

USF ST. PETERSBURG POLICE DEPARTMENT
University Police Services
530 THIRD STREET SOUTH



Message from USFSP University Police Services

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 ensure a safe and secure campus. USFSP is a public institution and, with exception to the residence hall, is open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, the buildings are generally locked and only faculty, staff and students with proper identification are admitted. University Police regularly patrols buildings, the residence hall and parking lots. **Individuals who interfere with the orderly functioning of University business may be directed to leave the campus grounds and are subject to arrest.**

The Operations & Maintenance of Facilities (OMF) Division maintains university buildings and grounds with concern for the safety and security of all persons and property. University Police assists OMF personnel by reporting potential safety and security hazards that include reporting lighting outages. Students, faculty, and staff are encouraged to call OMF to report any safety or security hazards. Information for this report is compiled from various departments, including the Tampa and St. Petersburg Campus police Departments, Student Affairs, Counseling and Career Center, and other sources both within and outside the university, including the St. Petersburg Police Department. This document is prepared by University Police Services to which all criminal offenses should be reported.

A copy of this report is available upon request by contacting University Police Services at (727) 873-4140.

University Police Services 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, disaster planning, and emergency response at the University of South Florida St. Petersburg (USFSP). University Police officers are professional State law enforcement officers, drawing authority from State Statute 1012.97. They are here to serve the campus community as well as to protect it. All officers are certified by the state of Florida after completing training from the State Regional Police Training Academy. Many of our officers have also brought to USFSP a variety of experience and specialized training from other law enforcement agencies.

University Police Services 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
- Plan and manage special events
- Handle special security requests
- Offer security consultations and surveys
- Receive and return lost and found property
- Provide fingerprints for job applicants

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University Police 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. 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. The Department 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 area 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. The Department maintains a daily crime log, which is accessible to the public at the police station. Annual crime statistics are published yearly in this flyer. A listing of registered sexual predators enrolled or employed at the University is maintained by the Pinellas County Sheriff (www.pcsoweb.com), the USFSP Police (www.usfsp.edu/police/crime_information/sex_offenders.htm), and the Florida Dept of Law Enforcement (www.fdle.state.fl.us).

Any emergency situation involving a threat to life or property should be immediately reported to the University Police. 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. Emergencies at off-campus affiliates utilized by students will be handled by the appropriate local police/fire and 911 systems.

REPORTING EMERGENCIES OR CRIMES ON CAMPUS

FIRE.....911
MEDICAL ASSISTANCE.....911
**CRIME.....3-4140 OR
(727) 873-4140**
**ROUTINE/EMERGENCY
POLICE SERVICE.....3-4140 OR
(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

Timely Warnings and Crime Alerts

University Police issues campus Crime Alerts to the campus community upon the discovery of a crime that is determined to pose an ongoing threat to public safety on campus. The timely warning may be distributed to the campus community by printed flyers or placed on the University Police website at <http://www.usfsp.edu/police>. These alerts may also be sent to members of the campus community via emergency notification methods.

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

WEAPONS

Florida State Statute 790.06(12) forbids any person other than a Law Enforcement Officer from carrying a firearm on a university campus. Other weapons are also prohibited.

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 USFSP 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. **Information regarding registered sexual predators and offenders may be obtained from the Pinellas County Sheriff's Office, or from the Florida Department of Law Enforcement at 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 dictate:

- 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/psfs/regulation-usf6.0021.pdf>**

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.

- Personal Safety -- Reducing Your Risks
- Drinking and Driving -- DUI Information
- Drugs -- Health Risks, Liabilities

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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 and training on substance abuse issues. Individuals who are concerned about their own or others' substance use or dependency may receive individual consultation, assessment, short-term treatment if appropriate, or referral to other treatment resources 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. **The 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.

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- Burglary and Theft Prevention
- Operation ID - Engraving
- Date/Acquaintance Rape Program for Both Men and 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

PERSONAL SAFETY

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 a 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.

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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:**

generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf

• **Drug-Free Workplace Policy 0-**

610: usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp

• **Student Code of Conduct:**

www.usfsp.edu/srr/documents/COC.pdf

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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.

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.

Prevention

- The following preventive measures may help minimize your chances of being attacked:
- If *you* are going out, tell someone where *you* are going and when *you* will return.
- Don't walk alone at night. Take a friend with *you* or call University Police.
- Always lock your doors and don't loan the key. Keys can be duplicated.
- Never leave valuables visible from the window.
- Never carry large sums of money or display a lot of jewelry.
- 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.

MORE SAFETY TIPS

Jogging

Be aware of people around you. Try to avoid running alone, even in daylight. Stay on well-lit paths in open areas. Vary your route. Be suspicious of people you pass many times. Don't wear earphones. They block any audible warning of a stranger's approach.

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 with someone following you.

If your car breaks down, lift the hood, put on the flashers and wait inside for help. Ask people who stop to call the police or AAA. Keep an envelope with quarters and phone numbers to call and slip it through a partially opened window to someone wanting to help.

On the Street

Be alert. Look around you. Be aware of others on the street. Make it difficult for anyone to take you by surprise. Walk or bike with others if you have a choice. Try not to go alone. Stay on populated, well-lit streets when you can. If possible, avoid dark or concealed areas. Walk in the street if it appears safer.

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ANTI-THEFT TIPS

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. An open door is 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 typewriters and 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 Decal numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out for repair, out on loan, or replaced should be kept.

When in libraries or any other public place (Study Lounge, Campus Activity Center, and Fitness Center, Pool, & locker room area, 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.

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If you think someone is following you, turn around and check so you are not caught off guard. Cross the street or change direction. Walk or turn toward people, traffic or lights. Consider confronting the person with a loud firm voice, "**Don't follow me!**" Do anything you need to enter an occupied building, including throwing something through the window if necessary. If a car follows you or stops near you *for* directions, do not approach the car. Change direction if you feel threatened, and walk or run toward other people, stores, or a lighted house.

At Home

Good locks on windows and doors make it difficult for assailants and burglars to get in. Most rental units have dead bolt locks on doors leading to the outside. When you are home alone, pull shades or curtains after dark. If you let someone in and have second thoughts, be assertive. Tell him to leave, or leave yourself. Call a friend or neighbor to come over. Pretend you are not alone by mentioning a friend or family member asleep in the next room. 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. Leave a radio on. Install a peephole in your door. When someone is at your door, never open it until you know who is there. Repair, sales people, police, and survey-takers carry identification. Ask to see it and call the company to verify if you have any questions. If someone wants to use the phone, make the call for her/him without opening the door. Leave spare house keys with a friend, not under the door mat or in the planter. Get to know your neighbors so you can get help if necessary. Be familiar with who is coming and going in the neighborhood. List last name and initials only on your mailbox and door. Consider not listing your address in the phone book. Avoid giving out personal information or making appointments with strangers over the phone. Telephone answering machines should have a brief recorded message in a male's voice. Have a preconceived escape plan for your home.

Nuisance Telephone Calls

Nuisance telephone calls can be stopped if you do the following:

Hang up as soon as you know it is a crank call. Don't converse with strangers. Keep cool -- Don't let the caller know you are upset. Call the police if the problem persists. Keep a log of when you receive calls.

BIKE THEFT

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 you should take the following measures:

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.

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

PREVENTING AUTO THEFT

Lock your car and pocket the key 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.

Remove radar detectors and if possible, the stereo from plain view.

Don't leave the vehicle title, credit cards, registration or checkbooks in the car.

WHAT TO DO IF

...You Are the Victim of a Theft

If items are stolen from you, there is little hope of recovering them unless you have utilized the electric engravers as described in the *Educational Programs* section and/or have recorded the serial numbers of the items. As soon as the theft is discovered, notify the University Police at 873-4140. An officer will take a report from you. Try to supply as much information as possible concerning the stolen property including serial number, make, model and value. The majority of thefts on campus occur because property was left unsecured or unattended. It is estimated that over 80 percent of all thefts on campus could be prevented if everyone would lock up valuables. This is the most effective way of preventing theft.

... You Are Assaulted

Dial 873-4140 as soon as you can. Try to remember as much about the person as possible. Important characteristics to include: sex, race, hair color and length; body size; clothing description; scars or tattoos & other noticeable markings; mode of travel, vehicle type, color & tag number. The campus will be searched immediately for suspects and neighboring police agencies will be notified to assist.

...You See Suspicious Persons

If you see anyone acting suspiciously, call the University Police by dialing 873-4140. Do not approach the person yourself. Report the type of suspicious activity and give a general description of the subjects (*number of persons, sex, race, dress, vehicle and location*). Stay on the line with the Police Dispatcher. University police will investigate your report immediately.

If all members of the campus community become security conscious and report suspicious activity, thefts and related incidents can be measurably reduced.

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... You Receive a Bomb Threat

If you receive a bomb threat, it is important to obtain as much information from the caller as possible.

Things to ask include: (1) Location of the bomb; (2) Time of explosion; (3) Type of bomb.

Observe the caller's voice and any background noises you may hear. Such information may assist in identifying the caller. Call the University Police by dialing: 873-4140 immediately. Do not panic. Campus police will search the area involved and notify other appropriate agencies if necessary. University police and the supervisor of the building together will determine if evacuation is required. **DO NOT** use a cell phone to report the bomb threat.

... You Are Sick or Injured

Call the University Police and advise the nature of the illness or injury and your exact location. A police officer will respond to assist you and will have St. Petersburg Fire Rescue respond if necessary. If you are not seriously injured or sick, call a friend or relative for assistance. If you desire, you may have a friend transport you to the hospital. Bayfront Medical Center is the closest emergency room to USFSP. Bayfront is located at 701 6th Street South. In an emergency you can also call 9-1-1 and North County dispatch will send an ambulance to assist you.

... You Have Been Involved in a Motor Vehicle Accident

Call the University Police immediately. If people have been injured dial 9-1-1 or 873-4140 and provide the requested information to the Police Dispatcher. Have your driver's license, registration and insurance card ready to assist the University Police Officer who writes the report.

Do not stand in the roadway as you wait for the police to arrive.

9-1-1- calls go directly to North County Dispatch who will dispatch fire or ambulance if needed.

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

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.

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. 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.

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.

Emergency Response and Evacuation Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community, the Campus Police will contact a member of the Crisis Management Team (CMT). The CMT member will, without delay and taking into account the safety of the campus community, determine the content of the notification and work with the Public Information Officer (PIO) to initiate emergency notifications, 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. The mass notification methods can include; MoBull mass text message, e-mail, Reverse 911 to university phones, university web site, recorded message on the emergency information phone line and distribution to the media. The PIO will provide information to the larger community as needed. The emergency response and evacuation procedures will be tested annually.

The fire and emergency evacuation drills policy can be found at:

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf>.

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		
	2007		2008		2009		2007	2008	2009	2007	2008	2009	2007	2008	2009
	Res-Othr		Res-Othr		Res-Othr										
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	1	0	1	0	0	0	0	0	0	0	1	1
Aggravated Assault	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Burglary	0	0	3	1	0	3	0	0	0	0	0	0	0	4	3
Arson	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	9	0	9	0	2	0	0	0	0	0	0	9	9	2

There were no reported hate crimes for 2007, 2008 or 2009

Number of Arrests/Referrals – Select Offenses

	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest Totals	Arrest Totals	Arrest Totals
Liquor Law Violations	0	1	5	1	1	8	0	0	0	0	0	0	0	5	1
Drug Law Violations	9	6	4	3	6	6	0	0	0	0	0	2	9	4	8
Weapons Law Violations	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0

This chart reflects offenses that have been reported to the University of South Florida 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		
	2007 Res Othr		2008 Res Othr		2009 Res Othr		2007	2008	2009	2007	2008	2009	2007	2008	2009
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex/Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	2	1	4	2	1	4
Aggravated Assault	0	0	0	0	0	0	0	0	0	3	2	0	3	2	0
Burglary	0	0	0	0	0	0	0	0	0	7	2	0	7	2	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	22	11	5	22	11	5

There were no reported hate crimes for 2007, 2008 or 2009

Number of Arrests/Referrals – Select Offenses

	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest	Arrest Totals	Arrest Totals	Arrest Totals
Liquor Law Violations	0	0	0	0	0	0	0	0	0	2	10	5	2	10	5
Drug Law Violations	0	0	0	0	0	0	0	0	0	6	4	1	6	4	1
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

This chart includes offenses that are reported to local law enforcement agencies and to any official of the University who has significant responsibilities for student and campus activities.

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 Operations and Maintenance of Facilities 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 are available.

Residence Hall One						
2009						
# Drills	# Alarms	# Fires	Related Injuries	Related Deaths	Cause of Fire	Property Damage Values
2	0	0	0	0	n/a	\$0.00

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.

Building Fire Safety Systems. The USFSP Operations and Maintenance of Facilities 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 Resident 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 Fire and Emergency Drill Policy (number 6-025) addresses procedures and responsibilities.

Policies on Open Flames, Portable Electrical Appliances. The Housing and Residential Education website contains this information (www.stpete.usf.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 (www.stpete.usf.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.