

# Annual Security & Fire Safety Report

**2011-2012**

University Police Services, also known as University of South Florida St. Petersburg Police Department (USFSPPD) is located on the first floor of the Fifth Avenue Parking Structure and is open 24 hours a day, 7 days a week. It is responsible for law enforcement, security, and emergency response at the University of South Florida St. Petersburg (USFSP). USFSPPD officers are professional State law enforcement officers, drawing authority from State Statute 1012.97. All officers are certified by the state of Florida after completion of training from the State Regional Police Training Academy. They are here to serve the campus community as well as to protect it.



In 1990, President Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. Your safety and security is extremely important to us. The following information is provided to you to share our commitment to the security of our university family and to inform you about the steps you can take to promote a safe and secure campus. Information for this report is compiled from various departments, including the Tampa and St. Petersburg campus police departments, Student Affairs, Center for Counseling, Health & Wellness as well as other sources internal and external to the university. **A paper copy of this report is available upon request by contacting University Police Services at (727) 873-4140 or visiting our office at 530 3<sup>rd</sup> Street South.**

USFSPPD officers patrol the campus and surrounding areas 24 hours a day, 7 days a week using vehicles, bicycles, and foot patrol. Upon receipt of any complaint, criminal or otherwise, an officer will respond to handle the situation. A follow-up investigation will be conducted in appropriate situations. USFSPPD strives to meet the needs of the university community by providing a variety of services:

- Respond to all emergencies – police, fire, medical
- Investigate all misdemeanor and felony crimes
- Assist victims of crime
- Investigate traffic accidents
- Monitor alarms for intrusion, robbery, and fire
- Maintain police records information
- Provide motorist and citizen assistance
- Contact and refer individuals to other campus and community human services agencies
- Assist and cooperate with all local, county, and state emergency service agencies
- Handle special security requests
- Offer security consultations and surveys
- Receive and return lost and found property
- Provide fingerprints for job applicants

USFSPPD has an excellent working relationship with all local law enforcement agencies. The Florida Department of Law Enforcement and other state and federal agencies are available to assist upon request. Communication and coordination with all areal law enforcement agencies are maintained via computer networks such as the Florida Crime Information Center and the National Crime Information Center, as well as with the Pinellas County Criminal Justice Information System. USFSPPD maintains a daily crime log, which is accessible to the public at our police station.

## **Procedures to Report Criminal Acts or Emergencies on Campus**

University Police encourages accurate and prompt reporting of all crimes. Any emergency situation involving a threat to life or property should be immediately reported to the USFSPPD. The caller should stay on the line until the Dispatcher terminates the call **Do not hang up!** The Dispatcher

will summon police, fire or medical assistance. Follow-up counseling services or other trauma assistance will be arranged for the victim as needed. Criminal activity or emergencies at off-campus locations will be handled by local police/fire and 911 systems.

REPORTING EMERGENCIES OR CRIMES ON CAMPUS	
FIRE.....	911
MEDICAL ASSISTANCE.....	911
CRIME.....	3-4140 (727) 873-4140
ROUTINE/EMERGENCY POLICE SERVICE.....	3-4140 (727) 873-4140

### Specially Lighted Emergency Phones

Located throughout the campus are Blue Light Emergency Telephones, which connect directly to University Police. To activate:

- Press the large **RED BUTTON** on the phone
- Wait for the Police Dispatcher to respond
- Provide your location and nature of your emergency
- The Dispatcher will send assistance to your location

### Confidential Crime Reporting

USFSPPD encourages members of the community to come forward and report all criminal or suspicious activity. A victim or witness who is willing to testify greatly increases the probability that an offender will be successfully prosecuted; and it is the duty of USFSPPD

to aggressively pursue the prosecution of all offenders. However, persons can report criminal and suspicious activity anonymously by telephoning USFSPPD and requesting anonymity. USFSPPD will investigate the complaint and fully document the results of their investigation. **Pastoral and professional mental health counselors may refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.** All reports of criminal activity received that meet reporting criteria will be included as statistical data in this annual report.

### Timely Warnings/Crime Alerts

University Police (UP) issues timely warnings/crime alerts to the campus community upon discovery of a crime that is considered to be a serious or continuing threat to students and employees. A timely warning/crime alert may be issued for the following; murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, liquor law violations, drug law violations and weapons law violations.

Warnings are generally created by the combined efforts of the UP and the Public Information Officer (PIO). Timely warnings include basic information of the alleged crime, recommended safety prevention measures and basic contact information for University Police.

The crime alert/timely warnings are normally placed on the University Police website at

[http://www.usfsp.edu/police/crime\\_information/crime\\_alerts.htm](http://www.usfsp.edu/police/crime_information/crime_alerts.htm) or may be sent by the PIO via one or more of the following notification methods:

- MoBull text message- visit the [MoBull web page](#) for instructions on how to log in with your NetID to update or subscribe to this emergency communications service. The service is free; however, standard text messaging rates may apply. Check with your carrier for details on your plan. It is strongly recommended that all faculty, staff and students in the USF System subscribe to this important service
- E-mail message to employees and students
- Update on university web site – <http://www.usfsp.edu> or <http://www.usfsp.edu/news>
- The USFSP Cisco Unity voicemail system can instantly send a voice mail message to all office phones.
- Emergency information phone line – (727) 873-4636

### Emergency Notification and Evacuations

#### **Emergency Notification**

Normally the University's first responders (University Police) are the ones who confirm the existence of an emergency event of a threat. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, University Police will contact the Emergency Operations Center (EOC) Director or his/her designee. The EOC Director or his/her designee will, without delay, and taking into account the safety of the campus community, collaborate with the Public Information Officer to determine the content of the notification and initiate emergency notifications to alert all of the campus community, unless the notifications will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the event of an emergency one or more of the notification methods may be employed.

The USFSP notification methods currently include:

- MoBull text message-visit the [MoBull web page](#) for instructions on how to log in with your NetID to update or subscribe to this emergency communications service. The service is free; however, standard text messaging rates may apply. Check with your carrier for details on your plan. It is strongly recommended that all faculty, staff and students in the USF System subscribe to this important service.
- E-mail message to employees and students
- Update on USFSP homepage – <http://www.usfsp.edu>
- Emergency Information phone line (727) 873-4636
- E-mail message to news media outlets
- The USFSP Cisco Unity voicemail system can instantly send a voice mail message to all office phones.

The notification methods are designed to reach the following groups:

- Students
- Employees
- Campus Affiliates
- News Media Outlets
- The larger community will be notified via notifications sent to news media outlets.

The following individuals or their designee are authorized to determine whether a notification should be issued:

- Regional Chancellor
- Regional Vice Chancellor, Administrative and Financial Services
- Regional Vice Chancellor, Academic Affairs
- Regional Associate Vice Chancellor, Student Affairs
- Regional Vice Chancellor, External Affairs

## **Evacuation**

The purpose of evacuation drills is to prepare occupants for an organized evacuation in case of a fire or other emergency. At USFSP, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with location of exits and the sound of the fire alarm facilities equipped with alarm systems. In addition to educating the occupants of the building about the evacuation procedures during drills, the process also provides the University an additional opportunity to test the operation of fire alarm system components. Evacuation procedures are tested annually. USF System Fire and Emergency Evacuation Procedures can be viewed at the following URL: <http://www.usfsp.edu/ready/fire.htm>

## **Campus Sexual Assault Policy**

University Police is responsible for the investigation of campus sexual offenses. University Police provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. University Police works closely with the Pinellas County State Attorney’s Office in all investigations of sexual battery/rape investigations. Complaints of sexual battery/rape are serious criminal offenses that will be processed within the criminal justice system. Sexual battery/rape committed by students is also a violation of the USF System Student Conduct rule. Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by the USF System rules in addition to those stated above in accordance with State law. Campus related sexual battery/rape committed by employees is also considered misconduct as provided by applicable rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

The federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning sexual predators and offenders. It also requires sexual predators and offenders to provide notice, as required under State law of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student at that institution. Sexual predator offender information can be obtained by visiting the Pinellas County Sheriff website (<http://www.pcsoweb.com/>), the USFSP Police website ([http://www.usfsp.edu/police/crime\\_information/sex\\_offenders.htm](http://www.usfsp.edu/police/crime_information/sex_offenders.htm)), and the Florida Dept of Law Enforcement website ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)).

## **Rights of Victims and Suspects of Campus Related Sexual Batteries**

The University understands and commits its efforts toward successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow. The same shall be accorded to victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements. USF policies provide:

- The right to request a University directive forbidding the alleged perpetrator from contact with the victim
- The right to request an immediate change in residence hall arrangements and/or transfer of classes/workplaces
- \*The right to have present throughout the disciplinary process an advisor, which may also be a legal counsel
- The right to remain present during the entire hearing
- The right to have irrelevant sexual history excluded from the hearing
- The right to submit a list of related questions for consideration prior to the hearing
- The right to submit a victim impact statement
- \*The right to know the outcome of the proceeding

**\*Note: These rights are also rights of the accused.**

**\*\*Upon written request, the alleged victim of any crime of violence or a nonforcible sex offense will be provided with the results of any disciplinary proceeding in accordance with the USF System regulation and the Student Code of Conduct, available online at <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>. In the event the alleged victim is deceased as a result of the crime of offense, the information shall be provided, upon request, to the next of kin of the alleged victim.**

### **Crime Prevention Services/Education Programs**

Our commitment to public safety through education is the driving force behind our Crime Prevention initiatives. We offer programs intended to reduce the potential for personal injury and loss of property. Through student orientation, guest lecturers in academic classes, and organization programs, the officers are able to reach our students and staff with this important information. We encourage students and employees to be responsible for their own safety and the security of others.

- Personal Safety -- Reducing Your Risks
- Drinking and Driving -- DUI Information
- Drugs -- Health Risks, Liabilities
- Burglary and Theft Prevention
- Date/Acquaintance Rape Program for Both Men and Women
- Rape Aggression Defense (R.A.D.) Training [Self Defense for Women]
- Cash Handling and What to Do If A Robbery Occurs
- Bike Registration and Theft Prevention
- To request a program, contact our Department at (727) 873-4140

### **Campus Drug and Alcohol Policy**

USFSP has established standards of conduct concerning the possession, sale, serving and consumption of alcoholic beverages and drugs on the USFSP campus. These policies and rules reflect a concern for the health and safety of the campus community and apply to University faculty, students, staff, visitors and guests.

- First-year students: The first 6 weeks of enrollment are critical to first-year student success. Because many students initiate heavy drinking during these early days of college, the potential exists for excessive alcohol consumption to interfere with successful adaptation to campus life. The transition to college is often so difficult to negotiate that about one-third of first-year students fail to enroll for their second year.
- State of Florida statutes dictate that it is unlawful for a person less than 21 years of age to possess or consume alcoholic beverages. Consequently, anyone under the legal drinking age may not consume, distribute or possess alcohol on university properties or as part of any University Activity. **It is unlawful to sell, give, serve or permit alcoholic beverages to be served to anyone less than 21 years of age.** Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of, use, possess, distribute, sell or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescriptions or law.
- Violations of these laws are dealt with in both criminal prosecution and with administrative sanctions, including permanent expulsion from USFSP. (Note: The Student handbook should be consulted for further information and can be viewed online at [http://www.usfsp.edu/saffairs/documents/Student\\_Handbook.pdf](http://www.usfsp.edu/saffairs/documents/Student_Handbook.pdf))

### **Drug/Alcohol Abuse Prevention and Counseling**

Center for Counseling, Health and Wellness  
 Bayboro 117  
 Monday, Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.  
 Thursday 9:30 a.m. – 5:00 p.m.

Closed 12:00 pm - 1:00 p.m.

Appointments can be made in person or by calling (727) 873-4422.

**24 Hour Victim Advocate Services  
(727) 612-2861**

The Center for Counseling, Health and Wellness provides professional counseling services and related programs to help students make the most of the total college experience – personally, intellectually, vocationally, socially and physically. The Center is a resource for the campus community and provides information, consultation and referral for mental health, substance abuse, and wellness. The Center provides information, education, training, and/or counseling on substance abuse issues. All first year students are expected to complete an online alcohol education program that also contains some information regarding sexual assault issues. Individuals who are concerned about their own or others' substance use or dependency may receive individual consultation, assessment, and/or short-term treatment if appropriate. Referrals to other treatment resources may also be provided as needed. Information revealed in counseling, even the information that a student has made appointments, is not disclosed to others unless the student provides written authorization for information to be released. **The exceptions to this practice are when a counselor believes that the student is an imminent danger to self or others; when a child or elder adult is being subjected to abuse, neglect or exploitation; or when the disclosure is made necessary by legal proceedings.**

Regarding sexual assault issues, Victims' Advocacy Service is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, and stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate will provide information, support and guidance including short-term crisis intervention, assistance through the campus judicial process, referral to community-based victim assistance programs, help in resolving academic problems resulting from victimization and referral for necessary counseling, medical, legal and social service assistance. The Center is also available to conduct sexual assault programming upon request.

### **USF's Drug Free Schools and Community Program**

The University of South Florida St. Petersburg is committed to providing an orderly and safe environment for all students, faculty and employees. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and criminal prosecution. The use of alcoholic beverages by members of the University Community is at all times subject to the alcoholic beverage laws of the State of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years-of-age or to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any license or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21 years-of-age. A violation of the preceding may be cause for disciplinary action and criminal prosecution.

Please refer to the following policies for more detail:

- **USF's Alcohol Policy:** <http://www.generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>
- **Drug-Free Workplace Policy 0-610:** <http://usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp>
- **Student Code of Conduct:** <http://www.usfsp.edu/srr/documents/COC.pdf>

### **Weapons**

Florida State Statute 790.06(12) and USF Policy forbid any person other than a Law enforcement Officer from carrying a firearm on a university campus. Firearms are not allowed in USFSP housing facilities.

### **Crime Prevention**

The following preventive measures may help minimize your chances of being a victim of a crime.

#### **Personal Safety**

- If you are going out, tell someone where you are going and when you will return.
- Always lock your doors and don't loan the key. Keys can be duplicated.
- In elevators, trust your intuition. If you feel uncomfortable, you do not have to get on or off. Stand near the controls. If necessary, you can press all the buttons or use the emergency alarm.
- Don't walk alone at night. Take a friend with you or call University Police.
- Never carry large sums of money or display a lot of jewelry.
- When jogging, try to avoid running alone even in daylight. Vary your route. Don't wear earphones – they block any audible warning of a stranger's approach.

- Park in a well-lighted area at night. Check the street before leaving the car. Walk to your car with keys ready. Check the back seat before entering. While driving, keep the doors locked so no one can jump in at a red light. If you are followed by another car, drive to a police station or business with lights and people.
- On the street, be alert. Make it difficult for anyone to take you by surprise. If you think someone is following you, turn around and check so you are not caught off guard.
- At home, pull shades or curtains after dark. Make sure hallways, entrances, garages and grounds are well-lighted. Leave porch lights on all night, or when you expect to return after dark, leave an interior light on in a room or two with the shades drawn. When someone is at your door, never open it until you know who is there. Be familiar with who is coming and going in the neighborhood.
- If you receive a nuisance telephone call, hang up as soon as you know it is a crank call. Don't converse with strangers. Call the police if the problem persists. Keep a log of when you receive calls.

### **Sexual Assault**

The most vulnerable target is the woman alone---at any time of day or night...for any reason. Alone at home, babysitting, shopping, and walking, in a car, at a bus stop alone. Sexual assault is not provoked by either a woman's dress or mannerisms. Vulnerability and opportunity are the key factors (regardless of all else) that cause females of all ages to be victims.

The rapist is usually a man who is emotionally unstable, yet deals with life on a day-to-day basis in a reasonably normal and competent manner. He is often an apparently normal individual, but one who has difficulty relating to others in a permanent or lasting fashion. He is usually a friend, a date, a relative, a co-worker or a casual acquaintance of the victim. It cannot be emphasized enough that sexual assault is a crime of violence. Rapists are unstable persons who view their victims as objects upon which to vent their rage, aggression, frustration or insecurity.

Sexual assault can happen virtually anywhere, but the largest single grouping of reported incidents is either in the home of the victim or the home of the offender. It is important to be aware of all potentially hazardous areas. Some examples are:

- |                       |                      |
|-----------------------|----------------------|
| * Remote parking lots | * Stairwells         |
| *Beaches at night     | * School playgrounds |
| *Shopping centers     | * Laundromats        |
| *Public parking areas | * Hitchhiking        |
| *Jogging courses      | * Deserted buildings |
| *On the street        |                      |

### **What to Do If a Sexual Assault Occurs**

If a sexual assault happens on campus, call the University Police (3-4140). The primary concern of the police is the safety and well-being of the person who has been assaulted. When the officer arrives, she/he can take the victim for medical assistance. At this time, the only information needed is a brief account of what happened, a physical description of the assailant, and their direction of travel. Later, a more detailed interview will take place. The sooner the crime is reported, the better the chance that the assailant will be caught.

Preserving physical evidence will increase the chance of prosecuting the assailant. Physical evidence may be found on the victim as well as at the crime scene. Although the victim will probably want to wash and change clothes, they should not do so until the nurse examiner and police have gathered evidence. The police may ask for clothing and other items to check for evidence. If the victim does not want to file an official police report of the incident, they can contact the *USF* Victims' Advocate at 727-612-2861, 24 hours a day or USFSP Counseling Center at 727-873-4422. Crisis intervention, emergency medical help and counseling referrals are services available.

If a sexual assault happens off campus and the victim desires to report the crime, University Police will assist the victim in notifying the appropriate law enforcement agency.

Remember that there is no more reason for you to feel guilt, shame, or embarrassment than if you have been the victim of a mugging or other crime. There are a great many people who are sensitive to your needs and are anxious and able to help.

### **Office Security**

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

- Be certain that all doors are locked when offices are not occupied. Even if you are going out for only a few minutes, lock your door.
- If you are working late or the only one in the office, ensure that the door is locked.
- Each office should have an inventory of both the university's and personal effects that are kept on the premises. Serial numbers and USF Decal numbers should be recorded because they make recovery and identification of stolen items easier.
- When in libraries or any other public place (Study Lounge, Campus Activity Center, Fitness Center, etc.), backpacks, books, purses and wallets should not be left unattended.

### **Bike Security**

There are many bicycles being ridden at USFSP. With this concentration of bicycles, thieves are bound to be attracted to our campus. To reduce your chances of being a bicycle theft victim, observe the following:

- The more expensive and attractive your bicycle is, the more likely it is to be stolen. A mechanically sound and generic appearing bicycle is a less likely target than a flashy expensive one.
- The best protection for your bike is to secure it properly with a hardened steel “U” shaped lock. These locks only work if hooked through the bicycle frame and secured to a fixed object, such as the bicycle racks provided on campus.
- To help find your bike should it be stolen, you should record the serial number off of the frame and keep it in your wallet, engrave your driver’s license number on the frame, and register your bike with Police Services.

University Police can assist you with choosing the right lock and registering your bicycle. These services are free, and can be obtained by simply calling 873-4140, and making an appointment.

### **Automobile Security and Safety**

Help minimize your chances of becoming a victim of auto theft by observing the following tips:

- Lock your car and pocket the keys when you leave for a minute or several hours. Close the windows all the way, and make sure the trunk is locked.
- Never leave an identification tag on your key ring. If your keys are lost or stolen, it will guide the thief to your car.
- Don’t hide an extra car key on or in your vehicle.
- Park in a well-lighted and busy area.
- Use a highly visible locking bar across the steering wheel.
- Don’t park in the same spot each day.
- Park with the front wheels turned sharply to the curb, to prevent a thief from towing your car.
- Take everything of value with you or lock it in the trunk.

### **Security of Campus Facilities/Residence Halls**

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

Resident students are issued an access card and keys so they may have access to their living unit. Students are encouraged to safeguard their card and 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 USFSPPD assistance. The best security system is one in which every member of the community takes personal responsibility for self-protection, the protection of their property, and community awareness and active participation to benefit the welfare of all community members.

USFSPPD officers patrol the residence hall areas and are readily available to assist on a 24-hour basis. A Residential Assistant is on duty every night for assistance

The Facilities Services Department maintains campus buildings and grounds with a concern for the safety and security of all persons and property. University Police assists Facilities Services by reporting potential safety and security hazards that include reporting lighting outages. Students, faculty and staff are encouraged to call Facilities Services to report any safety or security hazards.

### **Missing Student Policy**

#### **I. INTRODUCTION (Purpose and Intent)**

To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and required emergency notification when a student is deemed to be missing. While the scope of policy and procedures is directed primarily to the staffs of the Division of Student Affairs and the USF System Police Departments, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated USF System officials when they believe that a student is missing.

#### **II. STATEMENT OF POLICY**

If any member of the USF System community has reason to believe that a student is missing, they must be directed to file a report with the USFSP Police Department or the Department vested with law enforcement authority at the institution or campus in question (herein “designated Police Department”). In collaboration with the Dean for Students office and/or the Department of Housing and Residential Education (if the missing student is a resident student) or the office designated with student affairs oversight, all efforts will be made immediately to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the student’s residence hall room, class schedule, friends and ID card access; locating the resident’s vehicle; reviewing e-mail contacts; calling cell phone number and contacting the Dean of the Graduate or Undergraduate Schools and the Dean of the College, if applicable.

#### **III. DEFINITIONS**

- A. Student – For purposes of this policy, any student who is currently enrolled.
- B. Resident Student – For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled.

C. Missing – For purposes of this policy, a student is presumed missing if he or she is overdue in reaching home, campus, or another specific location past his/her expected arrival for more than 24 hours, or additional factors lead USF System staff to believe he or she is missing.

#### IV. NOTIFICATION AND INVESTIGATION PROCEDURES

A. 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 designated Police Department, Dean for Students Office, and/or the Office of Housing and Residential Education if the missing student is a resident student.

B. When the student is an on-campus resident, the designated Police Department will open an official investigation and retain status as the primary investigative unit.

C. When the 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. The designated Police Department will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

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

#### V. STUDENT EMERGENCY CONTACT INFORMATION

Students are provided an opportunity to designate emergency contact information through the Banner OASIS system at any time. The OASIS Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. Emergency contact information registered with the University is confidential and will not be released—except in the event of an emergency to individuals that are legally authorized to obtain it.

## Crimes Reported by USF Police Department – St. Petersburg

(Reported in accordance with Uniform Crime Reporting Program)

Offense Type * (includes attempts)	Total Uniform Crimes Reported USF Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2008		2009		2010		2008	2009	2010	2008	2009	2010	2008	2009	2010
	Res-Othr		Res-Othr		Res-Othr										
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0
<b>Aggravated Assault</b>	0	1	0	0	0	1	0	0	0	0	0	0	1	0	1
<b>Burglary</b>	3	1	0	3	0	0	0	0	0	0	0	0	4	3	0
<b>Arson</b>	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
<b>Motor Vehicle Theft</b>	0	9	0	2	0	3	0	0	0	0	0	0	9	2	3
<b>There were no reported hate crimes for 2008, 2009 or 2010</b>															

### Number of Arrests/Referrals – Select Offenses

	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest Totals	Arrest Totals	Arrest Totals
<b>Liquor Law Violations</b>	5	1	1	8	0	17	0	0	0	0	0	0	5	1	0
<b>Drug Law Violations</b>	4	3	6	6	3	4	0	0	0	0	2	0	4	8	3
<b>Weapons Law Violations</b>	1	0	0	0	2	0	0	0	0	0	0	0	1	0	2

This chart reflects offenses that have been reported to the University of South Florida St. Petersburg Police Department and that have been filed with the Florida Department of Law Enforcement.

## Crimes Reported by University Officials or by Other Law Enforcement Agencies – USF St. Petersburg

Offense Type * (includes attempts)	Total Crimes Reported USF Campus						Non-Campus Building or Property			On Public Property			Total Crimes Reported		
	2008 Res Othr		2009 Res Othr		2010 Res Othr		2008	2009	2010	2008	2009	2010	2008	2009	2010
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5
<b>Non-Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	1	4	1	1	4	1
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	2	0	4	3	0	4
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	6	5	8	11	5	8

**There were no reported hate crimes for 2008, 2009 or 2010**

### Number of Arrests/Referrals – Select Offenses

	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest Totals	Arrest Totals	Arrest Totals
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	10	5	4	10	5	4
<b>Drug Law Violations</b>	0	0	0	0	0	0	0	0	0	4	1	10	4	1	10
<b>Weapons Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1

This chart includes offenses that are reported to local law enforcement agencies, or to any official of the University of South Florida St. Petersburg (USFSP) that has significant responsibilities for student and campus activities. Crimes reported by local authorities reflect incidents that may not have occurred on campus, but occurred in areas close to campus.

## 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. This document outlines the University compliance efforts to HEOA Campus Right to Know requirements.

### Fire Statistics

The USFSP Facilities Services Department has developed the *Building Alarms and Fire Reports* to compile and track required fire log statistics for the three most recent calendar years for which data is available.

<b>RESIDENCE HALL ONE</b>							
	<b># Drills</b>	<b># Alarms</b>	<b># Fires</b>	<b>Related Injuries</b>	<b>Related Deaths</b>	<b>Cause of Fire</b>	<b>Property Damage Values</b>
<b>2009</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>\$0.00</b>
<b>2010</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>Stove Grease Fire</b>	<b>\$1,250.00</b>

### Fire Log

Residential Life and Housing maintains a Fire Log of all fire related incidents occurring within the residence hall. Inquiries regarding the fire log should be directed to the Assistant Director of Residence Life and Housing, (727) 873-5101.

<b>RESIDENCE HALL ONE FIRE EVENT LOG</b>					
<b>2009</b>					
<b>DATE OF FIRE</b>	<b>TIME OF FIRE</b>	<b>NATURE OF FIRE</b>	<b>LOCATION OF FIRE</b>	<b>COST OF REPAIRS</b>	<b>FIRE ALARM SOUNDED</b>
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>2010</b>					
<b>DATE OF FIRE</b>	<b>TIME OF FIRE</b>	<b>NATURE OF FIRE</b>	<b>LOCATION OF FIRE</b>	<b>COST OF REPAIRS</b>	<b>FIRE ALARM SOUNDED</b>
<b>8/23/2010</b>	<b>8:00 PM</b>	<b>STOVE GREASE FIRE</b>	<b>RM 326</b>	<b>\$1,250.00</b>	<b>NO</b>

### Building Fire Safety Systems

The USFSP Facilities Services Department has developed the *Building Fire Systems and Components Report* document that lists the fire safety systems devices in the housing building.

USFSP Building Fire System & Component Report Residence Hall One							
Building Floors	Sq. Ft.	Wet Pipe Sprinkler System	Wet Standpipes	Dry Standpipes	Manual Standpipes	Fire System Panel	Pull Stations
7	125,000	1	1	0	0	Siemens MXLV	16
Smoke Detectors	Heat Detectors	Duct Detectors	Notification Horns	Notification Speakers	Notification Strobes	Notification Horn/Strobes	Notification Sounder Bases
29	11	0	0	0	16	66	162

**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 System Fire and Emergency Drill Policy (number 6-025) addresses procedures and responsibilities of System departments.

**Policies on Open Flames, Portable Electrical Appliances.** The Housing and Residential Education website contains this information (<http://www.usfsp.edu/housing/documents/housing-guidebook.pdf>). Additionally the University has a Non-Smoking Areas Policy (number 0-606).

**Procedures for Fire Evacuation.** The Housing and Residential Education website contains this information (<http://www.usfsp.edu/housing/documents/housing-guidebook.pdf>). Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

**Policies on Fire Safety Education and Training.** Environmental Health and Safety provides fire safety training to Residential Life and Housing staff. The USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

**Fire Reporting.** To reduce response time to a fire, USFSP students and employees should telephone 911 to report all fires. The University Police Department will investigate and take appropriate action.

**Future Fire Safety Improvements.** There are plans to increase training of Residential Life and Housing staff.