	0	0	0	0	1	1	1	2	4	1
Aggravated Assault	3	5	0	1	1	7	0	0	2	1	1	1	6	2	9	0
Burglary	29	57	15	29	8	27	0	0	0	0	0	0	57	29	27	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	14	0	11	0	8	0	0	0	0	0	0	14	11	8	1
Hate Crimes (by prejudices)																
Race	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
Religion	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
Ethnicity	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
Gender Identity	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

Number of Arrests/Referrals – Select Offenses

	Total Uniform Crimes Reported USF Tampa Campus 2012 Residential	2012 Campus	2013 Residential	2013 Campus	2014 Residential	2014 Campus	Non-Campus Building or Property 2012	2013	2014	On Public Property 2012	2013	2014	Total Uniform Crimes Reported 2012	2013	2014
Weapons Law Violations															
Arrest	1	4	0	1	1	6	0	0	0	4	0	1	8	1	7
Referral	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0
Drug Law Violations															
Arrest	16	77	28	40	13	85	4	5	2	39	5	21	120	49	108
Referral	36	61	36	70	70	93	0	0	0	0	0	0	61	72	93
Liquor Law Violations															
Arrest	3	19	4	17	2	17	0	8	0	3	2	0	42	27	17
Referral	110	144	137	158	128	130	11	35	50	5	0	0	160	193	180

*If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded" and should not be included in our institution's statistics. **Only sworn or commissioned law enforcement personnel may "unfound" a crime.** [Source: *The Handbook for Campus Safety and Security Reporting*, page 72.]

Timely Warnings

n the event of an incident that poses a threat to persons or to property, a Timely Warning will be issued by the USFPD through e-mail to the USF community. Additionally, updates will be provided by the USFPD, as needed. In the event of an emergency, the university will send a brief message about what kind of emergency is taking place and also give instructions as to what community members should do in response. All enrolled students and all current USF System employees are provided an e-mail account. For assistance with e-mail accounts, please contact the Information Technology Department at **(813) 974-1222**.

For more information, please consult the following resources:

- USF Emergency & Safety Management website: **usf.edu/publicsafety**
- USF System Emergency Management Policy 6-010, available on the Office of General Counsel website: **regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf**)
- The MoBull website: **mobull.usf.edu**.

Security and Access to Campus Facilities

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

Resident students are issued a key at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and USFPD 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.

USFPD 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 persons and property. Maintenance personnel make security inspections and corrections as needed. Students are encouraged to call the housing office or the USFPD to promptly report security deficiencies.

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

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

Campus Law Enforcement

The University of South Florida Police Department (USFPD) are declared to be law enforcement officers of the state 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 USFPD also has mutual aid agreements or memorandums of understanding with the surrounding law enforcement agencies within Hillsborough County. 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.

Programs About Campus Security Procedures

The USFPD offers orientation sessions for all new students and staff members of the university. New members of the community are introduced to various systems and practices put in place by the university to enhance the safety and security of all community members. Information on how to respond to various kinds of potential emergency situations is reviewed with participants. Information about the importance of signing up for the MoBull emergency text message system is provided. The emergency message will also be repeated on the USF website, digital display boards throughout campus and on all computers. There is a siren and loud speaker system that may also be used to reach those in open air places. The university uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible.

Crime Prevention Programs for Students and Employees

The University of South Florida 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.

The USFPD provide crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape (for both men and women)
- Rape Aggression Defense (RAD) [Self-Defense for Women]
- Personal Safety – Reducing Your Risks
- Drinking and Driving – DUI Information
- Drugs – Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID – Engraving
- USF Police Department – Who We Are and What We Do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Child Safety
- Violence in the Workplace
- Alcohol Awareness

For more information on these education, prevention and awareness programs, visit the USFPD website (**usf.edu/police/your-safety**).

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

- Sexual violence (including rape)
- Relationship violence, including domestic/dating violence
- Stalking
- Cybercrimes, identity theft and cyber-stalking
- REAL (Relationship Equality & Antiviolence League) – a student peer education program to develop men as allies with women to end gender-based violence and teaching bystander intervention techniques to prevent sexual and relationship violence (**facebook.com/LetsBeREAL**).

For more information on these education, prevention and awareness programs, visit the Center for Victim Advocacy & Violence Protection website: **sa.usf.edu/advocacy**.

Wellness USF offers a variety of education, prevention and awareness programs, including:

- Awareness events and campaigns
- Workshops and presentations
- Consultations on safer sexual behavior and sexually transmitted infections
- Distribution of free condoms
- Social media blogs on wellness and safety

For more information on these education, prevention and awareness programs, visit the Wellness USF Education website (**usf.edu/student-affairs/wellness-education**).

Alcohol Policy

A statement of policy regarding the possession, use and sale of alcohol and enforcement of federal and state drug laws.

Policy Statement

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

Alcohol Standards of Conduct

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

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

Sanctions for Violating Alcohol Policy

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

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

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

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

Drug-Free Workplace Policy

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

Drug-Free Workplace Policy Statement

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

Sanctions for Violating Drug-Free Workplace Policy

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

Such violations of policy by any employee or student will be reason for evaluation or treatment for a drug use disorder or for disciplinary action up to and including termination or expulsion in accordance with applicable collective bargaining agreements, policies and procedures, or referral for prosecution consistent with local, state and federal law.

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

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

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

Drug or Alcohol Abuse Prevention and Education Programs

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

Drug and Alcohol Abuse Prevention and Education for STUDENTS

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

The USF Tampa Counseling Center offers free assessment and treatment to currently registered students who may have alcohol and substance abuse problems. Students may be self-referred or referred by the Office of Student Right and Responsibilities or other campus departments. Students who need more intensive assistance will be referred to community providers. For more information about drug and alcohol counseling services for students, visit the Counseling Center in person in the Student Services Building (SVC), 2nd floor, Suite 2124, or visit their website: **usf.edu/student-affairs/counseling-center**.

Drug and Alcohol Abuse Counseling for EMPLOYEES

Human Resources has partnered with Magellan Health Services to provide all USF System employees with an Employee Assistance Program (EAP). Magellan's EAP program offers confidential alcohol and substance abuse screening, assessment and referral to all USF System employees, in addition to other solution-focused help and resources for all types of life issues. The Magellan program is available for all USF System employees free 24 hours a day, seven days a week online at **MagellanHealth.com/member** or by telephone at **1-800-327-8705**. The Magellan program includes a comprehensive online resource library of articles, screening and self-assessment tools, tip sheets, calculators, resource guides, on-demand learning and personalized improvement plans. Employees and their families have up to three counseling sessions. If an employee needs additional assistance beyond the scope of what the Magellan program provides, the employee may be referred to other resources such as their health benefits or community resources like Alcoholics Anonymous. USF System managers and 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 **usf.edu/hr/eap**.

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

The information below was extracted from the publication "What Works: Workplaces Without Drugs," U.S. Department of Labor, 1991. This information is also available on the USF Human Resources website: **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.

Sexual Assault, Dating Violence, Domestic Violence and Stalking

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

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

Sexual Battery is defined under Florida statutes as:

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

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

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

For more information about Florida Sexual Battery Statutes visit **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.

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

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

Safe and Positive Options for Bystander Intervention

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

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

The Five Steps of Bystander Intervention

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

1. *Notice a situation.*
2. *Interpret the situation as someone is in danger or there is a potential for danger.* Many situations are ambiguous. It's okay if you're wrong and it's not an emergency.
3. *Assume responsibility to help.* Decide that YOU personally should do something to help the victim or that if you don't help, no one will.
4. *Know how to help.* Try Bystander Intervention Techniques. (We give you some examples below.)
5. *Decide to safely intervene.*

Bystander Intervention Techniques

- Distract:
  - Ask for directions
  - Spill a drink
  - Engage them in conversation
  - Women: Invite the female to go to restroom with you – once there, ask if she needs help
- Delegate: involve others if you don't feel safe intervening alone
  - Ask friends to help you distract or confront
  - Find the person at risk's friends and tell them you are concerned about the safety of their friend
- Direct: directly confronting the situation (think about how you would directly stop someone from driving drunk)
  - "I don't like how you treat your girlfriend [or wife] – it's abusive and needs to stop."
  - "I'm getting her friends to take her home now."

Risk Reduction

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

WARNING SIGNS OF AN ABUSER:

- Intensity: "Too much, too soon"
  - 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 REDUCTION TIPS:

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

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

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

- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
- How and to whom the alleged offense should be reported.
- Options about the involvement of law enforcement and other individuals required to report these crimes.

- The rights of victims and our institution's responsibility for orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims, both within the USF System and in the community.
- Options for, and available assistance in, changing academic, living, transportation and working situations.
- The student's or employee's rights and options in the event of these crimes.

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

In addition, the Center for Victim Advocacy and Violence Prevention has developed a *Guide for Victims of Sexual Assault & Harassment; Domestic, Relationship, & Dating Violence; and Stalking* to provide more in-depth details about the above topics as well as those listed below. This guide is provided in this report in its entirety as Appendix A.

Protecting the Confidentiality of Sexual Assault, Dating Violence, Domestic Violence and Stalking Victims and Other Necessary Parties

Protecting Confidentiality

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

Accommodations and Protective Measures*

Depending on the specifics of the incident and the victim's wishes, the USF System can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence and stalking. The USF System will maintain as confidential any such accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures; and to the extent permissible under local, state and federal law. Such accommodations and protective measures can include, but are not limited, to class changes and on-campus housing moves, ordering a respondent to not have contact with you, excluding a respondent from parts of campus, or providing an escort to accompany you on campus.

Any accommodation made or measures taken will be designed to minimize the burden on the victim's educational program. It is important to understand that our institution makes such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

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

- Annual Security Report & Fire Safety Guide
- VAWA trainings for students and employees
- VAWA crimes victim Flyer
- Victim guide
- Employee Assistance Program

The above list is not exhaustive. For more information about the confidential and non-confidential resources located on campus and off campus for victims of sexual assault, dating violence, domestic violence and stalking, contact the Center for Victim Advocacy & Violence Prevention by calling their office at **813-974-5756**; call the Victim Helpline at **813-974-5757** or visit their website (**sa.usf.edu/advocacy**).

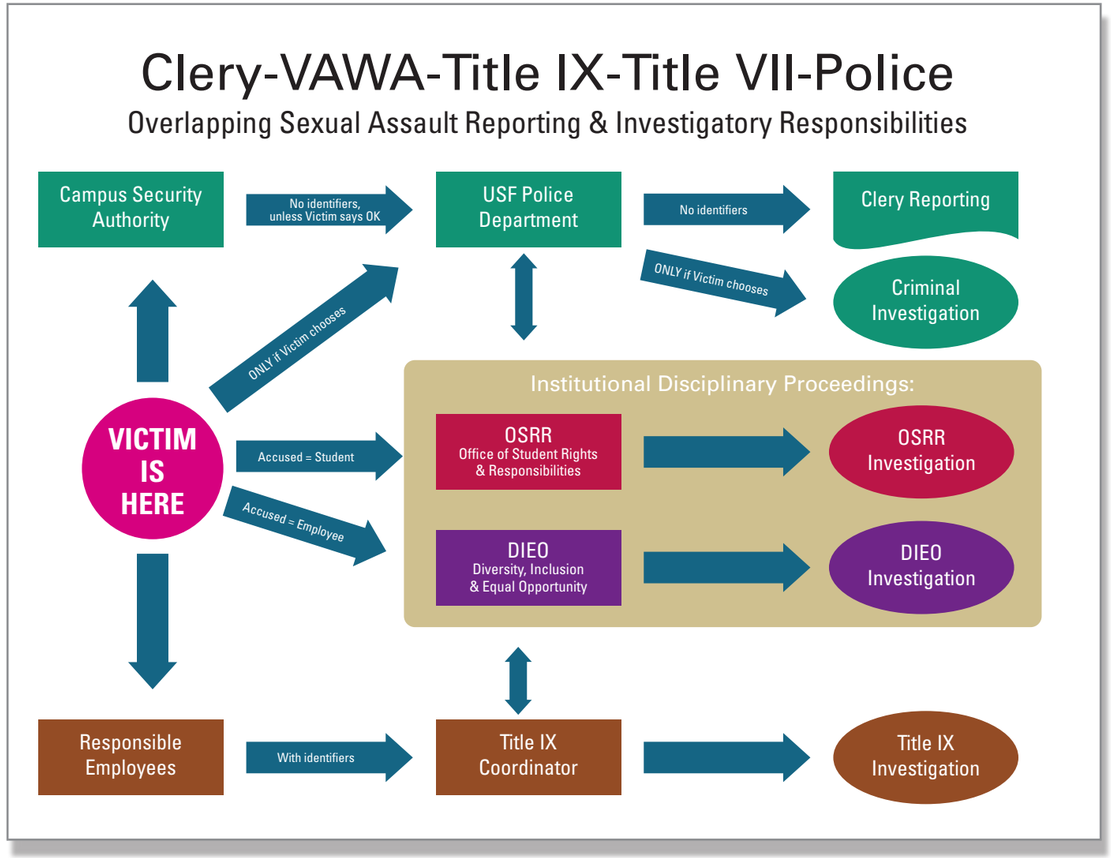
Institutional Disciplinary Action for Sexual Assault, Dating Violence, Domestic Violence and Stalking

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

- When the respondent is a student, the incident is referred to the Office of Student Rights and Responsibilities (OSRR) for addressing in accordance with the Student Code of Conduct via the OSRR process.
- When the respondent is an employee or vendor, the incident is referred to the Office of Diversity, Inclusion and Equal Opportunity (DIEO) for addressing in accordance with Title VII via the DIEO process.
- When the respondent is both an employee/vendor and a student, the OSRR and DIEO offices will work together to ensure the incident is reviewed by the appropriate process.
- When the respondent's status as an employee, student, or vendor is not clear, the OSRR and DIEO offices will work together to ensure the incident is reviewed by the appropriate process.

In addition to the 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 a type of sexual harassment, which is itself a form of gender discrimination. The USF System has a team of Title IX officers who receive Title IX complaints and work to investigate allegations of such sexual harassment in a prompt, fair and reasonable manner. Both the OSRR and DIEO offices have authority to address complaints of sexual harassment and sexual violence under Title IX. OSRR and DIEO proceedings are within the oversight and administration of the Title IX Coordinator when the incident involves sexual assault, dating violence, domestic violence and gender-based stalking.

Below is a chart summarizing the overlapping reporting and investigatory responsibilities of our institutional disciplinary processes, their relationships in terms of information sharing and how they relate to criminal proceedings.



Important: Our DIEO, OSRR and Title IX institutional disciplinary proceedings and any resultant institutional disciplinary actions, do NOT preclude criminal investigation by the USF Police Department or the law enforcement agency having jurisdiction. Criminal investigations proceed in accordance with state and federal law; occur independently of our institutional proceedings and processes; and are solely the purview of the criminal justice system.

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

Standard of Evidence for Institutional Disciplinary Proceedings

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

Training for OSRR, DIEO, Title IX Proceedings' Officials

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

Right to an Advisor

The Respondent and Complainant have the same rights to have others present during any institutional disciplinary proceeding (OSRR, DIEO, or Title IX), including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice; however, there are certain restrictions regarding the extent to which an advisor may participate in the process and these restrictions apply equally to both the Respondent's and Complainant's chosen advisor. USF System employees who have a potential conflict of interest are not permitted to serve as an advisor.

During meetings and proceedings, the advisor may speak with the Respondent or Complainant, but may not speak for them, act as attorney, nor otherwise participate in the institutional disciplinary process or proceeding. Advisors may be present to advise but shall not speak for or present the case for the Respondent or Complainant, or otherwise participate directly in the proceeding. It is the responsibility of the Respondent or Complainant to make appropriate arrangements for travel, costs and attendance for their Advisor. Proceedings are not delayed due to scheduling conflicts of the chosen Advisor.

Additional Rights for Complainants in Cases Involving Sexual Harassment

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

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

The DIEO Intake Coordinator, the OSRR Official, or Title IX Official receiving the allegation will provide victims of sexual assault, dating violence, domestic violence, or stalking with *written* information about the following:

- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
- How and to whom the alleged offense should be reported
- The victim's options to –
    1. Notify proper law enforcement authorities, including on-campus and local police;
    2. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
    3. Decline to notify such authorities.
- Their rights to and the institution's responsibilities for orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
- How the institution will complete publicly available record keeping and, for purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim.
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
- Information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims, both within the institution and in the community;
- Option for, and available assistance in, changing academic, living, transportation and working situations.

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

- VAWA Flyer: **usf.edu/diversity/documents/tampa_vawa_titleix_flyer.pdf**
- Victim's Guide: **usf.edu/diversity/documents/victims-guide.pdf**

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

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

"The designated office [DIEO/Title IX] will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances) and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System." The following USF System regulations address disciplinary actions our institution may impose on employees found to have violated USF System regulations and policies:

- USF System Regulation 10.212-Discipline, Misconduct, and Incompetence (Staff) available on the Office of the General Counsel's website at: **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: **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: **usf.edu/hr/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 dating violence, domestic violence, sexual assault, or stalking (which constitute forms of sexual harassment under USF System Policy 0-004) are limited to the following disciplinary actions:

- Suspension
- Dismissal

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

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

- Restrictions — Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF System activities. The restrictions involved will be clearly identified and may include but are not limited to a USF System order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF System services, and presence in certain buildings or locations on campus.
- Restitution — A payment for injury or damage.
- Financial Aid Impacts — A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.
- Suspension — Termination of a student's privilege to attend the USF System for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e., 24 to 48 hours).
- Expulsion — Permanent termination of a student's privilege to attend the USF System. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e., 24 to 48 hours).
- Other Appropriate Sanctions — Such as mandated community service, fines, educational programs (payment of associated fees) and written assignments.
- Deferred Suspension — Suspension imposed at a definite future date or time.

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

OSRR Institutional Disciplinary Proceedings and Actions

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

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

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

Initial Intake and Review

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

Notification of OSRR Initial Review Results and Outcomes

Once the initial review is complete, the Conduct Officer issues a **Disposition Letter** to the Respondent and simultaneously sends a copy to the Complainant. This letter indicates whether or not the referral is accepted and, if the referral is accepted, the Respondent has **five business 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). In contrast, a University Conduct Board Hearing is conducted by a panel of UCB members where 50% are university employees and 50% are students.

Notification of OSRR Formal Hearing Results and Outcomes

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

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

Right to Appeal

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

OSRR Process Resources

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

- Office of Student Rights & Responsibilities: **sa.usf.edu/srr**
- USF System Student Code of Conduct, USF System Regulation 6.0021: **regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf**

DIEO Institutional Disciplinary Proceedings and Actions

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

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

Initial Intake and Review

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

- DIEO Incident Report Form, available on the DIEO website at: **usf.edu/diversity/forms-policies/index.aspx**
- Title IX Incident Report Form, available on the Title IX pages of the DIEO website at: **usf.edu/diversity/title-ix/reporting.aspx**
- EthicsPoint, the USF System's anonymous reporting hotline: **ethicspoint.com**
- Emails
- Calls
- Walk-ins

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

If DIEO does NOT have jurisdiction

If DIEO does not have jurisdiction, the Intake Coordinator/Designee will assist the Complainant in determining the most appropriate university administrative or academic unit to refer the complainant for handling of the Complainant's allegation.

If DIEO has jurisdiction

If the Intake Coordinator/Designee determines that the DIEO Office does have jurisdiction regarding the Complainant's allegation, then the Intake Coordinator/Designee will give the Complainant an EO Complaint form to complete, unless they have already completed the DIEO or Title IX Incident Report Form. The Complainant has 120 calendar days from the date of the alleged incident of discrimination, harassment and/or retaliation to file such a form with the DIEO Office alleging protected category discrimination, harassment, or retaliation. If the matter involves gender-based discrimination, sexual harassment, sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence, or gender-based stalking, the Intake Coordinator/Designee will notify the Title IX Coordinator for addressing in accordance with our Title IX process described below.

DIEO Investigation

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

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

The Complainant or Respondent may be accompanied by one person to any interview conducted by the Intake Coordinator or Investigator. The person who accompanies either party may be an attorney or any support person (including an advocate from the USF Center for Victim Advocacy & Violence Prevention). In the DIEO Office's investigation process, the Complainant and the Respondent are not required to be present together at any point in the process and they are not permitted to directly question each other. Both the Complainant and the Respondent have the right to identify witnesses and provide other information relevant to the investigation.

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

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

Notification of DIEO Investigation Results and Outcomes

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

Right to Appeal

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

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

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

When the determination is appealed, the President or designee:

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

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

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

Within 30 calendar days of receipt of the appeal, the President or designee will inform the Complainant, Respondent, Provost (if applicable), Office of General Counsel, the Respondent and Complainant's immediate supervisors, chair of the academic unit (if applicable) and the dean of the college (if applicable) of his/her decision regarding the appeal. The decision made by the Office of the President is considered final.

DIEO Process Resources

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

- Diversity, Inclusion & Equal Opportunity (DIEO) Office
  4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
  Office **813-974-4373** | Fax **813-974-4375** |
  TDD **813-974-5651** | **usf.edu/diversity**
- USF DIEO Compliance Process & Forms:
  usf.edu/diversity/forms-policies/index.aspx
- USF System Policy 0-007: Diversity and Equal Opportunity: Discrimination and Harassment: **regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf**
- DIEO Complaint Process: **usf.edu/diversity/documents/dieo_complaint_process.pdf**

Institutional Disciplinary Action under Title IX

*Incidents involving **gender discrimination** including, but not limited to, sexual harassment and sexual violence associated with our institution's educational programs or activities.*

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 inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, to any of the University's Deputy Title IX Coordinators, or to the Office of Civil Rights. The most up-to-date information on the University's Title IX Coordinator and resources can be found in the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at: usf.edu/diversity/title-ix.

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.

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

- DIEO Incident Report Form, available on the DIEO website at: **usf.edu/diversity/forms-policies**
- Title IX Incident Report Form, available on the Title IX pages of the DIEO website at: **usf.edu/diversity/title-ix/reporting.aspx**
- EthicsPoint, the USF System's anonymous reporting hotline: **ethicspoint.com**
- Emails
- Calls
- Walk-ins

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

Once the Title IX Coordinator has been made aware of an allegation of sexual misconduct including sexual harassment/ violence, the Complainant is contacted by the intake coordinator and offered an opportunity to speak with the coordinator about the allegation. During this meeting, the intake coordinator will determine jurisdiction, interview the Complainant and provide to the Complainant information on filing a complaint, about USF resources and about their rights under Title IX.

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

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

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

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

In the DIEO Office's investigation process, the Complainant and the Respondent are not required to be present together at any point in the process and they are not permitted to directly question each other. Both the Complainant and the Respondent have the right to identify witnesses and provide other information relevant to the investigation. The DIEO Office decides the complaint based on a preponderance of the evidence standard (whether it is more likely than not that the conduct occurred). This standard of evidence differs from the criminal justice system's standard of beyond reasonable doubt. It is important to understand that Title IX investigations occur independently of any criminal investigation, which are the purview of the criminal justice system and not our institution.

Notification of Title IX Investigation Results and Outcomes

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

The appeal finding is the final determination of the university.

Right to Appeal

The Respondent and the Complainant have equal rights to appeal the results of the Title IX investigation within **30 calendar days** from receipt of the **Determination Letter**. Such appeals must be submitted to the Office of the President, who will review the information submitted and make an independent determination of whether or not the DIEO Office's recommendations are supported. The decision made by the Office of the President is considered final. If the appeal is not upheld, the matter is considered final and binding upon all involved.

Title IX Process Resources

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

- Title IX Office location and website:
  4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
  Office **(813) 974-4373** | Fax **(813) 974-4375** |
  TDD **(813) 974-5651** | **usf.edu/diversity/title-ix**
- How to Report a Title IX incident: **usf.edu/diversity/title-ix/reporting.aspx**
- USF System Policy 0-004: Sexual Misconduct/Sexual Harassment (including Battery): **regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf**
- USF System Policy 1-022: Consensual Relationships: **regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf**

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

Students

For students who are victims, Complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence and stalking, the range of interim for such students measures may include:

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

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

Employees

For employees who are victims, Complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence and stalking, the range of protective measures for employees may include:

- Changing the shift hours of the Respondent so it does not overlap with the Complainant,
- Changing the work environment in some other manner so the Complainant and Respondent do not have any workplace interaction,
- Placing the Respondent on administrative leave pending the conclusion of the investigation.

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

USF System Community

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

Institutional Disciplinary Action & FERPA

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

How to Obtain Information about Registered Sex Offenders

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

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

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (34 CFR, 668.49) also known as Campus Right to Know, published October 29, 2009 and effective July 1, 2010, requires all universities that maintain on campus student housing to develop and publish an Annual Fire Safety Report. Only campuses within the university system that have student housing must publish an Annual Fire Safety Report; that is, USF Tampa and USF St. Petersburg. This section outlines efforts to comply with the HEOA Campus Right to Know requirements for USF Tampa. The Annual Fire Safety report has eight (8) reporting requirements that consist of the following:

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

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

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

(4) Policies on Open Flames, Portable Electrical Appliances. The Housing and Residential Education website, resident hall policies page, contains this information (**housing.usf.edu/resources/policies**). Additionally the Resident Handbook has this information (**housing.usf.edu/pdf/resources/Resident_Handbook.pdf**). The university has a non-smoking areas policy (**regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-606.pdf**).

(5) Procedures for Fire Evacuation. The Resident Handbook contains this information (**housing.usf.edu/pdf/resources/Resident_Handbook.pdf**). Additionally, the USF Fire and Emergency Evacuation Drill Policy (**regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf**) addresses procedures and responsibilities.

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

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

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

ROLES AND RESPONSIBILITIES

Environmental Health and Safety

- Coordinates university system compliance efforts and reporting requirements.
- Assists Housing & Residential Education and USFPD 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.

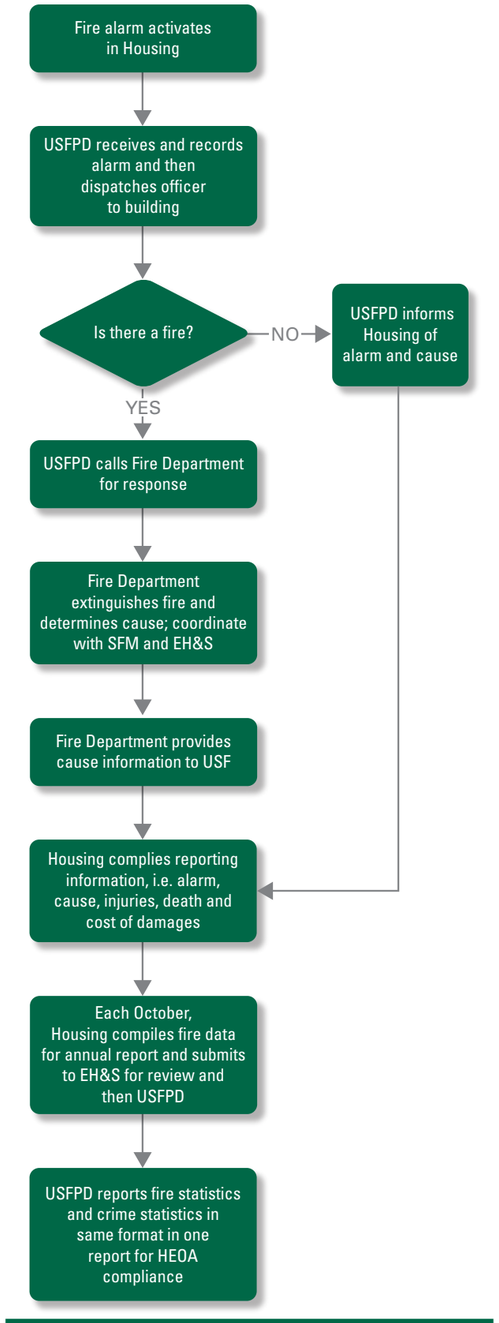
Housing

- 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 USFPD for reporting in October.

USF Police Department

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

HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



Building Drills, Alarms & Fire Report

(Number per Location)

	2012		2013		2014		
	Alarms	Fires	Alarms	Fires	Alarms	Fires	Drills
Argos Center	0	0	0	0	0	0	1
Beta Hall	6	0	5	0	0	0	2
Castor Hall	8	0	5	0	4	0	2
Cypress A	11	0	3	0	2	0	2
Cypress B	5	0	7	0	2	0	2
Cypress C	30	0	28	0	8	0	2
Cypress D	17	0	22	0	4	0	2
Delta/Iota Halls	20	0	4	0	9	1[2]	2
Epsilon/Eta/Zeta Halls	28	0	10	0	13	1[3]	3
Greek House 1/2	3	0	4	0	0	0	3
Greek House 3/4	3	0	3	0	1	0	3
Greek House 5/6	8	0	4	0	1	0	3
Greek House 7/8	4	0	4	0	0	0	3
Greek House 9/10	3	0	4	0	2	0	3
Greek House 11/12	12	0	3	0	1	0	3
Greek House 13/14	2	0	3	0	0	0	3
Holly A Apts	1	0	1	0	0	0	2
Holly B Apts	1	1[1]	0	0	0	0	2
Holly C Apts	2	0	0	0	0	0	2
Holly D Apts	2	0	0	0	0	0	2
Holly E Apts	2	0	2	0	0	0	2
Holly F Apts	2	0	0	0	0	0	2
Holly G Apts	2	0	1	0	1	0	2
Juniper-Poplar Suites	71	0	42	0	16	0	3
Kappa/Theta Halls	22	0	10	0	1	0	2
Kosove Hall	37	0	13	0	4	0	2
Magnolia A Apts	0	0	1	0	3	0	3
Magnolia B Apts	0	0	1	0	2	0	3
Magnolia C Apts	1	0	1	0	3	1[4]	3
Magnolia D Apts	7	0	1	0	6	0	3
Magnolia E Apts	3	0	3	0	5	0	3
Magnolia F Apts	0	0	0	0	1	0	3
Magnolia G Apts	3	0	3	0	1	0	3
Maple A Suites	3	0	3	0	0	0	2
Maple B Suites	4	0	4	0	1	0	2
Mu/ Lambda Hall	17	0	17	0	7	0	2

[1]This fire was caused by spark in the oven.
[2]This fire was caused by burning ramen.
[3]This was an electrical fire.
[4]This was a grease fire.
NOTE: No injuries, deaths, or property damage occurred as a result of any of the fires reported that occurred in 2012, 2013 or 2014.

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

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

Building Fire Systems and Components Report, con't.

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

Emergency Response and Evacuation Procedures

MoBull Messenger

Guardian

USF UNIVERSITY OF SOUTH FLORIDA
MyUSF Mobile

Emergency Operations Plan

Each USF System institution is responsible for developing and maintaining separate Emergency Operations Plans (EOPs) reflective of the unique characteristics of their location and in accordance with the framework outlined in USF System Policy 6-010, USF System Emergency Management. This policy is available on the Office of the General Counsel website at: **regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf**. Each EOP contains location-specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community. The USF Tampa Campus EOP is available online at: **usf.edu/pdfs/USF-Emergency-Operations-Plan.pdf**. Each EOP provides standing priorities for all Incident Commanders when addressing an emergency or dangerous situation. These priorities are first and foremost ensuring life safety followed by incident stabilization and then property preservation. These plans require emergency notifications be issued for all confirmed hazards which pose an immediate threat to USF public safety, as long as doing so would not compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

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

For all campus law enforcement issues, the University Police Department (USFPD) will be primarily responsible for confirming a significant emergency or dangerous public safety situation on campus through information received by anonymous report; threat; or victim, witness, or officer observation. For non-law enforcement situations including, but not limited to: hazardous material release; utility failure; telecommunication failure; and hazardous weather affecting the university campus, other departments may also confirm that a significant emergency exists. Such departments include, but are not limited to, Environmental Health and Safety (EH&S) and the Physical Plant Division. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community occurring on campus, either University Communications and Marketing (UCM), Emergency Management (EM), or the USFPD will immediately notify the campus community using the procedures outlined in the USF Tampa Campus EOP. Near-campus emergency notifications may be issued when an incident meets the following criteria: the incident is a violent crime (homicide, forcible sex offenses, robbery, aggravated assault and aggravated battery) that constitutes an imminent threat to the campus community and is within campus police jurisdiction (including the 1,000 ft. perimeter) of a Clery Act defined campus. "Confirmation" means that a USF official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available at the time of notification.

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

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

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

Process for Disseminating Emergency Notification Information

In the event of an emergency, the USF home page (**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. Furthermore, digital display boards stationed in various

buildings throughout the Tampa campus flash "EMERGENCY" in red to draw attention and provide emergency information regarding the situation when an event occurs. Emergency alerts are also sent to members of the campus community via the "MoBull" text messaging system and on all computers. In addition, there is a siren and loud speaker system that may also be used to reach those in open air places.

The university uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. If an emergency affects only a segment of the campus community, a more limited warning may be issued. For example, in the case of a hazardous release, the university may only notify individuals in the building where this occurred. There will be a continuing assessment of the situation and additional warnings will be issued as appropriate.

How to Sign Up for Emergency Notifications

MoBull Messenger was established to notify our community in the event of a campus emergency through text messaging. The service is free; however, standard text messaging rates may apply. For instructions on registering, please visit **mobull.usf.edu**.

Procedures for Testing Emergency Response and Evacuation Procedures

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

- **Tests that may be announced or unannounced**
- **Publicize our emergency response and evacuation procedures in conjunction with at least one test per calendar year**
- **For each test conducted, a documented description that includes the exercise, date, time, and whether it was announced or unannounced.**

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

Summary of Tests Conducted of Our Emergency Response and Evacuation Procedures in 2014

The Emergency Notification System was tested once per semester on February 26, 2014, June 25, 2014 and October 1, 2014.

Information regarding the tests of our evacuation procedures may be found on page 24.

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

Fire Alarm Procedures

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

Active Shooter Incident

What to Report

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

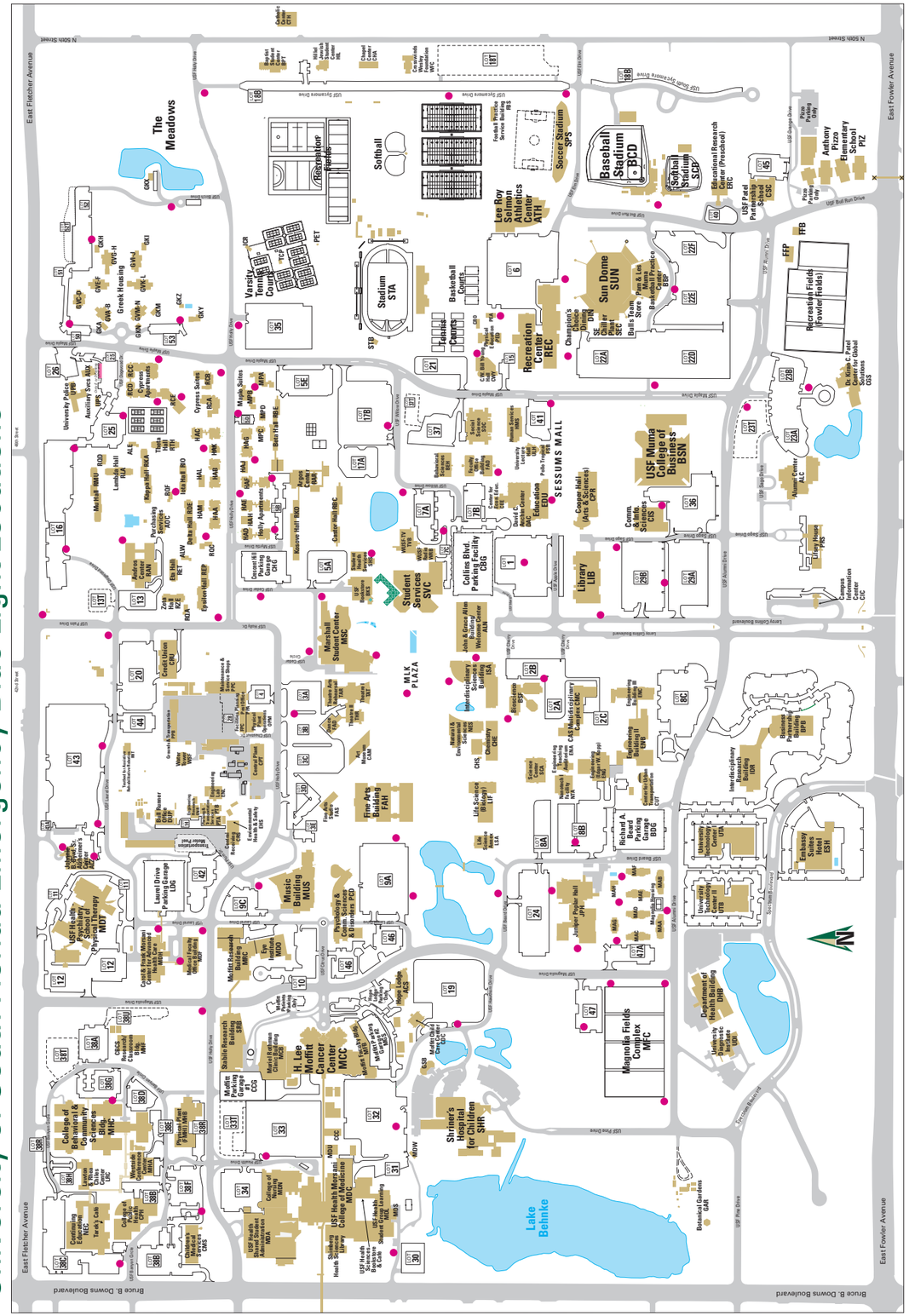
Secure Immediate Area

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

The SAFE Team

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

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



Missing Student Policy and Notification Procedures

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

Investigation of a Missing Student Report

When the missing student is an on-campus resident, the USF Police Department will open an official investigation and retain status as the primary investigative agency. An on-campus resident student is any student who resides in on-campus housing under a housing contract and is currently enrolled. On-campus housing refers to any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System and is within the reasonably contiguous geographic area that makes up USF System campuses, is considered an on-campus student housing facility.

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

Notifying the Missing Student's Emergency Contact

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

Definitions Under the Clery Act and VAWA

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson

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

Burglary

The unlawful entry of a structure or conveyance with intent to commit a crime therein.

Business Day

Monday through Friday, excluding any day when the institution is closed.

Campus

1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

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

Campus Security Authority

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

1) A campus police department or a campus security department of an institution.

2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.

3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Clery Geography

There are four types of geographies defined in the Clery Handbook under chapter 2:

1) On-Campus – 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 food or other retail vendor).

2) On-Campus Student Housing Facility (aka On-campus Housing) – Any 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.

3) Non-Campus Building or Property – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

Dating Violence

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

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

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(2) For the purpose of this definition-

(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse

(ii) Dating violence does not include acts covered under the definition of domestic violence.

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

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

3. A dating relationship must have existed within the past 6 months;
4. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
5. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

Destruction or Damage or Vandalism of Property

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

Domestic Violence

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

(1) A felony or misdemeanor crime of violence committed–

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction in which the crime of violence occurred, or

(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

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

Hate crime

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

Hierarchy Rule

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

Intimidation

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

Larceny-Theft

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

Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

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

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.

*Note: Murder/Non-negligent Manslaughter does **not** include deaths caused by negligence, assaults/attempts to murder, suicides, fetal deaths, traffic fatalities, accidental deaths, or justifiable homicides (defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen.)*

Negligent Manslaughter

The killing of another person through gross negligence (defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).

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

Professional counselor

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

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

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

(i) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness or outcome; and

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

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

Public property

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

Referred for campus disciplinary action

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

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or putting the victim in fear.

Sexual assault

Under the Clery Act, sexual assault is defined in accordance with the FBI's UCR Program, Sexual Assault is defined as…

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Oral, anal, or vaginal penetration by, or union with, sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for bona fide medical purpose.

"Consent" - means intelligent, knowing and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.

Simple Assault

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

Stalking

For the purposes of complying with the requirements of the VAWA, any incident meeting the below definition is considered a crime for the purposes of Clery Act reporting.

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

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

(ii) Suffer substantial emotional distress.

(2) For the purpose of this definition–

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

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

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

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

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

"Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

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

Test

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

SOURCE: The definitions contained herein (excluding those for dating violence, domestic violence and stalking) are based on the definitions provided in Chapter 3 of The Handbook for Campus Safety and Security Reporting (the "Clery Handbook") published by the U.S. Department of Education, Office of Postsecondary Education, Washington, D.C., 2011, and is available on the department's website at **ed.gov/admins/lead/safety/campus.html**. The definitions of dating violence, domestic violence, and stalking are based on the definitions cited in the Violence Against Women Act of March 2013, whose regulations went into effect on July 1, 2015.

Guide for Victims of

Sexual Assault & Harassment

Domestic, Relationship & Dating Violence

Stalking

USF
UNIVERSITY OF SOUTH FLORIDA

TABLE OF CONTENTS

Introduction **3**

Reactions to Victimization **4**

Victim Disclosure, Employee Obligation to Report, and Confidentiality **5**
- Confidential Campus Resources 5
- Employees Who Must Report Disclosures 5
- If the Incident Was Reported Against Your Wishes 6

Reporting Options for Victims **7**
- Reporting a Crime to Law Enforcement 7
  - Sexual Assault 8
  - Stalking and/or Domestic, Relationship and Dating Violence 9
  - Injunctions for Protection 10
- Reporting Sexual Discrimination, Harassment or Assault Under Title IX 11
  - Misconduct by a Student 11
  - Misconduct by an Employee 12

If You Do Not Wish to Report or Are Uncertain About Reporting the Incident **13**
- Non-Reported Incidents of Sexual Assault 13
- Non-Reported Situations of Domestic, Relationship and Dating Violence and Stalking 14

LGBTQ Statement **15**

Disability Statement **15**

Confidential Campus Resources **16**
- Center for Victim Advocacy & Violence Prevention (VAVP) 16
- Counseling Center 16
- Student Health Services 16

Non-Confidential Campus Resources **17**
- University Police (UP) 17
- Office of Student Rights & Responsibilities (OSRR) 17
- Title IX: Office of Diversity, Inclusion & Equal Opportunity (DIEO) 17

Off-Campus Resources **18**
- Crisis Center of Tampa Bay (Sexual Assault Services) 18
- The Spring 18
- Hillsborough County Sheriff Department 18
- Tampa Police Department 18
- Temple Terrace Police Department 18

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
- Hypervigilence and increased startle reaction
- Emotional outbursts of crying or anger
- Irritability
- Feeling numb
- Loss of interest in school, work or usual activities
- Inability to push yourself to attend class or work, resulting in unexcused absences
- Flashbacks in which you re-experience sensory moments from the incident

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

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

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

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

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

VICTIM DISCLOSURE, EMPLOYEE OBLIGATION TO REPORT, AND CONFIDENTIALITY

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

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

- VAVP
- Counseling Center
- Student Health Services

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

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

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

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

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/eoa)
- Choose not to report

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

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

Reporting a Crime to Law Enforcement
For criminal offenses such as sexual assault, stalking, domestic violence, relationship or dating violence, a report should be made to the law enforcement agency having jurisdiction over the location of the incident:

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

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

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

continued

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

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

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

- Do not go to a hospital emergency room unless you have physical injuries requiring immediate medical attention.
  - Forensic medical exams ("rape kits") are ***not*** performed at hospitals in Hillsborough County/Tampa but rather by Sexual Assault Nurse Examiners as a service of the Crisis Center of Tampa Bay.
  - Exams can be performed up to 120 hours after the sexual assault and are requested by law enforcement as part of the reporting process.

- Preserve evidence as much as possible until it is collected.
  - Avoid bathing or showering, urinating, eating or drinking (if oral-genital contact occurred during the assault), washing clothes worn during the assault, or washing bedding or towels that were part of the incident.
  - Save all communications to or from the offender or witnesses via voice mail, text, social media or email about the incident.
  - Even if you did not preserve evidence, you may still report the crime.

- Call 911 to report the sexual assault **or** contact USF's VAVP for an advocate to assist you in reporting. A police officer or sheriff's deputy will respond and take an initial report from you. The officer will contact the Sexual Assault Services of the Crisis Center of Tampa Bay to initiate the forensic exam process.

- The forensic exam process can be distressing, although every effort will be made to make you as comfortable as possible.
  - You may want a friend or family member and/or your advocate from VAVP to accompany you to the off-campus location for the exam.
  - If you choose not to have a USF advocate accompany you, the Crisis Center of Tampa Bay will have an advocate present to assist you.

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

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

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

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

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

- Seek medical care, if needed.
  - Hospital emergency room
  - Student Health Services
  - Other medical provider of your choice
  - A victim advocate can accompany you or meet you at the facility if you wish

- Preserve evidence as much as possible.
  - Leave damage to property or dwelling as is for law enforcement to document; avoid changing or washing clothing that may be torn or contain blood evidence; make sure that bruises and other injuries are photographed by police, medical caregivers, or, as a last resort, a friend or relative.
  - Save communications to or from the offender or witnesses via voice mail, text, social media or email about the incident.

- Even if you did not preserve evidence, you may still report the crime.

- Call 911 to report the incident **or** contact USF's VAVP for an advocate to assist you in reporting. A police officer or sheriff's deputy will respond and take an initial report from you.

- If UP is contacted, they will offer to contact an advocate from VAVP to assist you during and after taking the report.

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

- Your advocate will provide safety planning, help you determine your immediate needs, and assist you in obtaining changes or accommodations in such areas as:
  - Housing and relocation
  - Safe emergency shelter
  - Academics
  - Transportation
  - Work
  - Legal aid
  - Injunction for Protection

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

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

The process for requesting an Injunction for Protection is complex:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LGBTQ STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their sexual orientation, gender identity, or gender expression. VAVP is aware that anyone who is perceived as not conforming to traditional sex and gender stereotypes may be targeted for sexual harassment or assault, and/or hate crimes. In addition, interpersonal violence may occur in same-sex relationships.

In VAVP, we enjoy diversity among our staff. All advocates are certified as LGBTQ allies through the USF Safe Zone Ally training program.

DISABILITY STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their disability status. VAVP is aware that persons with disabilities may be targets of crime, abuse or harassment, and our advocates are committed to providing accessible and available services.

For reasonable accommodations, please contact us at 813-974-5756 (FL Relay 711) and/or va@usf.edu.

CONFIDENTIAL CAMPUS RESOURCES

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

sa.usf.edu/advocacy/
Student Services Building (SVC), Basement Level, Suite 0067
Office: 813-974-5756
Victim Helpline: 813-974-5757

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

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

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

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

NON-CONFIDENTIAL CAMPUS RESOURCES

University Police (UP)
usf.edu/administrative-services/university-police
Emergency: 911
Non-Emergency: 813-974-2628

Office of Student Rights & Responsibilities (OSSR)
sa.usf.edu/srr/
ALN 109
813-974-9443

Title IX:
Office of Diversity, Inclusion & Equal Opportunity (DIEO)
http://usfweb2.usf.edu/EOA/
ALN 172

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

Deputy Coordinators:

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

For Complaints Involving Athletics:
Jocelyn Fisher, *Senior Associate Athletic Director*
813-974-6885, jafisher1@usf.edu

For Complaints Involving USF Health:
Olga Joanow, *Director Faculty Relations*
813-974-1676, ojoanow@health.usf.edu

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

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

OFF CAMPUS RESOURCES

Crisis Center of Tampa Bay (Sexual Assault Services)
The Sexual Assault Services unit at the Crisis Center of Tampa Bay provides victim advocacy for the larger Hillsborough County community, and is Hillsborough County's authorized location for forensic evaluations and treatment, often referred to as "rape kit exams." The exams are performed by Sexual Assault Nurse Examiners (SANE) who are Advanced Registered Nurse Practitioners specifically trained to collect evidence from victims of sexual assault. Forensic exams for sexual assault victims from USF-Tampa receive that service free of charge through this program. For more information on forensic exams, see page 8.

crisiscenter.com/content/19/Sexual-Assault-Services.aspx
211 or 813-234-1234

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

thespring.org/
24-hour crisis hotline: 813-247-SAFE (7233)

Hillsborough County Sheriff's Office
hcso.tampa.fl.us/
Emergency: 911
Non-Emergency: 813-247-8200

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

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

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USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA

VICTIM ADVOCACY
& VIOLENCE PREVENTION

Crime Victim Helpline: (813) 974-5757
Office: (813) 974-5756
Office hours are Monday thru Friday 8am to 5 pm;
no appointment is necessary

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

usf.edu/advocacy

SUPPORTING CRIME VICTIMS

RESOURCES FOR SEXUAL, DATING & DOMESTIC VIOLENCE & STALKING

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

CONFIDENTIAL RESOURCES

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

Contact USF Victim Advocacy & Violence Prevention

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

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

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

USF UNIVERSITY OF SOUTH FLORIDA

USF UNIVERSITY OF SOUTH FLORIDA

TITLE IX

COMPLAINT PROCESS & CONTACTS

Title IX protects individuals from sex discrimination in educational programs and activities at institutions that receive Federal financial assistance (20 U.S.C. § 1681). The University of South Florida (USF) is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (See USF System policy 0-004 Sexual Misconduct/Sexual Harassment available on the Office of General Counsel's website at www.generalcounsel@usf.edu).

NOTICE OF NONDISCRIMINATION

Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or to any of the University's Deputy Title IX Coordinators. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity's website at www.usf.edu/Diversity. 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.

HOW DO I FILE A TITLE IX COMPLAINT?

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

USF SYSTEM COORDINATOR

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

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

Crystal C. Coombes, M.Ed., LPC, Senior Deputy Title IX Coordinator • 813-974-5392 • cccoombes@usf.edu

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

DEPUTY COORDINATORS & LIAISONS

COORDINATORS FOR STUDENTS:

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

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

ST. PETERSBURG CAMPUS
Jacob Diaz, Dean of Students & Director of Residence Life & Housing
140 7th Avenue S., FTF 112, St. Petersburg, FL 33701
727-873-4278

COORDINATORS FOR SYSTEM EMPLOYEES:

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

FOR COMPLAINTS INVOLVING USF HEALTH
Dr. Connie Visovsky, Associate Dean for Students
USF Health College of Nursing, MDC 22, Tampa, FL 33620
813-396-9641 • cvisovsk@health.usf.edu

LIAISONS:

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

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Ben Chamberlain, International Risk & Security Officer & Assistant Director - USF World
4202 E. Fowler Avenue, CGS101, Tampa, FL 33620
813-974-4314 • bchamberlain@usf.edu

05-27-15

SUPPORTING CRIME VICTIMS

RESOURCES FOR SEXUAL, DATING & DOMESTIC VIOLENCE & STALKING

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

CONFIDENTIAL RESOURCES

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

Contact 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

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 USFSP Victim Advocate 24/7 at 727-698-2079 to confidentially explore your options.

PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT

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USFSP UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

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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

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USF UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE

APPENDIX B (for USF Sarasota-Manatee)

USF UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE

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05-27-15

THEFT TIPS

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

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

TEXTBOOK RECOVERY

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

BICYCLE RECOVERY

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

PROTECT YOURSELF!

Bike Safely

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

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

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

Bicycle laws you may not know:

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

Prohibited areas include:

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

Be Aware…

When jogging…

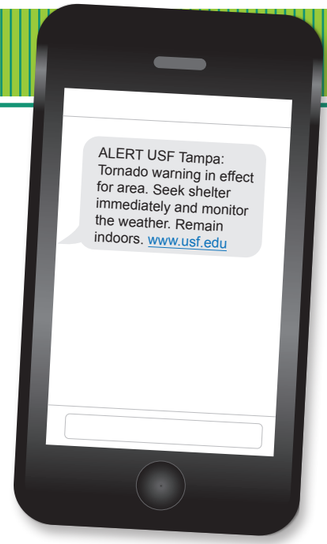
- Avoid running alone, even in daylight.
- Stay on well-lighted paths in open areas. Vary your route.
- Be suspicious of people who pass many times.
- Don't wear earphones.

When you are in your car…

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

When you are in an elevator…

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



USF's Commitment to Your Safety

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

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

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

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

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

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

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

MyUSF Mobile

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

For more information about these and other personal safety services, visit the Emergency & Safety Management website: **usf.edu/publicsafety**.

UNIVERSITY POLICE DEPARTMENT
University of South Florida
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Tampa, FL 33620-8750