

2024 ANNUAL SECURITY & FIRE SAFETY REPORT



UNIVERSITY of
SOUTH FLORIDA
TAMPA



September 2025

The title of this report has been changed to reflect that it contains both the Annual Security Report and Annual Fire Safety Report. According to Clery Act regulations, to publish both reports in one document, the title must reflect that the document contains both reports.



Table of Contents

From the Chief of Police	1
Chapter 1: Crime Prevention, Awareness, and Reporting	2
Introduction	2
Campus Law Enforcement	3
Crime Statistics Preparation and Annual Reporting.....	3
Campus Security Authorities	6
USF Tampa Crime Statistics	8
How to Report Crimes or Other Emergencies on Campus	9
Security of and Access to Campus Facilities.....	12
Programs About Campus Security Procedures.....	12
Crime Prevention Programs for Students and Employees	14
Alcohol and Illegal Drugs	17
Information About Registered Sex Offenders.....	23
Chapter 2: Timely Warnings.....	24
The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement.....	25
Chapter 3: Policies, Programs, and Procedures for Sexual Assault, Dating Violence, Domestic Violence, and Stalking.....	26
Policy Prohibitions and Definitions.....	26
Prevention and Awareness Trainings and Campaigns	30
Safe and Positive Options for Bystander Intervention	33
Rights and Information for Victims/Survivors.....	36
Sexual Harassment Procedures	37
Victim Resources: Confidential, Non-Confidential, On-Campus, and Off-Campus	45
Chapter 4: Institutional Disciplinary Action for Sexual Assault, Dating Violence, Domestic Violence, and Stalking	46
Title IX Investigations.....	47
Title IX Initial Assessment.....	47
Title IX Investigation Process	48
Timeline	49
Student Respondents.....	49
Employee Respondents	49
Right to Appeal Title IX Investigative Report.....	50
Title IX Process Resources.....	50
Potential Student Sanctions	50
Potential Employee Sanctions.....	50
Confidentiality and Protective Measures	51
Chapter 5: Student Conduct and Ethical Development Proceedings and Actions.....	53
Student Conduct and Ethical Development Proceedings and Actions.....	53
Filing an Incident Report	53
Temporary Restrictions.....	53
Issuance of Charges	54
Informational Meeting	55
Due Process Rights	55
Advisor.....	57
Resolution Options	57
Hearing Notice	59
Basis for Appeal and Appeal Process.....	59

Sanctions	60
SCED Process Resources	62
Chapter 6: Missing Student Notification Procedures.....	63
Missing Student Policy Statement.....	63
How to Report a Missing Student.....	63
Missing Student Contact Information Confidentiality and Information Release	65
Missing Student Investigation Procedures	65
Missing Student Contact Notification.....	65
Local Law Enforcement Notification.....	66
Chapter 7: Emergency Notification Procedure	67
Determining Appropriate Segment(s) of the Campus Community to Notify	68
Determining the Content of Emergency Notifications	69
Initiating Emergency Notifications	69
Organizational Units Responsible for Emergency Notification Procedures	71
Disseminating Emergency Information to the Larger Community.....	71
Chapter 8: Testing Emergency Notification, Response and Evacuation Procedures	72
Emergency Notification System Tests	72
Emergency Response Procedures Tests.....	73
Emergency Evacuation Procedures Tests.....	73
Communicating Our Emergency Response and Evacuation Procedures	74
Documenting Tests of Our Emergency Notification, Response, and Evacuation Procedures.....	75
Chapter 9: Emergency Evacuation Procedures	76
How to Evacuate During an Emergency.....	76
How to Shelter in Place.....	76
Fire Alarm Procedures.....	77
Chapter 10: Annual Fire Safety Report	78
On-Campus Student Housing Facility Fire Safety Systems.....	78
On-Campus Student Housing Facility Fire Drills	78
On-Campus Student Housing Facility Fire Statistics	78
On-Campus Student Housing Facility Fire Systems Chart	80
On-Campus Student Housing Facility Fire Safety Policies.....	81
Portable Electric Appliances.....	81
Smoking.....	82
Open Flames and Other Fire Hazards.....	83
Fire and Safety Equipment	83
Prohibited Items.....	83
Fire, Health, and Safety Inspections	83
Student Housing Evacuation Procedures in Case of Fire.....	84
Fire Safety Education and Training	84
Who Should Be Notified After a Fire Occurred.....	86
Plans for Future Fire Safety Improvements.....	87
Appendices.....	88
Appendix A: USF Tampa Police Department Jurisdiction Map	89
Appendix B: Clery and VAWA Crime and Incident Definitions.....	90
Appendix C: Clery Geography Map for USF Tampa Campus.....	96
Appendix D: USF Tampa Campus Blue Light Phone Map.....	97
Appendix E: Title IX-VAWA Flyer.....	98
Appendix F: Title IX-VAWA Guide	100
Appendix G: Sample Emergency Situation Protective Actions Card	128

Appendix H: USF Tobacco & Smoke-Free Campus Map	130
Appendix I: USF Tampa Fire Statistics Compilation Flowchart	131
Appendix J: Procedure for Updating Missing Person Contact	132
Appendix K: Residential Fire Log	145
USF Contacts.....	146
USF Tampa Campus	146
USF Health, Downtown Campus	148
USF St. Petersburg Campus	148
USF Sarasota-Manatee Campus	149
Other Resources	151



From the Chief of Police

The University of South Florida Police Department (USFPD) is a progressive law enforcement agency comprised of individuals from a wide variety of backgrounds. These individuals are tasked with carrying out the Department's mission of "We are dedicated to providing a safe environment for and in partnership with the community, while remaining committed to assisting with personal and professional development of department members. We are dedicated to the principles of being community minded and service driven."

The USFPD is a full-service department, which offers a range of police services including routine patrol of the campus and residential areas, service calls, traffic enforcement, crash investigation, criminal investigations, dignitary protection, and crowd control at special events. The Department has trained and certified crime prevention officers who offer specialized training in areas such as Rape Aggression Defense, Burglary and Theft Prevention, and Alcohol Awareness.

As an accredited law enforcement agency in the State of Florida, the USFPD meets or exceeds over 200 standards set forth by the Commission for Law Enforcement Accreditation. We are one of over 150 law enforcement agencies in the state to meet these strict standards. This means the USFPD represents the very best in law enforcement and can more effectively and efficiently deliver law enforcement services to its community members.

Safety is everyone's responsibility. With this in mind, we encourage you to contact the USFPD whenever you need to report a crime, want crime prevention programming, or have suggestions as to how we can work together to make the University of South Florida a better place to learn and work.



Chris Daniel, Chief of Police
USF Police Department



Chapter 1: Crime Prevention, Awareness, and Reporting

Introduction

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. With the passage of the Stop Campus Hazing Act in December of 2024, the law was once again renamed the Jeanne Clery Campus Safety Act. It is generally referred to as the Clery Act.

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

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

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



Campus Law Enforcement

The University of South Florida Police Department (USFPD) is comprised of declared law enforcement officers of the state who have the authority to enforce Florida laws and USF policies. Additionally, these officers have the right to arrest, in accordance with the laws of this state, on campus or within 1,000 feet of any property controlled by the University. In 2019, USF initiated the Community Service Officer (CSO) Program, enabling non-sworn employees to provide support to the sworn law enforcement officers of the USF Police Department. CSOs have various duties to include: crime prevention, safety patrol, as well as other non-law enforcement duties throughout the campus. The goals of these duties will be met by interacting with diverse groups of people within the university community. The USFPD also has mutual aid agreements or memorandums of understanding with the surrounding law enforcement agencies within Hillsborough County:

- Hillsborough County Sheriff's Office,
- Tampa Police Department, and
- Temple Terrace Police Department.

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. In addition, these agencies may notify USFPD or USF's Student Conduct and Ethical Development Office of criminal activity involving USF students at off-campus (i.e., "noncampus") locations. USF does not have an official policy concerning the monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations officially recognized by the institution, including student organizations with noncampus housing facilities.

Crime Statistics Preparation and Annual Reporting

Each institution within USF has a police department responsible for submitting annual National Incident-Based Reporting System (NIBRS) data to the Florida Department of Law Enforcement (FDLE) for locations under their jurisdiction. See APPENDIX A for a map of the USFPD's jurisdiction for USF Tampa. The FDLE forwards this information to the Federal Bureau of Investigation (FBI) for publication in the FBI's UCR.

In addition to this reporting, each institution's police department, through their Clery Coordinator, reports a subset of these crimes as required under the Clery Act and VAWA. The institution's Clery Coordinator reports these Clery-VAWA crimes and incidents by October 1st each year to the U.S. Department of Education and they are included in this annual security report. Each institution's police department has a Clery Coordinator specially trained in classifying and compiling annual crime statistics under Clery and VAWA.

Clery Coordinators receive reports of crimes and incidents from students, employees, the community, Campus Security Authorities (CSAs), and external law enforcement agencies. These reports are received via police reports, CSA reports, Title IX reports, and Student Conduct and Ethical Development referrals.

Annual Crime Statistics Compilation

Clery Coordinators determine, on behalf of the institution, whether the information being reported to them constitutes a Clery-VAWA crime or incident. This determination is based on the information available to them at the time their determination is made, and the specialized training they have received for classifying Clery-VAWA crimes or incidents. When a Clery-VAWA crime or incident is reported as having occurred within our Clery Geography, then it is included in our annual crime statistics. While the

Clery Act does not require crimes to be reported anonymously, it prohibits personally identifiable information from being included in our institution's disclosure of crime statistics. Crime reports made to our Clery Coordinators or our CSAs may include personally identifiable information to aid in investigating the report. However, the Clery Coordinator omits this information from the annual security report and the web-based data collection. Likewise, the Clery Coordinator does not identify the victim or the person accused of committing the crime when disclosing the number of reported crimes as part of our annual crime statistics.

Daily Crime Log

USFPD maintains a Daily Crime Log of all incidents reported to the police. This log provides the following information regarding criminal incidents and alleged criminal incidents reported to USFPD:

- Date the crime was reported,
- Date and time the crime occurred,
- General location of the crime; and,
- Current disposition of the complaint, if known.

Crime log entries, additions to previous entries, or changes in the disposition of a complaint are recorded within two business days of the reporting of the information to USFPD. The only exceptions to this rule are if disclosure on the log is 1) prohibited by law or 2) would jeopardize the confidentiality of the victim. A business day is Monday through Friday, except for days when the institution is closed (e.g. weekends, holidays, or during other campus closures).

The crime log for the most recent 60-day period is available for public inspection in the lobby of USFPD free of charge during normal business hours. Anyone has access to our crime log, whether they are associated with USF Tampa, including the media. Any portion of the Daily Crime Log older than 60 days is also available for public inspection upon request. Logs are archived for seven years or as required under State of Florida law, whichever period is greater in accordance with USF Policy 5-012: Records Retention and Disposition, available online here: <https://usf.app.box.com/v/usfpolicy5-012>.



Clery-VAWA Crime or Incident

Clery-VAWA crimes and incidents are organized into three categories: criminal offenses; hate crimes; and arrests and disciplinary referrals for violations of weapons, drug, and liquor laws.

Criminal Offenses

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

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

Hate Crimes

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

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

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

Arrests and Disciplinary Referrals for Violations of Weapons, Drug, and Liquor Laws

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

- Weapons Law Violations;
- Drug Abuse Law Violations; and
- Liquor Law Violations.

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

Clery Geography

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

- On-Campus
 - Any building or property owned or controlled by the 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
 - Any building or property that is within or reasonably contiguous to the geographic area of the institution, 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)
- On-Campus Student Housing Facilities (a subset of On-Campus)
- Noncampus
 - 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 it not within the same reasonably contiguous geographic area of the institution
- 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

The definitions for these geographic categories are Clery Act-specific and are the same for every institution within USF regardless of its physical size or configuration. These definitions are also provided in APPENDIX B. Additionally, a map of the Clery Geography for USF Tampa is provided in APPENDIX C.

Campus Security Authorities

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

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

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

- A dean of students who oversees student housing, a student center, or student extracurricular activities.
- A director of athletics, a team coach, or a faculty advisor to a student group.
- A student resident advisor or assistant or a student who monitors access to dormitories.
- A coordinator of Greek affairs.

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

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom and is not an advisor of student groups.
- Clerical, facilities, or cafeteria staff.

Exemption for Pastoral and Professional Counselors

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

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

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have learned about. This is similar to the privilege provided under certain circumstances to doctors, counselors, and attorneys when they may learn of crimes from patients or clients. This exemption is intended to protect the counselor-client role. However, even these legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

What Campus Security Authorities Do

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

What Campus Security Authorities Should NOT Do

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

CSAs play a vital role in the timely and accurate reporting of certain crimes and incidents for each separately accredited institution within USF. To access more information about what might make you a CSA, training resources, and more CSA-centric information, consult the following webpage dedicated to USF resources: <https://www.usf.edu/public-safety/university-police/your-safety/campus-security-authority.aspx>.

USF Tampa Crime Statistics

The following table contains the Clery Act crime statistics for the USF Tampa campus for calendar years 2022, 2023, and 2024.

Total Clery-VAWA Crimes Reported by USF Tampa Police Department, Campus Security Authorities, and Other Law Enforcement Agencies															
(Reported in accordance with Uniform Crime Reporting Definitions and pursuant to the Clery Act and the Violence Against Women Act)															
Clery Crimes Reported (includes attempts)	Total Uniform Crimes Reported on the Campus "Residential" = on-campus student housing facility; "Campus" = on-campus						Non-Campus Buildings and Properties			On Public Property			Total Clery Crimes Reported		
	2022		2023		2024		2022	2023	2024	2022	2023	2024	2022	2023	2024
	Residential	Campus	Residential	Campus	Residential	Campus									
Murder	0	0	0	1	1	1	0	0	0	0	0	1	0	1	2
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Rape	6	6	2	2	3	3	1	0	0	0	0	1	7	2	4
Sex Offense – Fondling	4	6	0	2	2	5	0	0	0	0	0	0	6	2	5
Sex Offense – Statutory Rape	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
Domestic Violence	0	4	0	5	0	3	1	1	0	2	0	5	7	6	8
Dating Violence	0	3	4	8	1	5	0	1	0	0	1	0	3	10	5
Stalking	2	8	2	9	2	18	0	0	0	0	0	0	8	9	18
Robbery	0	0	0	1	0	2	0	1	0	0	0	2	0	2	4
Aggravated Assault	0	2	1	2	0	6	2	1	0	1	3	0	5	6	6
Burglary	6	10	0	3	0	2	4	0	0	0	0	0	14	3	2
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft¹	0	16²	0	109³	0	175	4	0	0	0	0	0	20⁴	109⁵	175⁶
Hate Crimes	2022: No Hate Crimes reported.														
	2023: 1 Hate Crime reported. Simple Battery with bias of religion.														
	2024: 2 Hate Crimes reported: 2 damage/destruction/vandalism of property with biases of religion.														
Unfounded Crimes⁷	2022: 4 unfounded crimes.														
	2023: 4 unfounded crimes.														
	2024: 2 unfounded crimes.														
Number of Arrests and Referrals for Weapons, Drug, and Liquor Law Violations															
	On-Campus						Non-Campus Buildings and Properties			On Public Property			Total Arrests and Referrals Reported		
Arrests and Referrals (Listed by reporting category)	2022		2023		2024		2022	2023	2024	2022	2023	2024	2022	2023	2024
	Residential	Campus	Residential	Campus	Residential	Campus									
Weapons Law Violations	1	5	0	7	0	6	0	2	0	1	7	15	6	16	21
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals															
Drug Law Violations	9	64	3	58	1	29	3	4	0	40	58	158	107	120	187
Arrests	1	2	0	0	0	2	0	0	1	0	0	0	2	0	3
Referrals															
Liquor Law Violations	0	4	1	4	0	6	2	0	0	0	0	2	6	4	8
Arrests	7	9	6	6	3	6	0	0	0	0	0	1	9	6	7
Referrals															

¹ The 2024 Motor Vehicle Theft Statistics include the thefts of electric scooters and electric bicycles reported as occurring on or within USF Tampa's Clery geography.

² Motor Vehicle Thefts in the On Campus category increased from 5 to 16 due to Clery Act training received in March 2025 indicating that electric scooters and electric bicycles are considered motor vehicles for Clery Act purposes.

³ Motor Vehicle Thefts in the On Campus category increased from 11 to 109 due to Clery Act training received in March 2025 indicating that electric scooters and electric bicycles are considered motor vehicles for Clery Act purposes.

⁴ Of the 20 total Motor Vehicle Thefts reported, 9 were thefts of electric scooters and electric bicycles.

⁵ Of the 109 total Motor Vehicle Thefts reported, 94 were thefts of electric scooters and electric bicycles.

⁶ Of the 175 total Motor Vehicle Thefts reported, 170 were thefts of electric scooters and electric bicycles.

⁷ If a reported Clery Crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded" and is not included in our institution's above crime statistics. Only sworn commissioned law enforcement personnel may "unfound" a crime pursuant to the U.S. Department of Education, The Handbook for Campus Safety and Security Reporting, 2016 Edition, Washington, DC, 2016, pgs. 3-51.

How to Report Crimes or Other Emergencies on Campus

All members of the USF community are encouraged to promptly report known or suspected crimes to USFPD or the external law enforcement agency with jurisdiction. Any emergency involving a threat to life or property should be immediately reported by calling 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. The USFPD responds to all emergencies involving our campus, regardless of whether the situation requires police, fire, or medical assistance.

We have Emergency Blue Light Phones located throughout campus, which are equipped with location indicators. Consult APPENDIX D for a map of emergency blue light phone locations on the USF Tampa campus.

In response to reports of criminal activity, potential emergencies, or dangerous situations on campus, USFPD takes the required action by either dispatching an officer or asking the caller to report to USFPD headquarters to file an incident report. Incidents should be reported even when the victim of a crime elects to or is unable (physically/mentally) to make such reports. USFPD investigators investigate a report when deemed appropriate. Reporting incidents to USFPD facilitates timely determination of the existence of a significant emergency or dangerous situation and assesses for timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense information to be appropriately included in our annual disclosure of crime statistics.

All other police business (crimes not in progress, suspicious persons, questions, etc.) may be directed to USFPD at **(813) 974-2628** or by visiting their main office located at **13152 USF Genshaft Drive, Tampa, FL 33620**.

Mandatory Reporters of Clery-VAWA Crimes or Incidents

All members of USF are strongly encouraged to report crimes to the police. Certain USF employees are required to report Clery-VAWA crimes and incidents to their institution's Clery Coordinator because, under the Clery Act and VAWA, they are Campus Security Authorities (CSAs). Employees who are unsure of whether they are a CSA should contact their institution's Clery Coordinator. Their contact information can be accessed online at the following address: <https://www.usf.edu/public-safety/university-police/your-safety/campus-security-authority.aspx>.

In an emergency, CSAs should always call 9-1-1. In a non-emergency situation or once an emergency situation has been de-escalated, CSAs must report Clery-VAWA crimes or incidents which occur on our Clery Geography using the CSA report form available online at: <https://www.usf.edu/public-safety/university-police/your-safety/campus-security-authority.aspx>.

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

AlertUSF

AlertUSF is the USF Emergency Notification System (ENS). It was established to notify our community in the event of a campus emergency. It allows USF students and employees to receive emergency updates via text messages. All official USF emergency notifications are sent out through AlertUSF. USF strongly recommends all USF students and employees subscribe to this important service.

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

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

USF Safe App & Tips

USF Safe is the official safety app for the University of South Florida. This free mobile safety app provides quick access to:

- Emergency Contacts (On and Off Campus)
- Numbers Customized for Each Campus Safety Resources in One Place
- Access to Existing Support Resources
- USF Bulletin Board for Ongoing Situations
- Interactive and Searchable Maps
- Location Sharing and Friend Walk
- Mobile Blue Light (Beacon)

Smartphone users who download the app can report tips to USF Police, make emergency phone calls, and other safety resources all in one place.

To report a crime tip, start by downloading the USF Safe app on your Apple or Android smart phone. Choose the campus in which you are on, and then click "Report a Tip." If you do not have an Android or Apple smart phone, you can text a TIP to the USFPD. Simply draft a message and send to **67283**. Please note standard text messaging rates apply based on your individual plan. For more information regarding the USF Safe App, please visit: <https://www.usf.edu/public-safety/university-police/your-safety/usf-safe-app.aspx>.

Protecting the Confidentiality of Victims

USF will protect the confidentiality of victims and other necessary parties, including in completing publicly available recordkeeping and for the reporting and disclosure of Clery Act crime statistics, by withholding the identifying information of victims pursuant to the Clery Act under VAWA, as well as other applicable federal and State of Florida laws.

USF will maintain as confidential any accommodation¹ 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

USF encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of a grievance, complaint, or report by employees and students of violations of law, rule, regulation, policy, or other misconduct.

In support of an environment of open communication within the USF community, USF will not tolerate retaliation, retribution, or reprisals against an employee or student who submitted such a good faith

¹ The term "accommodation" used within the context of the Clery Act and the VAWA (Clery/VAWA) is reasonably understood to mean temporary supportive services or interim measures for victims of sexual assault, dating violence, and stalking occurring within our Clery Geography. When this term is used within the context of the Americans with Disabilities Act (ADA), its meaning differs from the use of this term under Clery/VAWA. Under the ADA, this term refers to reasonable, permanent accommodations for those who have a qualifying disability under the ADA. For more information concerning ADA-related accommodations, contact Student Accessibility Services. More information concerning Clery/VAWA-related accommodations is provided in this report.

filing. Employees and students who learn of retaliation should report it immediately. For more information, consult USF Policy 0-020: *Retaliation, Retribution or Reprisals Prohibited*, available online at <https://usf.app.box.com/v/usfpolicy0-020>.

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

Employees who engage in retaliation in violation of USF Policy 0-020 will be subject to disciplinary action up to dismissal from employment. Students who engage in retaliation in violation of USF Policy 0-020 will be referred to the Office of Student Conduct & Ethical Development 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 shown in the chart below. An appropriate, timely review and response will be provided to an employee or student who alleges retaliation, consistent with USF policy, rules, and regulations.

Where to Report Retaliation

Basis of Retaliation	Report to this Office:
Retaliation for reporting sexual harassment or discrimination	Office of Compliance & Ethics
Retaliation for filing an employment grievance	Employee Relations in Human Resources
Any retaliation complaints by faculty, graduate student employees, or students	Office of the Provost
All other retaliation complaints, including whistleblower complaints under Florida Statute §112.3187	Office of Internal Audit



Security of and Access to Campus Facilities

During the day and during evening hours when classes are in session, facilities within USF (excluding housing facilities) are generally open to the public — such as students, parents, employees, contractors, guests, and invitees. Outside of these hours, all facilities are generally locked and only those who require access are admitted. USFPD provides regular patrol of university buildings as well as parking lots. In the case of periods of extended closing, the institution will admit only those with appropriate authority.

The institution monitors our buildings and grounds with a concern for the safety and security of all persons and property. Inspections are routinely performed and repairs are promptly made to ensure that appropriate safety and security standards are maintained. University Police assist Facilities Management 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 Facilities Management to report any safety or security hazards.

A representative of 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. 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 serve to reduce the opportunities for crime to occur in or around campus buildings.

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

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

Programs About Campus Security Procedures

USFPD and Emergency Management provide programming and presentations regarding campus safety procedures. This training introduces members of the USF community to the various systems and practices our institutions put in place to enhance the safety and security of all community members.

Emergency Protective Actions

The Emergency Protective Actions course provides an all-hazards overview of protection actions that students, staff, and faculty may take when faced with potentially hazardous situations. This class is available on-line via Canvas.

Active Threat

Active Threat prevention and response training provides valuable information about the characteristics, prevention tools, and response techniques that may be used before and during an active threat situation. This course is an interactive experience with emergency management and law enforcement officials. For more information visit: <https://www.usf.edu/public-safety/emergency-management/training/active-shooter.aspx>.



SAFE Team

The Safe and Free Escort (SAFE) Team is dedicated to providing a heightened level of safety at the University of South Florida. During their normal operating hours, the SAFE Team constantly patrols sectors of the campus in order to deter crime, offer safe escorts to USF students, and work in conjunction with local figures to provide the Alert Cab service to USF students.

SAFE Team Escort

A SAFE Team escort is a golf cart or walking team accompanying one or two persons from one location on the University of South Florida campus to another. Information needed: name, number of riders, your location, and destination

Phone: **(813) 974-SAFE (7233)**

Hours of Operation: 6:30 pm – 2:00 am

Website: <https://www.usf.edu/student-affairs/student-government/tampa-sg/tampa-safeteam/>

SAFE RIDE

Throughout the academic school year, the SAFE Team provides a safe ride through an Uber voucher one time per month to students in a variety of circumstances such as after a night out or being in an unfamiliar area.

Details:

- Students can claim 1 voucher each month
- Each voucher will provide 1 Uber ride at \$30 each

- Vouchers expire at the end of the month
- There are no location or time restrictions. Students can use this at their home, USF apartment, or internationally 24/7
- Students can complete the form at any time to claim a voucher, but codes will only be sent between 6:30 pm – 2:00 am nightly
- Students will have to provide their first and last name, U-Number, and USF email address (@usf.edu)
- A link will be sent via email directly to the student and can be claimed right from their personal Uber account
- Vouchers are limited and can run out before the end of each month

Crime Prevention Programs for Students and Employees

Our institution offers several 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. For the 2024 calendar year, USFPD's Crime Prevention & Community Programming section completed 225 crime prevention and security awareness programs and presentations.

USF 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 other publications.

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

- Orientation for New and Transfer Students
 - The University Police presents its services and goals to the new student population. This ranges from engraving personal property, inspecting residences for safety and security matters to interacting with the community in a wide array of community policing functions.
- Personal Safety – Reducing Your Risks
 - The University of South Florida and the Police Department are committed to your personal safety wherever you are at school, walking to and from classes, commuting and out and about. We offer strategies such as developing a plan on how to react to a situation before you're involved, and the use of services provided by the University such as Safe Team - Blue Light Phones and the Police Department.
- Personal Self-Defense
 - USF Police Department offers personal self-defense courses for the USF Community. The class is taught by USF Police Officers and staff, and is not a Martial Arts program. To learn more about the program and registration information, visit <https://www.usf.edu/public-safety/university-police/avoid-crime/self-defense.aspx>.
- Driving Under The influence
 - Driving under the influence of alcohol and/or drugs is a very serious crime. The University Police vigorously enforces laws against driving under the influence. We provide educational programming on the risks and effects of this illegal activity. Every facet of the community is effected when we have any traffic fatality but more so when alcohol is involved because it was preventable. DRIVE SOBER OR GET PULLED OVER.
- Date/Acquaintance Rape (for both men and women)

- The USF Police Department offers a variety of programs on this topic to both men and women. There are programs for women only, for men only, and for joint audiences. Part of the curriculum discusses the role that alcohol and drugs play in sexual assault.
- Burglary and Theft Prevention
 - Burglary and theft are the number one property crimes in the United States, and USF is no exception. By taking some simple steps you can reduce your chances of being victimized. Never leave valuables in plain sight and unattended, secure them in a drawer, locker or your trunk. Remove the keys, don't hide the keys anywhere- they will be found. Have a record of brands and serial numbers. Harden that target. Programs on theft prevention are available from the University Police.
- Handling and Robbery Precautions
 - Programs for all cash handling section at the University are available by requesting a survey from the Crime Prevention Section of the Police Department. A certified Crime Prevention Practitioner will assess your needs and conduct the training in cash handling and transfer. Also available is a program that instructs on how to react to a Robbery.
- Bicycle Safety
 - Did you know the Bicycle is considered a vehicle by the Florida State Statutes? Yes it is. The motor vehicle codes have specific rules relating to the equipment, operation and use of a bicycle. Operators can and are cited for violations. During the day in a busy semester, 60000-75000 vehicles crisscross our roadways. Now add to that a few thousand bicycles. USE CAUTION! Don't be a statistic, be proactive-wear a helmet, drive defensively, use a light at night and don't use headphones when operating a bicycle - it's against the law. For more information, contact the USF Police Department.
- Violence in the Workplace
 - Unfortunately violence does occur from time to time. Tempers can become frayed and actions can get out of hand. Report any aggressive or concerning behavior to your supervisor. In addition to addressing the issue with the other person, the supervisor can request a program from the police department. Our program will outline the warning signs, how to identify them and what to do when you have identified them. Speaking up is the key - silence is dangerous, to you and everyone else.
- Office Safety (USF Staff and Tenants Only)
 - We spend a significant portion of our lives in the working environment. There are some simple things you can do to enhance your safety while you are at work. Let's say that someone came to see you and became agitated. Our Office Safety Assessment Program will assist you in identifying how you might get away and/or signal for help. We will also assist you in firming up your office safety plans.
- Relationship Violence
 - Relationships can be complex and confusing. Sometimes those we are closest to can hurt us deeply, both emotionally and sometimes physically. If that is the case, you may be a victim of relationship violence. If you're not sure and have questions, call the University Police or the USF Center for Crime Prevention and Victims Advocacy. Both Agencies are available 24 hours a day.
- Stalking
 - Is someone following you, sending you notes, showing up at your workplace or school for no apparent reason? You may be the victim of a stalker. Have you asked this person to stop bothering you and they don't seem to get it? It may be time to ask for professional help. You can contact the police or the victims advocate for more specific information.

- Responding to Police Officers
 - If you have ever been stopped by a Police Officer and wondered why they did something in a particular way, this program is for you. Find out how to respond to Police Officers in all types of scenarios, with your safety and the safety of the officer in mind. Contact the Crime Prevention section of the University Police.
- Alcohol Awareness and Responsibilities
 - In the state of Florida you must be 21 years of age or older to possess alcohol. That's the law. Possession of any kind of alcoholic beverage by a person under the age of 21 or providing alcohol to someone under 21 are both arrestable offenses. If you get charged and convicted of an alcohol offense, it will follow you for the rest of your life. You want to walk away from college with a degree and be called a graduate, not with a criminal record and be called a defendant. For the rest of the straight story, contact the University Police.
- Rape Aggression Defense (RAD) [Self-Defense for Women]
- Active Threat Training Series
 - The USF Police Department and USF Emergency Management have partnered to provide the USF Community with safety training through a series of modules related to active threats on campus. To learn more about the program and registration information, visit <https://www.usf.edu/administrative-services/university-police/your-safety/actives-shooter-information.aspx>.

For more information on these education, prevention, and awareness programs, visit the USFPD website at <https://www.usf.edu/public-safety/university-police/your-safety/educational-programs.aspx>.

The Center for Victim Advocacy and Violence Prevention offers training on a variety of topics, including:

- Interpersonal Violence, including relationship, domestic & dating violence.
- Sexual violence (including rape)
- Stalking/Harassment
- Victimology

For more information on these education, prevention, and awareness programs, visit the Center for Victim Advocacy website at <https://www.usf.edu/student-affairs/victim-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 this education, prevention, and awareness programs, visit the Center for Student Well-Being website at: <https://www.usf.edu/student-affairs/wellbeing/>.



Alcohol and Illegal Drugs

Alcohol and Drug-Free Workplace Policy Statements

USF Alcohol Policy prohibits the unlawful manufacture, distribution, possession, use, or sale of alcohol on the property of, or in connection with, any of the activities of USF. Such prohibitions are always subject to the applicable alcoholic beverage laws and ordinances of the State of Florida as well as those by the city of Tampa and Hillsborough County.

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

Alcohol Standards of Conduct

The specific standards of conduct for the possession, use, and sale of alcoholic beverages by USF 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 producing alcoholic beverages to any person under twenty-one (21) years-of-age.
- Misrepresenting or misstating your age or the age of any other person for the purpose of inducing any licensor or his agents or employees to sell, give, serve, or deliver any alcoholic beverage to a person under twenty-one (21) years-of-age.
- Do not sell, or intend to sell, alcohol without a proper license issued by the State of Florida Division of Alcoholic Beverages and Tobacco.
- Do not operate a motor vehicle under the influence of alcohol.
- Do not be intoxicated in public.
- Do not conduct an open house party or any other event at which minors may possess or consume alcohol.
- Do not attend class, an organizational meeting, or any other USF event that is specific for an educational gain while under the influence of alcohol.

Sanctions for Violating Our Alcohol Policy

Any criminal violation of State of Florida alcohol laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court costs. The Hillsborough County Clerk of the Circuit Court addresses all criminal prosecutions and sanctions.

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

Sanctions for Violating Our Drug-Free Workplace Policy

Any criminal violation of federal or State of Florida drug laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court costs. The Hillsborough County Clerk of the Circuit Court addresses all criminal prosecutions and sanctions.

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

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

Alcohol and Drug-Free Workplace Policy Resources

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

- USF 30-023 – Alcohol Policy: <https://usf.app.box.com/v/usfpolicy30-023>
- USF 0-610 – Drug-Free Workplace Policy: <https://usf.app.box.com/v/usfpolicy0-610>
- USF Regulation 6.0021 – Student Code of Conduct: <https://usf.app.box.com/v/usfregulation60021>

Illegal Drug or Alcohol Abuse Prevention Programs

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

Prevention and Education Programs for Students

As part of the university's alcohol education program, incoming first-year students and transfer students are required to complete an online, non-opinionated alcohol education module course called *Alcohol/Edu for College*. This course uses science-based research to educate participants about alcohol and its effects. Whether students drink or not, the course will provide information to help them make informed decisions about alcohol as well as negotiate the drinking behavior of their peers.

Counseling for Students

The USF Counseling Center offers free assessment and treatment to currently registered students who may have alcohol or substance abuse problems. Students may be self-referred or referred by the Office of Student Conduct & Ethical Development or other campus departments. Students who need more assistance that is intensive will be referred to community providers. For more information about drug and alcohol counseling services for USF students, visit the Counseling Center in person or visit their website at <https://www.usf.edu/student-affairs/counseling-center/>.

Counseling for Employees

The Division of Human Resources (DHR) has collaborated with Magellan Health Services to provide all USF employees with an Employee Assistance Program (EAP). Magellan's EAP program offers confidential alcohol and substance abuse screening, assessment, and referral to all USF employees, in addition to other solution-focused help and resources for all types of life issues. The Magellan program is available for all USF employees free-of-charge, 24 hours a day, seven days a week online at <https://member.magellanhealthcare.com/> or by calling **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 managers and supervisors can provide referrals for their employees through the Employee Assistance Program (EAP). An employee's use of EAP services is confidential. They cannot provide information back to USF about who uses the program.

For more information about the drug and alcohol abuse services and other services provided to USF employees through the EAP, visit the Division of Human Resources EAP web page at <https://www.usf.edu/hr/benefits/eap.aspx>.

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 online at <https://usfweb.usf.edu/human-resources/resources/showfile/1/38>.

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, can 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, blood-shot 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 the 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, nosebleeds, 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. User 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.



Information About Registered Sex Offenders

Under Florida Statutes, Section 1006.695, and in compliance with the Adam Walsh Child Protection and Safety Act of 2006, each institution within USF is required to inform new students and employees at orientation and on its website of the existence of the Florida Department of Law Enforcement Sexual Predator and Sexual Offender Registry website and the toll-free phone number that gives access to sexual predator and sexual offender public information. This information is as follows:

Florida Department of Law Enforcement Florida Sexual Offenders and Predators Website:

<https://offender.fdle.state.fl.us/offender/sops/home.jsf>

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

Local: **1-850-410-8572**

Email: sexpred@fdle.state.fl.us

TTY/TTD users dial 711 to connect with the telecommunications relay service (TRS)

In compliance with this law, USFPD provides this information to all new students and employees during orientation. Likewise, USFPD maintains this information on their website: <https://www.usf.edu/public-safety/university-police/your-safety/sexual-predators.aspx>.

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

If you have any questions or concerns regarding these laws, please call USFPD at **(813) 974- 2628**.



Chapter 2: Timely Warnings

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

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

In accordance with the *Clery Act*, USF will not issue timely warnings for crimes reported to a pastoral or professional counselor. This exception is intended to protect the counselor-client relationship. However, there may be situations in which counselors are under a legal obligation to report a crime, at which time USF may issue a timely warning.

The intent of timely warnings is to enable members of the USF campus community to protect themselves. Timely warnings essentially are crime awareness and prevention bulletins to the USF community; thus, the warning will be issued as soon as possible even if the facts are not yet known.

Timely warnings are issued on a case-by-case basis at the discretion of the Chief of USF Police or designee considering all facts surrounding a crime, including factors such as:

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

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



USFPD issues timely warnings to our university issued email accounts. All enrolled USF students and employees are provided with an active email account. USFPD will also use these email accounts to issue updates to timely warnings.

Since our timely warnings are sent to university issued email accounts, it is imperative that all enrolled students and current employees have such an email account. For assistance with student and employee email accounts, please contact:

USF Tampa Information Technology Help Desk: Help@usf.edu

Phone: **(813) 974-1222**

Web: usf.edu/it

For more information concerning timely warnings policies and procedures, please consult USF Emergency Management Policy 6-010, available at the Office of General Counsel's website: <https://usf.app.box.com/v/usfpolicy6-010>.

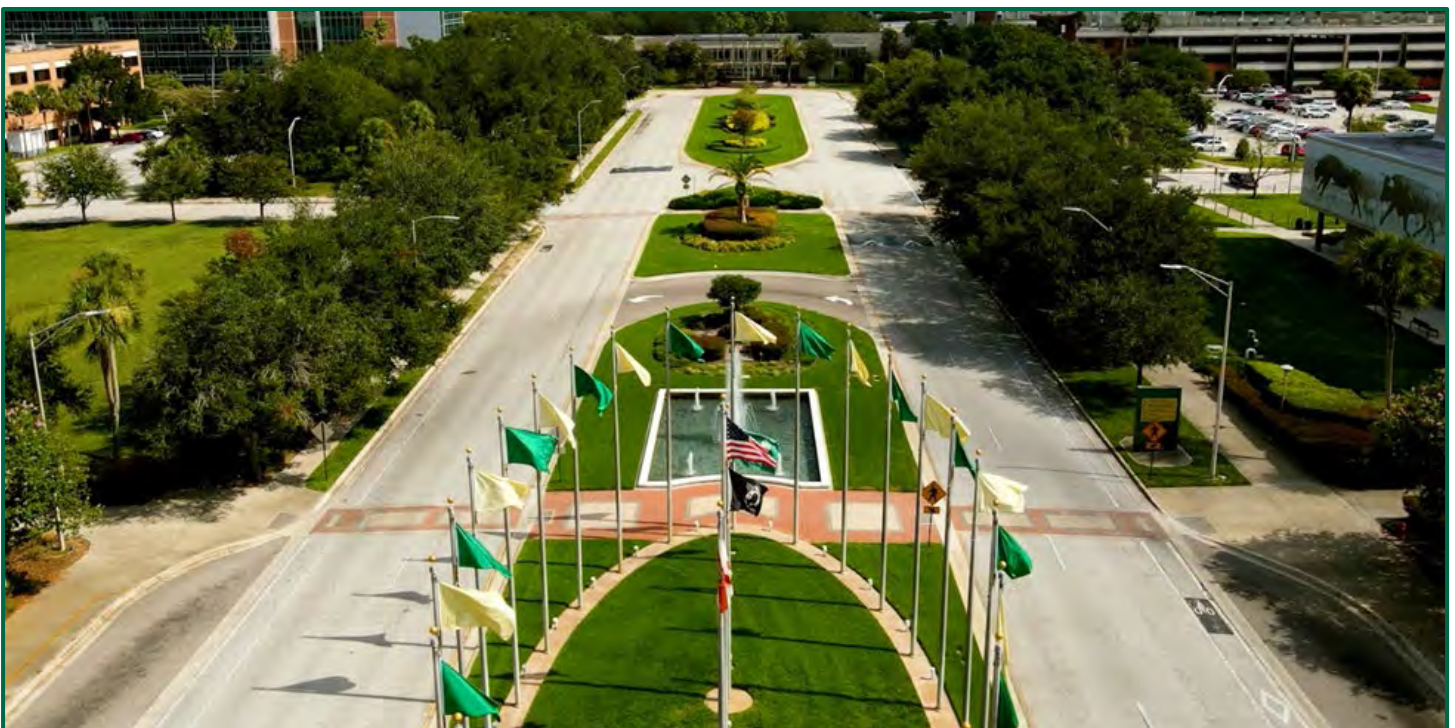
The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement

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

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

For more information about FERPA and the timely warning requirement under the Clery Act, consult the U.S. Department of Education's May 1996 Dear Colleague Letter on Campus Security Issues, available online via the Department of Education's website:

<http://www.fldoe.org/core/fileparse.php/7674/urlt/0064538-ferpa.pdf>.



Chapter 3: Policies, Programs, and Procedures for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Policy Prohibitions and Definitions

Sexual assault, dating violence, domestic violence, and stalking are prohibited under USF Policy 0-004: usf.app.box.com/v/usfpolicy0-004. These crimes are prohibited in all academic, educational, extracurricular, athletic, and other programs at USF, whether those programs take place in university facilities, at a class or training program sponsored by the university at another location, or elsewhere. Below you will find definitions of these crimes and the term “consent” in the context of sexual activity as provided under Florida Statutes and Federal Regulations. If you would like more information, please visit the following websites:

- Florida Statutes: leg.state.fl.us/Statutes/index.cfm?Mode=Search%20Statutes&Submenu=2&Tab=statutes
- Federal Regulations: www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.46

Definitions

Sexual Assault under Federal Regulation 34 CFR 668.46(a) is defined as follows:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of this subpart. A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.” Rape, fondling, incest, and statutory rape are defined in Appendix A of Subpart D of 34 CFR 668 as follows:

- *Rape – The 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.*
- *Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- *Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- *Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.*

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

“Sexual battery” means oral, anal, or female genital penetration by, or union with, the sexual organ of another or the anal or female genital penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

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

1. The victim is physically helpless to resist.

2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the present 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 the government.

For more information about Florida sexual battery statutes, visit leg.state.fl.us/statutes (Chapter 794).

Consent as used in the context of sexual assault, dating violence, domestic violence, and stalking, under USF Policy 0-004 is knowing, voluntary and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on USF to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

For more information about USF Policy 0-004, visit usf.app.box.com/v/usfpolicy0-004.

Domestic Violence is defined under Federal Regulation 34 CFR 668.46(a) as:

A felony or misdemeanor crime of violence committed—

- *By a current or former spouse or intimate partner of the victim;*
- *By a person with whom the victim shares a child in common;*
- *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*

- *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or*
- *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.*

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 Federal Regulation 34 CFR 668.46(a) as:

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

- *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.*
- *For the purposes of this definition—*
 - *Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
 - *Dating violence does not include acts covered under the definition of domestic violence.*

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 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 Federal Regulation 34 CFR 668.46(a) as:

- *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person's safety or the safety of others; or*
 - *Suffer substantial emotional distress.*
- *For the purposes of this definition—*

- *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.*
- *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*
- *Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.*

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 communication, 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 Trainings and Campaigns

USF provides programs to prevent sexual assault, dating violence, domestic violence, and stalking to all current and incoming students, transfer students, graduate students, and employees in accordance with the VAWA amendments to the Clery Act.

For more information on our VAWA-compliant trainings and campaigns, including how to schedule trainings, workshops, and other prevention and awareness events for your unit or group, please contact:

Tampa campus: Center for Victim Advocacy and Violence Prevention at (813) 974-5756 or va@usf.edu

St. Petersburg campus: Wellness Center at (727) 873-4422

Sarasota-Manatee campus: Resources at (813) 974-5756

Below is a brief overview of the trainings and campaigns provided during the 2024 calendar year.

Sexual Assault Prevention for Undergraduate and Graduate Students

All incoming students receive Sexual Assault Prevention Vector modules (formerly Everfi) that address ways they can help foster a safe, supportive community. In addition to other violence prevention content, the modules for undergraduate students and graduate students cover how substances impact consent, explore bystander intervention strategies for interrupting harm, and provide information about relevant laws, policies, and support resources.

Workshops and Trainings

Throughout the year, Center for Victim Advocacy and Violence Prevention (CVAVP) staff and student peer educators facilitate workshops and trainings that teach skills, address causes of violence, and contribute to a more survivor-supportive community. In addition to many customized trainings for campus stakeholders, CVAVP offers the following regularly:

Bystander Intervention Training

Bystander Intervention under Federal Regulation 34 CFR 668.46(j)(2)(ii) is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

In this 1.5-hour workshop students develop skills to identify potentially violent situations and safely and effectively intervene. Participants explore USF policy, signs and dynamics of power-based violence, barriers to intervening, and the 3D (Direct, Distract, Delegate) bystander intervention approach. Offered both virtually and in person.

Consent Conversations

This 1.5-hour workshop engages students in developing a mutual respect framework for consent and building skills that support open and validating communication. Participants explore how lived experiences and norms can impact the way we navigate consent communication.

Camp Consent

With an interactive camp-theme, this 1.5-hour workshop uses multiple modalities (group discussion, activity stations, scenario-based practice) to support participants in developing consent and healthy relationship skills.

Supporting Survivors

As part of awareness months in April and October, this virtual, 1 hour workshop explores ways to support friends who are survivors of violence.

Trauma-Informed Workshop

In this 1.5-hour workshop, participants gain practical tools to support students who have experienced trauma while also learning strategies to care for themselves. This session covers the principles of trauma-informed care, the impact and types of trauma, recognizing trauma responses, trauma-informed communication, self-care strategies, and ways to create safe, healing-centered spaces. Offered both virtually and in person.

Awareness Months

Throughout the months of October and April, CVAVP, in collaboration with campus and community partners, design and implement initiatives to increase awareness about violence, promote consent and healthy relationship skills, engage community members in the movement to end violence, and support survivors. Initiatives include:

- **October: Relationship Violence Awareness Month (RVAM)**
 - **Act for October:** To launch RVAM, campus and community partners facilitate activities that teach healthy relationship skills and engage students in contributing to positive action throughout the month and beyond
 - **Clothesline Project:** As part of national initiative, The Clothesline Project at USF aims to build a more survivor-supportive community. Participants can contribute to a clothesline with affirming messages for survivors of relationship violence or with messages about their own experiences
- **April: Sexual Assault Awareness Month – (SAAM)**
 - **Empower April:** To launch SAAM, this passport-style even engages participants in learning about campus resources and explore ways to contribute to sexual violence prevention efforts
 - **Denim Day:** As part of an international initiative, this event aims to create a more survivor-supportive community and dispel victim-blaming myths
 - **Take Back the Night:** This annual survivor solidarity event is open to survivors and allies, offering an opportunity for the entire community to show its support and demonstrate a commitment to ending sexual violence. The event features creative performances, community resources, and a survivor speak-out.
 - **Flow and Grow:** Flow and Grow focuses on restorative activities that allow participants to connect with support resources and enjoy nature

Orientation

Victim Advocacy and Violence Prevention resources, including violence prevention education, advocacy services, and Title IX information, are provided to students during New Student Orientation.

Student Leadership Programs

CVAVP offers students opportunities to engage in violence prevention work through dynamic and comprehensive student leadership programs.

- **Peer Anti-Violence Educators (PAVE):** PAVE volunteers work closely with the Violence Prevention Team to support violence prevention outreach and serve as peer educators. In addition to

supporting facilitation, events, planning, and marketing, PAVE students engage in ongoing professional development.

- **Violence Prevention Interns:** Violence Prevention interns are undergraduate students who complete a two-semester internship with the Violence Prevention staff. Interns do project-based work and support violence prevention initiatives, which can include assisting with event planning, outreach, peer education, program development, marketing, and evaluation.

Messaging Campaigns and Other Programs

- **Heart to Heart:** This Valentine's Day themed event promotes healthy relationship communication and connects participants with campus resources. CVAVP, along with campus partners, engage participants in activities that help them build skills for communication across different types of relationships.
- **Survivor Love Letters:** Throughout the year, CVAVP provides opportunities for students to write affirming messages of support to survivors of violence.
- **Social Media:** As part of a shared account for Wellness departments, CVAVP promotes initiatives and shares prevention messaging campaigns
 - **Stalking:** Throughout the month of January, which is Stalking Awareness Month, posts explore signs of stalking and ways to be involved in prevention efforts
 - **Digital Violence:** With both physical and digital elements, this messaging campaign helps students understand dynamics of digital sexual violence and actions they can take to contribute to safer online communities and interactions
 - **Healthy Skills Tool Box:** This ongoing social media series teaches micro skills that support healthy relationship behaviors and promotes positive norms.
 - **Drink Spiking:** In partnership with Center for Student Well-Being, CVAVP developed a two-part messaging campaign on signs of drink spiking and ways to be an active bystander.

Key Topics Covered in Prevention and Awareness Trainings and Campaigns

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

- 1) The USF policies prohibiting the crimes of sexual assault, dating violence, domestic violence, and stalking.
- 2) The definitions of consent (in reference to sexual activity), dating violence, domestic violence, sexual assault, and stalking per Florida statutes and Federal Regulations.
- 3) Safe and positive options for bystander intervention.
- 4) Information on risk reduction to recognize warning signs of abusive behavior and how to minimize risk for potentially violent situations.
- 5) Information on possible sanctions or protective measures USF may impose following a final determination of an institutional disciplinary procedure regarding sexual assault, dating violence, domestic violence, or stalking.
- 6) Procedure's victims should follow if a sex offense, sexual assault, dating violence, domestic violence, or stalking has occurred.
- 7) Procedures for institutional disciplinary action in cases of alleged sexual assault, dating violence, domestic violence, or stalking.
- 8) Information about how the institution will protect the confidentiality of victims.
- 9) Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on campus and in the community.

- 10) Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to USFPD or local law enforcement.

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



Safe and Positive Options for Bystander Intervention

Bystander Intervention Steps

The five steps of bystander intervention (adapted from Darley & Latane) are provided below and are incorporated into our prevention and awareness trainings and campaign: Step 1: Notice a situation – pay attention to your surroundings. Step 2: Interpret the situation as someone is in danger or there is a potential for danger. Many situations are ambiguous It's okay if you're wrong and it's not an emergency. Step 3: Assume responsibility to help. Decide that YOU personally should do something to help the victim or that, if you don't help, no one will. Step 4: Know how to help. Try Bystander Intervention Techniques. (We give you some examples below.) Step 5: Decide to safely intervene.

Bystander Intervention Techniques

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

- Distract
 - Ask for directions
 - Spill a drink

- Engage them in conversation
- 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 confront the situation by asking if everyone is okay and if you can help the situation.

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 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 make 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

Risk Reduction under Federal Regulation 34 CFR 668.46(v) is defined as options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- 1) Consent is necessary regardless of 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 do not understand whether consent has been given, ask for clarification.
- 4) Believe in your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately.
- 5) It is okay to “make a scene” if you feel threatened or unsafe. Being assertive and calling attention to what is happening is a highly successful self-defense technique. If you feel you are being pressured or coerced into sexual activity you do not want, state your feelings (“I don’t like that you are pressuring me”) and get out of the situation. Preventing 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 your- self.
- 8) Get involved and, if you believe someone is at risk, take action. Intervene if you see someone in trouble at a party, or a person forcing or pressuring another person, you may save someone from being prosecuted for a crime.



Rights and Information for Victims/Survivors

The USF Title IX-VAWA Guide provides victims of sexual assault, dating violence, domestic violence, and stalking with written information about the following:

- 1) The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
- 2) The confidential resources available on campus and in the community including, but not limited to:
 - a. On campus
 - i. The Center for Victim Advocacy and Violence Prevention
 - usf.edu/student-affairs/victim-advocacy
 - ii. Counseling services
 - usf.edu/student-affairs/counseling-center
 - iii. Student Health Services
 - usf.edu/student-affairs/student-health-services
 - iv. The Wellness Center
 - usf.edu/student-affairs/wellness-education/wellness-center
 - b. Community
 - i. The Crisis Center of Tampa Bay
 - www.crisiscenter.com
 - ii. The Spring of Tampa Bay
 - thespring.org
 - iii. Suncoast Center Inc.
 - www.suncoastcenter.org
 - iv. Community Action Stops Abuse (CASA)
 - www.casapinellas.org
 - v. Safe Place & Rape Crisis Center (SPARCC)
 - www.sparcc.net
 - vi. HOPE of Manatee
 - www.hopefamilyservice.org
- 3) How and to whom the alleged offense can be reported, including the option to report anonymously.
- 4) Options about the involvement of law enforcement and campus authorities, including the victims' options to
 - a. Notify law enforcement authorities, including on- campus and local police.
 - b. Be assisted by campus authorities in notifying law enforcement authorities, if the victim chooses; or
 - c. Decline to notify law enforcement authorities; or
 - d. Decline to notify University Title IX officials
- 5) 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.
- 6) 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.
- 7) Options for, and available assistance in, changing academic, living, transportation, and work situations ("supportive measures").
- 8) Students' or employees' rights and options in the event of these crimes.

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

An example of the Title IX-VAWA Guide used for our institution during this reporting period is provided in APPENDIX F.



Sexual Harassment Procedures

The following is an overview of the major steps in the grievance process for sexual harassment, which is also found in the Title-IX VAWA Guide provided in APPENDIX F. USF's full grievance process for sexual harassment can be accessed at usf.app.box.com/v/usfpolicy0-004.

STEP ONE: INTAKE

The Title IX Coordinator may assist the Complainant with understanding the policy and procedures, their options, and accessing resources. Assuming the Complainant chooses to file a complaint and move forward with a formal or informal resolution process, the next step is an Initial Assessment. If there is an anonymous report, third-party report, or an unidentified Complainant, the Title IX Coordinator will attempt to: (1) take appropriate action to determine who was impacted and/or involved in the reported behavior to offer them supportive measures and resources and explain their process options, and (2) take reasonable action to stop the behavior, remedy its effects on individuals and the campus community, and prevent it from recurring in the future.

All resolutions will be conducted by officials who receive annual training on issues related to sexual harassment, which includes domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator, Investigators, Decision-makers, and any person who facilitates an informal resolution process are required to be trained on: the definitions of sexual harassment; the scope of the University's education program or activity; how to conduct an investigation and grievance process that includes hearings, appeals, and informal resolution processes, as applicable; and serving impartially, including by avoiding prejudgment of the facts at issue, identifying conflicts of interest, and bias.

Additionally, Decision-makers must receive training on any technology used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any materials used for training the Title IX team will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal Complainants of sexual harassment. You can view the training materials provided to the Title IX team at: www.usf.edu/title-ix

The University resolution process is private. The institution will protect the privacy of parties throughout the resolution process, consistent with the provisions of state and federal law. Title IX-related resolutions are not typically subject to publicly available open records requests (e.g., FOIA) provisions. Any required release of information about a resolution will be accomplished without the inclusion of identifying information about the Complainant. Information about the Respondent will only be released to the extent permitted by law.

STEP TWO: INITIAL ASSESSMENT

An initial assessment of the allegations is made by the Title IX Coordinator to determine appropriate jurisdiction and applicable policies/procedures. Under the federal Title IX regulations, the Title IX Coordinator is required to dismiss any formal complaint if one or more of the following is true:

- The alleged conduct would not constitute sexual harassment as defined within the Sexual Harassment policy, even if proved
- The alleged conduct did not occur in USF's education program or activity
- The alleged conduct did not occur against a person in the United States
- The Complainant is not participating or attempting to participate in USF's education program or activities at the time of filing the complaint.

Additionally, the Title IX Coordinator *may* dismiss any formal complaint if one or more of the following is true:

- At any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complaint or any allegations therein
- The Respondent is no longer enrolled or employed by the University
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein

Upon a dismissal required or permitted under the federal Title IX regulations, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale to the parties simultaneously. The parties (meaning the Complainant and Respondent) will have an opportunity to appeal this decision by contacting the Title IX Coordinator.

If a dismissal occurs, the Title IX Coordinator may refer or reinstate the allegations for resolution under an alternative campus process or by another USF office, if appropriate.

The University recognizes that incidents which fall outside of the narrow scope of the Title IX regulations may also negatively impact access to the institution's education programs and activities and are counter to the mission and values of the institution. Therefore, the University will make every effort to stop, remedy, and prevent these occurrences via other USF offices, including but not limited to Student Conduct, Human Relations, Academic Affairs, and/or University Police.

STEP THREE: CHOOSE AN ADVISOR (if you have not already)

The parties are each entitled to an Advisor of their choice to accompany them to any and all meetings pertaining to the complaint. An Advisor can be anyone, including but not limited to an attorney, friend, roommate, or parent. Advisors can be extremely helpful in assisting parties with navigating the Title IX resolution process, especially when it comes to the hearing. The University is required to have a live hearing as part of its formal grievance process. At the live hearing, the Decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a party does not have an Advisor, the University will provide an Advisor, without fee or charge, from a pool of trained Advisors. University-appointed Advisors are not attorneys.

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]

Below is a list of on-campus, community-based, and national advocacy services available:

- USF Victim Advocacy Tampa & Sarasota-Manatee: **813-974-5756** or 24/7 hotline at **813-974-5757**; 4202 E Fowler Ave, SVC 2057, Tampa, FL 33620; <https://www.usf.edu/student-affairs/victim-advocacy/>
- USF Victim Advocacy St. Petersburg: **727-873-4422** Option 4; 140 7th Ave S., SLC 2200, St. Petersburg, FL 33701; <https://www.stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx>
- [The Crisis Center of Tampa Bay](#)
- [The Suncoast Center of Pinellas County](#)
- [Safe Place and Rape Crisis Center Sarasota-Manatee](#)
- [National Center for Injury Prevention and Control](#)
- [National Organization for Victim Assistance \(NOVA\)](#)
- [National Coalition of Anti-Violence Programs \(NCAVP\)](#)

STEP FOUR: INVESTIGATION

Trained Investigators will conduct an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview the parties and witnesses and prepare a report. Your Advisor can accompany you to all interviews, but they may not speak for you or answer questions for you. The Title IX Coordinator will review with your Advisor their role prior to your interview with investigators. Should an

Advisor disrupt an interview, Investigators will first request a short break. Should the disruption continue, Investigators will end the meeting and reschedule the remainder of the interview at a later date.

The Investigators will request you supply any evidence you may have in its original unaltered form (if applicable). They will also request you supply a list of witnesses you would like them to interview. Witnesses must have information relevant to the allegations. Investigators will not interview character witnesses. Both Parties are allowed to provide evidence and witnesses. The University may also identify additional witnesses and/or evidence not provided by the Parties. As part of the investigation, Parties and their Advisors will be provided access to all relevant and directly related evidence collected and will be given an opportunity to review and comment upon it. Parties and Witnesses are not required to meet with investigators and may decline to participate.

STEP FIVE: HEARING

The University resolution process provides for a neutral and independent Decision-maker. The Decision-maker(s) will have the opportunity to question Investigators, parties, and witnesses during a hearing. Hearings are held via video conference. During the hearing, parties' Advisors will have the opportunity to question the other party and witnesses. The Decision-maker(s) must first decide to allow or deny each question posed to a Party or Witness. A question may be denied if it is deemed irrelevant or has already been asked and answered. The Parties may supply their questions to the Decision-maker(s) prior to the hearing for ruling so they will know before the hearing which questions will be allowed. The Parties may also provide their questions to the Decision-maker(s) and request that the Decision-maker(s) ask their questions at the hearing.

Standard of Evidence: The University uses a preponderance of evidence standard of evidence. This means that Decision-makers consider whether, given the available relevant, credible evidence, it is more likely than not that a violation of policy occurred.

Past History: Questions and evidence about the Complainant's sexual predisposition cannot be asked. Questions about a Complainant's prior sexual behavior cannot be asked unless:

- Such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, OR
- The questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

STEP SIX: FINAL DETERMINATION

The parties will be informed of the outcome of the University's resolution of a complaint in writing, without significant delay between the notifications to each party. This notice will include the final determination, any sanctions imposed, a rationale for the final determination and any sanctions, the institution's procedures for the parties to appeal, any change to the results that occurs prior to the time that such results become final, and when the University considers those results to be final.

STEP SEVEN: APPEAL

The Complainant or Respondent may appeal a decision. Employees have 30 days to appeal and students have 5 days to appeal on the basis of grounds permitted by University policy. All parties are included in any appeal reconsideration and have equal rights of participation. All appeals are conducted by written exchange of materials. See [Policy 0-004](#) for further details on appeal procedures.

TIMELINES FOR RESOLUTION

USF is committed to resolving complaints within a reasonably prompt timeframe. The University's policy and procedures detail this timeline more specifically. USF's process allows for the temporary delay of the grievance process or limited extensions of time frames for good cause with written notice to the Complainant and the Respondent. This notification will include specifics of the delay or extension with a detailed reason for the action. Contact the Title IX Coordinator if you need a delay in the process, or an extension for an aspect of the process.

ALTERNATIVE RESOLUTION PROCESS

To initiate an alternative resolution process, a Complainant must submit a formal complaint. Parties who wish to initiate an alternative resolution process should contact the Title IX Coordinator. All parties must agree, in writing, to initiate an alternative resolution process. It is not necessary to pursue alternative resolution first to pursue a formal grievance process, and any party participating in alternative resolution can stop the process at any time and begin or resume the formal grievance process.

Alternative Resolution Approaches

Alternative Resolution is an informal approach by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, taking into account any power dynamics between the parties
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history
- Whether an emergency removal is needed
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors. Alternative Resolution agreements are not subject to appeal once agreed upon by all parties.

RIGHTS OF COMPLAINANTS AND RESPONDENTS

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, and/or retaliation made in good faith to USF officials
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations
- The right to be informed in advance of any public release of information by USF regarding the allegation(s) or underlying incident(s), whenever possible
- The right not to have any personally identifiable information released by USF to the public without consent provided, except to the extent permitted by law
- The right to be treated with respect by USF officials
- The right to have USF policy and procedures followed without material deviation
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence
- The right not to be discouraged by USF officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities
- The right to be informed by USF officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by USF in notifying such authorities, if the party so chooses. This also includes the right to not be pressured to report
- The right to have allegations of policy violations responded to promptly and with sensitivity by USF law enforcement and/or other USF officials
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; and/or other services, both on campus and in the community
- The right to a University-implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct and that person is affiliated with USF
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Visa/immigration assistance
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete or withdrawal from a class
 - Transferring class sections
 - Temporary withdrawal or leave of absence
 - Alternative course completion options
 - Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee Assistance Program (EAP)
 - Referral to community-based service providers
 - Student financial aid counseling
 - Altering campus housing assignments and assistance from USF staff in completing the relocation
 - Safety planning
 - Implementing contact limitation between the parties (no contact orders)
 - Trespass orders for parties not affiliated with USF
 - Timely warnings

- Increased security and monitoring of certain areas of campus
- Any other actions deemed appropriate by the Title IX Coordinator
- The right to have USF maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the USF's ability to provide the supportive measures
- The right to receive sufficiently advanced, written notice of any meeting or interview
- The right to have the Investigator(s), Advisors, and/or Decision-maker(s) identify and question relevant available witnesses, including expert witnesses
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant, may be asked of any party or witness
- The right to have inadmissible prior sexual predisposition/history or irrelevant character evidence excluded by the Decision-maker
- The right to know the relevant and directly related evidence obtained and to respond to that evidence
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record
- The right to receive a copy of all relevant and directly related evidence obtained by the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10) day period to review and comment on the evidence
- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) days to review and comment on the report prior to the hearing
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant
- The right to regular updates on the status of the investigation and/or resolution
- The right to have complaints addressed by Investigator(s), Title IX Coordinator(s), and Decision-maker(s) who have received relevant annual training
- The right to preservation of confidentiality/privacy, as permitted by law
- The right to meetings, interviews, and/or hearings that are closed to the public
- The right to petition that any USF representative in the process be recused on the basis of disqualifying bias and/or conflict of interest
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process
- The right to the use of the preponderance of the evidence standard to make a finding after an objective evaluation of all relevant evidence
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process (if any) and a detailed rationale of the decision including an explanation of how credibility was assessed, delivered simultaneously (without undue delay) to the parties
- The right to be informed in writing of when a decision by the institution is considered final and any changes to the final determination or sanction(s) that occur post Notification of Outcome

- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal
- The right to a fundamentally fair resolution as defined in these procedures

SANCTIONS AND REMEDIES

There are several factors considered when determining a sanction. Sanctions are imposed and enforced when the Respondent has been found in violation of University policy. Some considerations for sanctioning include:

- The nature, severity, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions to end discrimination, harassment, and/or retaliation
- The need for sanctions to prevent future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effect of discrimination, harassment, and/or retaliation on the Complainant and community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

Sanctions are typically implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

Examples of student sanctions are:

- Alcohol and/or Substance Use Education Sanctions
- Assignments/Seminar/Workshops
- Conduct Probation
- Deferred Suspension
- Expulsion
- Housing Restriction
- No Contact Order
- Restrictions
- Restitution
- Suspension
- Written Reprimand

For a detailed explanation of sanctions see the [Student Code of Conduct](#).

Examples of employee sanctions are:

- Written Reprimand
- Administrative Leave
- Termination of Employment

More information about employee sanctions can be found on the [USF Human Resources website](#).

Long-term Remedies/Other actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties

and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

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

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

- Annual Security & Fire Safety Report
- Title IX-VAWA Guide (APPENDIX F)
- Title IX-VAWA 1-page flyer (APPENDIX E)
- Employee Assistance Program
- Title IX Responsible Employee Training (Title IX & VAWA Training)
- Title IX website

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:

Tampa campuses: Center for Victim Advocacy and Violence Prevention at **(813) 974-5756** or va@usf.edu; for immediate after-hours support, call the Victim Helpline at **(813) 974-5757**

St. Petersburg campus: Wellness Center at **(727) 873-4422**

Sarasota-Manatee campus: Resources at **(813) 974-5756**



Chapter 4: Institutional Disciplinary Action for Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Our university has policies and procedures in place to investigate and take institutional disciplinary action against students, employees, vendors, visitors, and third parties found responsible for committing sexual assault, domestic violence, dating violence, or stalking within our Clery Geography. Our investigations and associated disciplinary actions occur independently of the criminal justice system and are aimed at ensuring the safety and security of the USF community and providing support to victims of these acts.

Trained investigators and adjudicators conduct Title IX investigations and disciplinary proceedings, respectively, in accordance with Title IX and USF policies.

Title IX-VAWA Compliance (“Title IX”) within the Office of Compliance & Ethics is responsible for investigating allegations of sexual assault, domestic violence, dating violence, or stalking reported to them as having occurred within our Clery Geography. Final Title IX Investigative Reports (“FIRs”) are forwarded to the USF office responsible for performing an institutional disciplinary proceeding and/or taking appropriate institutional action based on the identity of the accused individual (the “Respondent”) in accordance with USF Policy 0-004:

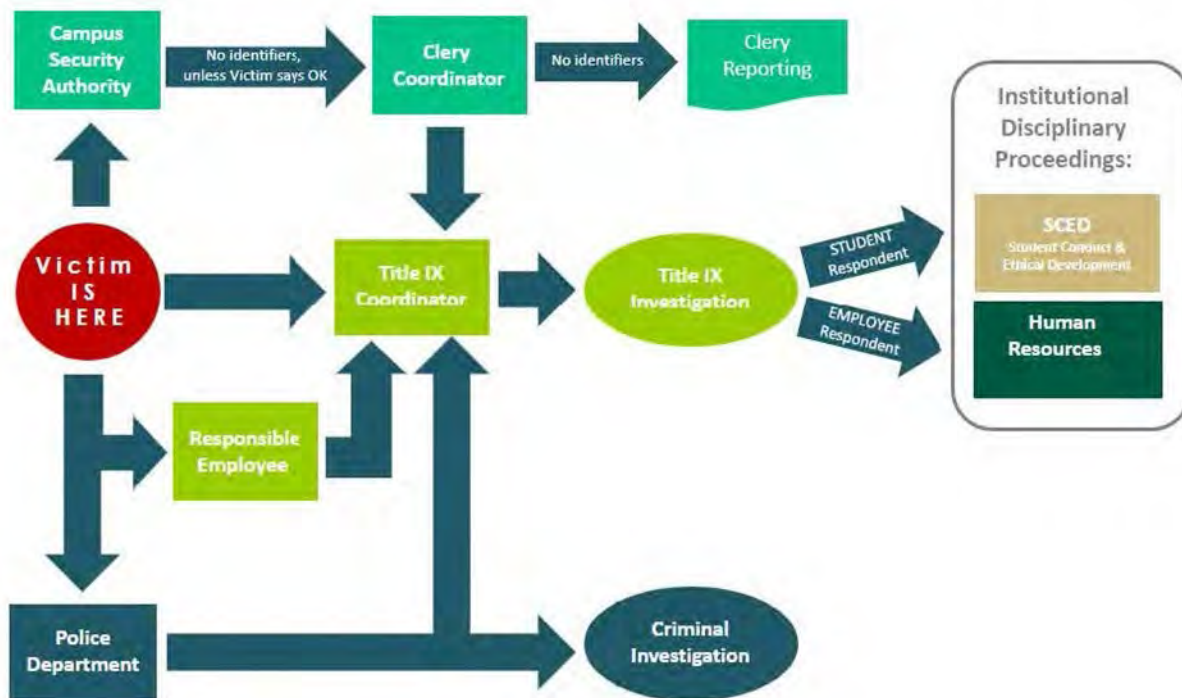
- When the Respondent is a USF student, Title IX forwards the FIR to Student Conduct and Ethical Development (SCED). This unit applies processes detailed in the Student Code of Conduct under USF Regulation 6.0021. If a formal charge is made, the case will be heard at a formal hearing by a trained hearing panel or an administrative conduct officer. More details about institutional proceedings, actions, and the associated appeals process under the Student Code of Conduct are provided in the SCED section of this annual report.
- When the Respondent is a USF employee, Title IX forwards the FIR to Human Resources for further disciplinary processing. The case will be heard at a formal hearing by a trained Hearing Administrator. If the Respondent is found responsible, appropriate university offices will impose institutional disciplinary actions pursuant to USF policies and procedures.
- When the Respondent is both a USF employee and a student, or their status as such is unclear, Title IX determines their primary relationship with the University and processes the case accordingly.

For cases that fall under federal Title IX regulations, parties are required to have an advisor to conduct cross examination on their behalf during the live hearing. If the party does not have a chosen advisor at the time of the hearing one will be appointed by the university to conduct cross examination as outlined in Title IX federal regulations.

How the Title IX Office receives such reports, investigates them, and forwards their investigatory results to the appropriate office for institutional disciplinary proceedings is summarized in the chart below.

Reporting, Investigating, and Institutional Disciplinary Proceedings

for Allegations of Sexual Assault, Dating Violence, Domestic Violence, and Stalking involving Victims within USF's Clery Geography



Title IX Investigations

The following information summarizes the general procedures used by the Title IX Office to investigate allegations of sexual assault, domestic violence, dating violence, and stalking. More information on Title IX investigations is found in USF Policy 0-004, available online here:

<https://usf.app.box.com/v/usfpolicy0-004>.

The Title IX Office is responsible for intake of reported allegations of sexual assault, domestic violence, dating violence, or stalking reported to them occurring within our Clery Geography.

Complainants and Respondents have the right to have one support person/advisor of their choice (barring no conflict of interest) accompany them to any meeting related to a report or investigation. Union members may have a union representative present in addition to a support person.

Complainants also have the legal right to file an external complaint with an applicable state or federal agency. The Title IX Office maintains all records pertaining to investigations conducted by the Title IX Office. The privacy of investigative records is governed by Title IX laws, Florida Statute 119, the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable federal, state and University recordkeeping policies.

Title IX Initial Assessment

The Title IX Office performs an initial assessment of reports of sexual assault, dating violence, domestic violence, and stalking via the following steps:

- Reviews reports made to its office to determine whether it has jurisdiction to investigate under Title IX regulations. If the complaint does not fall under the federal jurisdiction of Title IX, the Title IX Coordinator must dismiss the complaint under Title IX. The Title IX Coordinator advises the reporting person and refers them to the appropriate office (if applicable).

- b. Contacts the Complainant (victim) to provide interim remedial and protective measures, support resources, and resolution options.
- c. Invites the Complainant to attend an informational meeting “info session” to discuss their rights and options. Options may include informal resolution or formal resolution through alternative resolution or investigation.
- d. The Title IX Office reviews all resolution options available with the Complainant, including a formal investigation.
- e. If the Complainant does not respond to the Title IX Office's outreach or responds and indicates a desire to not participate in the University's investigative process or responds and requests that an investigation not be conducted, the Title IX Coordinator will make a determination to move forward or close the case, after assessing the potential safety risks to the community. The Complainant's request will be considered when weighing whether or not to open an investigation.

Title IX Investigation Process

The investigative process begins with a formal written complaint signed by the Complainant outlining the allegations and requesting the university investigate the allegations. The Title IX Coordinator reviews the allegations to determine if the alleged conduct, if occurred as alleged, falls under the Title IX regulations. If the allegations do not fall under the jurisdiction of Title IX per federal Title IX mandates, the Title IX Coordinator will dismiss the complaint and refer the complaint to the appropriate process (if applicable). The Complainant may request to appeal this decision to the Title IX Coordinator to dismiss a complaint under Title IX.



In cases where the Title IX Coordinator determines it is necessary to proceed with an investigation when the Complainant does not wish to proceed as a named party in the investigation, the Title IX Coordinator will sign the complaint and issue a formal Notice of Investigation outlining the allegations.

The Title IX Office may consult other individuals (including the Respondent) or offices within the University to implement interim measures.

If, based on the allegations, the Title IX Office determines the alleged conduct may violate University policies or regulations, a Title IX investigation proceeds as follows.

- 1) The Title IX Coordinator issues a formal Notice of Investigation (NOI) to both parties (the Respondent and Complainant) simultaneously. The NOI includes specifics relating to the allegations and any protective measures, if any, impacting both parties, such as a No Contact Order.
- 2) The Respondent is invited to attend an information session to review the university's Title IX investigative process, interim remedial and protective measures, support resources available to them, and their rights throughout the process.
- 3) Title IX Investigators conduct individual interviews with the Complainant, Respondent, and witnesses, and collect all relevant evidence. The Complainant and Respondent are not permitted to participate in each other's interview process.
- 4) All interviews are recorded in written form. Each interviewee is provided with the opportunity to review their respective interview summaries with investigators to ensure accuracy and provide any additional information.
- 5) Complainants and Respondents are given 10 days to view and provide comments on the FIR.
- 6) After the comment period, Title IX investigators finalize the FIR and provide it to the Title IX Coordinator for a final procedural review. The Title IX Coordinator reviews the Final Investigative Report (FIR) to ensure compliance with Federal Law and associated guidance; and institutional policies and procedures.
- 7) The Title IX Office forwards the Final Investigative Report to the appropriate office (SCED or HR) for institutional disciplinary proceedings.

Timeline

The Investigation Process is generally concluded within sixty-to-ninety (60-90) business days of the filing of a Formal Title IX Complaint. This timeframe may be extended for good cause by the Title IX Coordinator (or a designee), who will provide notice to the parties, including any reason for the extension, and the amended timeline.

Student Respondents

The Title IX Office refers Final Investigation Reports involving USF Student Respondents via conduct referral to Student Conduct & Ethical Development (SCED). This office is responsible for institutional disciplinary proceedings under the Student Code of Conduct. Details about the Student Code of Conduct and institutional disciplinary proceedings administered by SCED are provided in Chapter 5 of this report.

Employee Respondents

The Title IX Office refers Final Investigation Reports involving USF Employee Respondents to HR for adjudication via live hearing administered by a hearing administrator. The hearing process will result in either a finding of responsible or not responsible using the preponderance of the evidence standard (whether it is more likely than not that sexual harassment occurred). Results of the hearing will be provided within 30 days to the Complainant and Respondent simultaneously via the Outcome Letter. In

cases where there is a finding of responsibility, the appropriate offices will review and impose disciplinary action.

Right to Appeal Title IX Investigative Report

Both the Respondent and the Complainant may appeal a finding. Student appeals should be sent to the Dean of Students within five (5) days of receipt of the final outcome letter. Employee appeals should be sent to the Chief of Staff (or as otherwise designated) within thirty (30) days of receipt of the final outcome letter.

Title IX Process Resources

For more information about Title IX and the Title IX investigatory process, consult the resources below. Contact information for the USF Title IX Coordinator and campus-specific contacts is provided in the Contact chapter of this report.

- USF Policy 0-004: Sexual Misconduct/Sexual Harassment (including Sexual Violence): <https://usf.app.box.com/v/usfpolicy0-004>
- USF Regulation 6.0021 (Student Code of Conduct): <https://usf.app.box.com/v/usfregulation60021>
- USF Policy 1-022: Consensual Relationships: <https://usf.app.box.com/v/usfpolicy1-022>
- How to Report a Title IX Incident: <https://www.usf.edu/title-ix/gethelp/file-a-report.aspx>
- USF Title IX website: <https://www.usf.edu/title-ix/>

Potential Student Sanctions

Sanctions may be imposed on USF students. See Chapter 5 for more information on student sanctions administered by SCED.

Potential Employee Sanctions

Sanctions may be imposed on USF employees found responsible for sexual assault, dating violence, domestic violence, or stalking via the Title IX investigatory process.

The following USF regulations address disciplinary actions our institution may impose on employees found to have violated USF regulations and policies:

- USF Regulation 10.212: Discipline, Misconduct, and Incompetence (Staff) – available on the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfregulation10212>
- USF Regulation 10.112: Discipline, Misconduct, and Incompetence (Faculty) – available on the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfregulation10112>

Employee disciplinary actions are governed by Human Resources pursuant to HR Procedure – USF Progressive Steps for Disciplinary Action, available on the HR website.

Potential sanctions for employees found responsible via our institutional processes and proceedings for engaging in sexual assault, dating violence, domestic violence, or stalking are limited to the following disciplinary actions:

- Suspension
- Dismissal



Confidentiality and Protective Measures

Protecting Confidentiality

The University protects the confidentiality of victims and other necessary parties in accordance with applicable federal and State of Florida laws. Our institution completes publicly available recordkeeping and, for purposes of Clery Act reporting and disclosure, any identifying information for a victim and witnesses are redacted from any public records request, per Florida statute. All criminal reports are redacted per Florida State Statute 119 and are reviewed by the USF Office of the General Counsel prior to release to any requesting party not involved in the report.

Range of Protective Measures

Depending on the specifics of the incident and the victim's wishes, USF can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking, regardless of whether the victim is a student or employee. The University maintains as confidential any such accommodations or protective measures provided to victims to the extent that maintaining confidentiality does not impair our ability to provide these measures. This confidentiality is provided to the extent permissible under local, state, and federal law. Accommodations are provided if the victim requests it and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Protective Measures for Students

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

- Academic adjustments
- On-campus housing adjustments
- Referral to resources
- No contact, non-retaliatory order, or directive
- The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. Emergency Removal is not considered a finding or sanction.

Any protective measures made for student victims, complainants, or witnesses will be designed to minimize the burden on their educational program while also ensuring that the university is mindful of the Respondent's rights.

Protective Measures for Employees

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

- Changing shift hours so they do not overlap with the other party.
- Issuing a no contact, non-retaliatory directive preventing communication and interaction between the Respondent and Complainant.
- Changing the work environment in some other manner so the Complainant and Respondent do not have any workplace interaction.
- The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any individual justifies removal. Emergency Removal is not considered a finding or sanction.

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

Preventative Measures for the USF Community

In addition to the interim measures for students and employees outlined above, the Title IX office coordinates measures to address sexual assault, dating violence, domestic violence, and gender-based stalking across USF.

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

FERPA and Institutional Disciplinary Action

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

Chapter 5: Student Conduct and Ethical Development Proceedings and Actions

STUDENT CONDUCT PROCESS

Student Conduct and Ethical Development Proceedings and Actions

Incidents involving students accused of violating institutional policies and regulations.

Student Conduct and Ethical Development (“SCED”) supports the goals, mission, values, and visions of the University of South Florida (“University” or “USF”) by promoting responsibility and adherence to the standards of behavior outlined in the Student Code of Conduct (“Code”). SCED implements and oversees the Student Code of Conduct and its associated processes and proceedings as codified in USF Regulation 6.0021, available online at <https://usf.app.box.com/v/usfregulation60021>.

The University of South Florida is one institution with three campuses. An incident will be referred to the campus where the incident occurred or as designated by the Director of SCED, or designee.

The Code and Student Conduct Process apply to the behaviors of any student and student organization regardless of location or forum that are inconsistent with the goals and mission of USF. This includes (1) conduct that may present a danger or threat to the health and/or safety of students or others, (2) conduct that adversely affects the University community and/or the pursuit of its mission, (3) and/or conduct that violates state or federal laws. Students and student organizations are responsible for their guests and may be held accountable for their guests’ behavior.

The Student Conduct Process is educational and designed to address student and student organization behavior; therefore, the University will address any alleged violations of the Code independently of any criminal or civil court process. The Student Conduct Process may be carried out prior to, concurrently with, or following civil or criminal proceedings. Determinations made or sanctions(s) imposed as a result of the Student Conduct Process will not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of the charged student. The University is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal case. Student conduct cases that may result in suspension or expulsion must be resolved prior to the awarding of any degree or certificate.

Filing an Incident Report

A student and student organization’s conduct may be reported online to SCED by any individual or entity for review of a potential conduct violation(s). A report may be submitted online using the designated referral [form](#). Incident reports must be submitted within six (6) months following the incident or obtaining knowledge about the incident, whichever is later. Exceptions to this filing time include, but are not limited to, cases involving sexual harassment, dating violence, domestic violence, and stalking and may include other extraordinary cases, as determined by the Director of SCED, or designee.

All reported information will be reviewed by the Director of SCED, or designee, to determine appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges, referral to another department, or an information meeting to determine resolution of the report and potential conduct violations.

Temporary Restrictions

Temporary restrictions may be issued to ensure a safe environment that promotes personal accountability and supports student success. SCED can issue temporary restrictions to any student and student organization involved in an incident, regardless of whether a determination of potential violations has been made. These may include, but are not limited to, interim suspension, removal from on-campus

housing, no contact orders, restrictions from clubs, events, and organizational activities, and/or restrictions from specific areas on university premises. The student and student organization will receive written notice detailing the issued temporary restrictions.

The charged student's enrollment status will remain unchanged pending the outcome of a Formal Hearing, except in cases of interim suspension. The hearing outcome will indicate if enrollment status will be changed between written notice of outcome of a Formal Hearing and the conclusion of an Appeal, if applicable.

Issuance of Charges

If the report remains in SCED, the Director of SCED, or designee, will review the incident report to determine if further fact gathering is necessary or if sufficient information exists for the issuance of charges of violations of the Code. In general circumstances, a review of the incident report will be completed to make a determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15) days of receipt of the incident report unless further fact gathering is determined necessary by the Director of SCED or designee.

If sufficient information exists, the student and student organization will receive written notice of charges. The written notice will include date, time, and location of the Informational Meeting, as well as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation to attend an information meeting, and any other details to prepare for the Student Conduct Process.



Informational Meeting

The charged student or student organization, and in specific cases, complainant will be invited to attend an Informational Meeting with a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the Student Conduct Process, due process rights, allegations and charges, and review all available information supporting the charges of violations of the Code. Following the Informational Meeting, the Hearing Officer may collect additional relevant information regarding the incident. The charged student, student organization, and in specific cases, complainant will receive written notice no later than five (5) days prior to the date of the Informational Meeting. This is a private meeting and will be closed to spectators, unless otherwise specified (e.g. advisor).

If the charged student or student organization, and in specific cases, complainant, fails to attend or re-schedule an informational meeting, they will have waived their opportunity to participate in an Informational Meeting, and SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by the Director of SCED, or designee, based on the severity of charges and/or possible sanctions (e.g., suspension or expulsion).

Due Process Rights

Charged Student/Student Organization Rights

The charged student and student organization has the following rights during the Student Conduct Process:

1. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process. For cases under the jurisdiction of USF Policy 0-004 Sexual Misconduct-Sexual Harassment, the University will appoint an advisor for the purpose of cross-examination during a Formal Hearing if one is not chosen.
2. Written notice of the charges and allegations.
3. A fair and impartial hearing.
4. The right to presumption that no violation occurred. The burden of proof is on the University, and the standard of proof is the preponderance of the evidence.
5. The opportunity to present relevant information.
6. To not provide self-incriminating testimony. Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.
7. The opportunity to review all available information supporting the charges of violations of the Code, including all known witnesses who have or may provide information prior to resolution.
8. To receive written notice of the outcome of the selected resolution option within five (5) days of the Resolution Agreement or Formal Hearing.
9. The opportunity to present and question witnesses and, in specific cases complainants in accordance with Formal Hearing procedures.
10. To submit a written appeal.

In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking, and violence:

1. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live video from another location, and/or to participate in a manner that avoids direct contact with the complainant as long as such participation does not infringe on the charged student's right to question the complainant during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.
2. To submit a written impact statement in advance of the Formal Hearing.
3. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant,

when determining if a conduct violation has occurred.

Complainant Rights

A complainant has the following rights during the Student Conduct Process:

1. To be accompanied by an advisor of their choice and expense throughout the Student Conduct Process. For cases under the jurisdiction of USF Policy 0-004 Sexual Misconduct-Sexual Harassment, the University will appoint an advisor for the purpose of cross-examination during a Formal Hearing if one is not chosen.
2. Written notice of the charge(s) and allegations.
3. A fair and impartial hearing.
4. The opportunity to present relevant information.
5. To not provide self-incriminating testimony. Invoking the right against self-incrimination will not be considered as a negative factor in the decision of the Hearing Officer or Hearing Body.
6. The opportunity to review all available information supporting the charges of violations of the Code, including all known witnesses who have or may provide information prior to resolution.
7. To receive written notice of the outcome of the Formal hearing within five (5) days of the Formal Hearing.
8. The opportunity to question witnesses and the charged student in accordance to the Formal Hearing procedure.
9. To submit a written appeal.
10. The ability to request alternate arrangements for participation in the Formal Hearing via audio or live video from another location, and/or participate in a manner that avoids direct contact with the charged student as long as such participation does not infringe on the complainant's right to question the charged student during the Formal Hearing or infringe on the implementation of Formal Hearing procedure.
11. To submit a written impact statement in advance of the Formal Hearing.
12. To not have prior sexual history considered, except for the testimony offered by the complainant or respondent about their shared sexual history that the panel deems relevant, when determining if a conduct violation has occurred.



Advisor

The charged student, student organization, and in specific cases, complainant (unless the conduct violation is under the jurisdiction of Title IX of the Education Amendments of 1972) may be accompanied by an advisor of their choice and expense throughout the Student Conduct Process with the following guidelines:

1. The advisor cannot have a potential conflict of interest between the University and/or the case or create an unreasonable conflict with the fair administration of the Student Conduct Process. For example, the advisor cannot serve in any other role, including as a witness, an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge or any appeal.
2. The advisor may be present to advise the student and may participate in all aspects of the proceeding but shall not testify for the student. If the advisor is an advocate or legal representative, they must adhere to the same guidelines as any other advisor.
3. It is the student, student organization, and complainant's responsibility to make appropriate arrangements for their advisor to accompany them throughout the Student Conduct Process. The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the parameters of their role. This dismissal will not affect the process and all proceedings will continue.

In cases under the jurisdiction of Title IX of the Education Amendments of 1972, the charged student, student organization, and complainant may be accompanied by an advisor of their choice* throughout the Student Conduct Process. The following pertains to the role of the advisor in these specific cases.

The advisor must conduct cross-examination of the charged student, student organization, complainant, and witness(es). If the charged student, student organization, or complainant does not have an advisor of their choosing present at the Formal Hearing, the University shall appoint an advisor of the University's choosing for the sole purpose of conducting cross-examination. The University cannot guarantee the appointed advisor will be equal to the chosen advisor of the charged student, student organization, or complainant. Specifically, should the charged student, student organization, or complainant's chosen advisor be an attorney, the University is not obligated to appoint an advisor who is an attorney. A party may reject the University's appointment of an advisor, but they may not proceed without an advisor.

If the party's advisor will not conduct the cross-examination, the University will appoint an advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself.

**Choosing an advisor who is also a witness in the Student Conduct Process creates potential for bias and conflict of interest. A charged student, student organization, or complainant who chooses an advisor who is also a witness can anticipate the issues of potential bias will be explored by the Hearing Officer/Hearing Body.*

Resolution Options

A student or student organization has the right to a resolution of any alleged violation of the Code through the Student Conduct Process unless waived as outlined below. The Student Conduct Process provides two resolution options. Cases involving allegations of sexual harassment, stalking, and violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent with state and federal guidelines.

*Resolution Agreement**

Available when the charged student or student organization waives their right to a Formal Hearing and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional relevant information to make an informed decision. The meeting will not be audio-recorded, and the written outcome will serve as the official record of the Resolution Agreement. The student or student organization will receive written notice of the Resolution Agreement within five (5) days, except in the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the determination regarding responsibility for conduct violations and applicable sanctions.

**Not available for cases that could result in removal from on-campus housing or separation from the University.*

If a Resolution Agreement is not signed, a student or student organization and in specific cases, complainant has up to three (3) days after the Informational Meeting to choose a hearing forum. If the charged student or student organization fails to select a hearing forum, SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by the Director of SCED, or designee, based on the severity of charges, information gathered, and/or possible sanctions (e.g. suspension/expulsion).

Formal Hearing

Formal Hearings include two types of forums 1) Administrative Hearing and 2) University Conduct Board.

Administrative Hearing - Conducted by a single Hearing Officer who serves as the Hearing Body. If the charged student elects an Administrative Hearing, the charged student waives their right to the University Conduct Board.

University Conduct Board (UCB) – Conducted by a panel which serves as the Hearing Body. The UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing Officer will moderate the hearing and be excluded from deliberations. If the charged student elects a University Conduct Board, the charged student waives their right to an Administrative Hearing. The panel is selected from a pool of trained students, faculty, and staff who are members of the UCB. UCB members go through a formal recruitment, selection, and training process facilitated by SCED.

If the charged student, or in specific cases, the complainant fails to select a Formal Hearing forum, the Formal Hearing forum will be determined by the Director of SCED or designee, based on the severity of charged and/or possible sanction (e.g. suspension/expulsion). If both parties do not agree on the hearing forum, the chosen hearing forum will be a University Conduct Board. This includes cases under the jurisdiction of USF Policy 0-004 Sexual Misconduct-Sexual Harassment.



Hearing Notice

The charged student or student organization will receive written notice and access to relevant information no later than ten (10) days prior to the date of the Formal Hearing. The written notice will include date, time, and location of the hearing, as well as the specific charges of violations of the Code, a brief description of the allegation(s), names of witnesses to be called by the University, a list of available inculpatory and exculpatory information to be used in the hearing, an outline of the Formal Hearing proceeding, and the name(s) of the Hearing Officer and Hearing Body.

In cases involving sexual harassment, stalking, and violence, or under the jurisdiction of USF Policy 0-004 Sexual Misconduct-Sexual Harassment, the charged student or student organization, and complainant will receive similar written notice and access to relevant information no later than fifteen (15) days prior to the date of the Formal Hearing.

Basis for Appeal and Appeal Process

The charged student or student organization and in specific cases, complainant may appeal in writing the outcome of a Formal Hearing within five (5) days of the date of the Formal Hearing outcome letter. The appeal must be in writing to the Dean of Students, or designee, and the burden of proof rests with the individual or organization appealing to clearly demonstrate the basis for appeal.

Basis for Appeal

An appeal is not a rehearing of the conduct case and will not be accepted simply because the individual is dissatisfied with the outcome of the Formal Hearing. The basis for appeal includes:

1. A violation of due process rights or failure of the University to follow the Student Conduct Process established in this Code that substantially affected the outcome.
2. The introduction of new information that was not available and could not be presented at the time of the Formal Hearing. The individual appealing must demonstrate how the new information could have substantially affected the outcome. The outcome of a criminal or civil case is not considered new information for the purpose of an appeal.
3. The severity of sanction(s) imposed was disproportionate to the responsible conduct violations.

Additionally, for cases under the jurisdiction of Title IX of the Education Amendments of 1972:

4. The Title IX Coordinator, investigators, or Hearing Officer/Hearing Body had a conflict of interest or bias for or against charged students or complainants generally or the specific charged student, student organization, or complainant that affected the outcome.

Appeal Process

The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student Conduct Process. The Appellate Officer will determine if there is sufficient information to substantiate the basis for appeal.

If so, the Appellate Officer may either deny the appeal, therefore upholding the original outcome of the Formal Hearing, or do one of the following:

1. If the basis of the appeal is that there was a violation of due process rights or failure to follow the Student Conduct Process which would have substantially affected the outcome, and the Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded for a new Formal Hearing.
2. If the basis of the appeal is new information that could not be presented at the time of the Formal Hearing which would have substantially affected the outcome, and the Appellate Officer accepts

the appeal, the Appellate Officer may request that the case be remanded for a new Formal Hearing.

3. If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate Officer may modify the sanction(s).

Except as required to explain the basis of new information, the review of an appeal is limited to the record of the Formal Hearing and supporting documents.

The charged student or student organization or in specific cases, complainant will receive a written notice of their appeal outcome within ten (10) days of receipt of the appeal, except in extraordinary circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final University decision and there are no further internal University appeals.

For cases under the jurisdiction of USF Policy 0-004 Sexual Misconduct-Sexual Harassment:

- If the basis of the appeal is the Title IX Coordinator, investigators, or Hearing Officer/Hearing Body had a conflict of interest or bias for or against Charged Students or Complainants generally or the specific Charged Student, student organization, or Complainant that affected the outcome, and the Appellate Officer accepts the appeal, the Charged Student, student organization, or Complainant, and in specific cases, the Title IX Coordinator, investigators, and Hearing Officer/Hearing Body will be provided a copy of the submitted appeal and permitted up to five (5) Days to submit a response to the Appellate Officer, if applicable. The Appellate Officer may request that the case be remanded for a new investigation, Formal Hearing, or modify the sanction(s).
- The Charged Student, student organization, or Complainant may submit a request to appeal the outcome of the Formal Hearing. The Charged Student, student organization, or Complainant will be notified in writing when an appeal is received. The Charged Student, student organization, or Complainant will be allowed to review and respond, in writing, to any information provided by the Charged Student, student organization, or Complaint for the purpose of an appeal. The outcome of an appeal must be provided to the Title IX Coordinator.

A student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) of a final University decision. If a student seeks a review with the court, a copy of the petition must also be officially served to the University of South Florida Office of the General Counsel at 4202 E. Fowler Avenue, CGS 301, Tampa, Florida 33620-4301.

Sanctions

Students and student organizations found responsible for conduct violations will be assigned sanctions. Sanctions will be commensurate with the responsible conduct violations. The sanctioning may include consideration of the charged student or student organization's prior conduct record. Sanctions may be more severe for repetitive conduct. Assigned sanctions may include, but are not limited to:

Alcohol and/or Substance Use Education Sanctions: Online educational modules, assessments, and/or meeting with a staff member. The charged student or student organization is responsible for any associated fee(s).

Assignments/Seminar/Workshops: Requirement to attend, present, and/or participate in an in-person or online, workshop, module, and/or seminar. Written research assignments, behavioral reflection papers, or other educational activities may also be a requirement. These sanctions are intended to provide a student with opportunities to achieve specific learning objectives such as engaging in meaningful

reflection on their behavior and the impact on others. The charged student or student organization is responsible for any associated fee.

Conduct Probation: A specified period of time when the charged student or student organization is considered not in good conduct standing with the University. Conduct probation may result in restrictions of privileges and/or activities which may include, but are not limited to, being prohibited from participating in study abroad, serving in specific student leadership roles (e.g., resident assistant, student government). Conduct probation is a period of reflection on behavior and an opportunity to demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may impact the severity of future sanctions.

Deferred Suspension: A specified period of time in which suspension is temporarily withheld pending completion of other sanctions by a specified deadline and the demonstration of satisfactory citizenship. A student or student organization on deferred suspension is considered not in good conduct standing with the University. If the charged student or student organization fails to comply with assigned sanctions, the student or student organization will no longer be on deferred suspension and will be immediately suspended with no further appeal. Further conduct violations while on deferred suspension may impact the severity of future sanctions.

Expulsion: Permanent separation from the University. The student or student organization is considered not in good conduct standing permanently with the University. The charged student and student organization will not have the ability to return as a student or student organization at any point in time. Expulsion will include a restriction or no trespass order for all University premises, including on-campus housing. In cases where the sanction(s) determined by the Hearing Body includes expulsion, the charged student or student organization's privileges at the university, including the ability to attend classes and engage in university activities, will be revoked. A transcript overlay will be placed on the charged student's academic record and an administrative hold will be permanently placed on the student's account. A record of expulsion will be maintained in the student's permanent conduct file in Student Conduct and Ethical Development.

A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in University Housing must contact Housing and Residential Education to determine the financial impact of the cancelled contract.

Housing Restriction: A specified period in which a student is restricted from living in and/or visiting all USF residential facilities (which may include dining halls), including the Greek Village. If applicable, a student may be financially liable for any costs associated with the restriction from living in on-campus housing as outlined in the Cancellation section of the University Student Housing Agreement or Greek Housing Agreement.

No Contact Order: Official directive requesting a student refrain from making contact with another individual(s). Contact may include communication by telephone, in writing, electronically, by third party, or in person both on and off campus.

Restrictions: Specific loss of privileges that may limit participation in student activities and University events or access and use of university premises (e.g., athletic teams, leadership positions, certain buildings and/or locations).

Restitution: Requirement to reimburse the University and/or an individual for the damage, destruction, or vandalism of university buildings or property, private property, and/or personal property. Restitution will be limited to the actual cost of repair or replacement.

Suspension: Separation from the University for a specified period. The student or student organization is considered not in good conduct standing during the period of suspension with the University. The student or student organization will not have the ability to return as a student or student organization until the end of the suspension. Suspension will include a restriction or no trespass order for all University premises. In cases where the sanction(s) determined by the Hearing Body includes suspension, the charged student or student organization's privileges at the university, including the ability to attend classes and engage in university activities, may be revoked. A transcript overlay will be placed on the student's academic transcript, and an administrative hold will be placed on the student's account during the period of suspension. A record of suspension will be maintained in the student's permanent conduct file in Student Conduct and Ethical Development.

A student affected by this sanction may forfeit tuition, housing rent and fees, and other University fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in University Housing must contact Housing and Residential Education to determine the financial impact of the canceled contract.

Written Reprimand: An official notice of conduct that is not in accordance with the University's standards of behavior. Further conduct violations may impact the severity of future sanctions.

For a complete list of these sanctions, consult the Student Code of Conduct regulation (<https://usf.app.box.com/v/usfregulation60021>).

SCED Process Resources

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

USF System Regulation 6.0021 USF System Student Code of Conduct:
<https://usf.app.box.com/v/usfregulation60021>

All SCED Offices:

SCED Website: <https://www.usf.edu/student-affairs/student-conduct-ethical-development/index.aspx>
Phone: **813-974-9443**
Email: studentconduct@usf.edu
Fax: 813-974-7383

St. Petersburg Campus

Location: Student Life Center (SLC) 1700 131 6th Ave S
Address: 140 7th Avenue S., St. Petersburg, Florida 33701

Tampa Campus

Location: John and Grace Allen Building (ALN), Suite 109
Address: 4202 E. Fowler Ave, Tampa, FL 33620

Sarasota-Manatee Campus

Location: Sarasota Manatee Campus (SMC) C107
Address: 8350 N. Tamiami Trail, Sarasota, FL 34243

Chapter 6: Missing Student Notification Procedures

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

Missing Student Policy Statement

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

<https://usf.app.box.com/v/usfpolicy30-025>.

How to Report a Missing Student

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

- Their campus's designated Police Department;
- Their Dean of Students or Student Services Office*, and/or
- Their Housing and Residential Education (HRE) Office*, if the student is a residential student, meaning the student resides in on-campus student housing under a housing contract and is currently enrolled either full- or part-time as a USF student.

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

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

University Police Department (USFPD)

Campus location: 4202 E. Fowler Avenue, UPB 002, Tampa, FL 33620

Phone: (813) 974-2628

Dean of Students Office

Campus location: 4202 E. Fowler Avenue, MSC 4301 Tampa, FL 33612

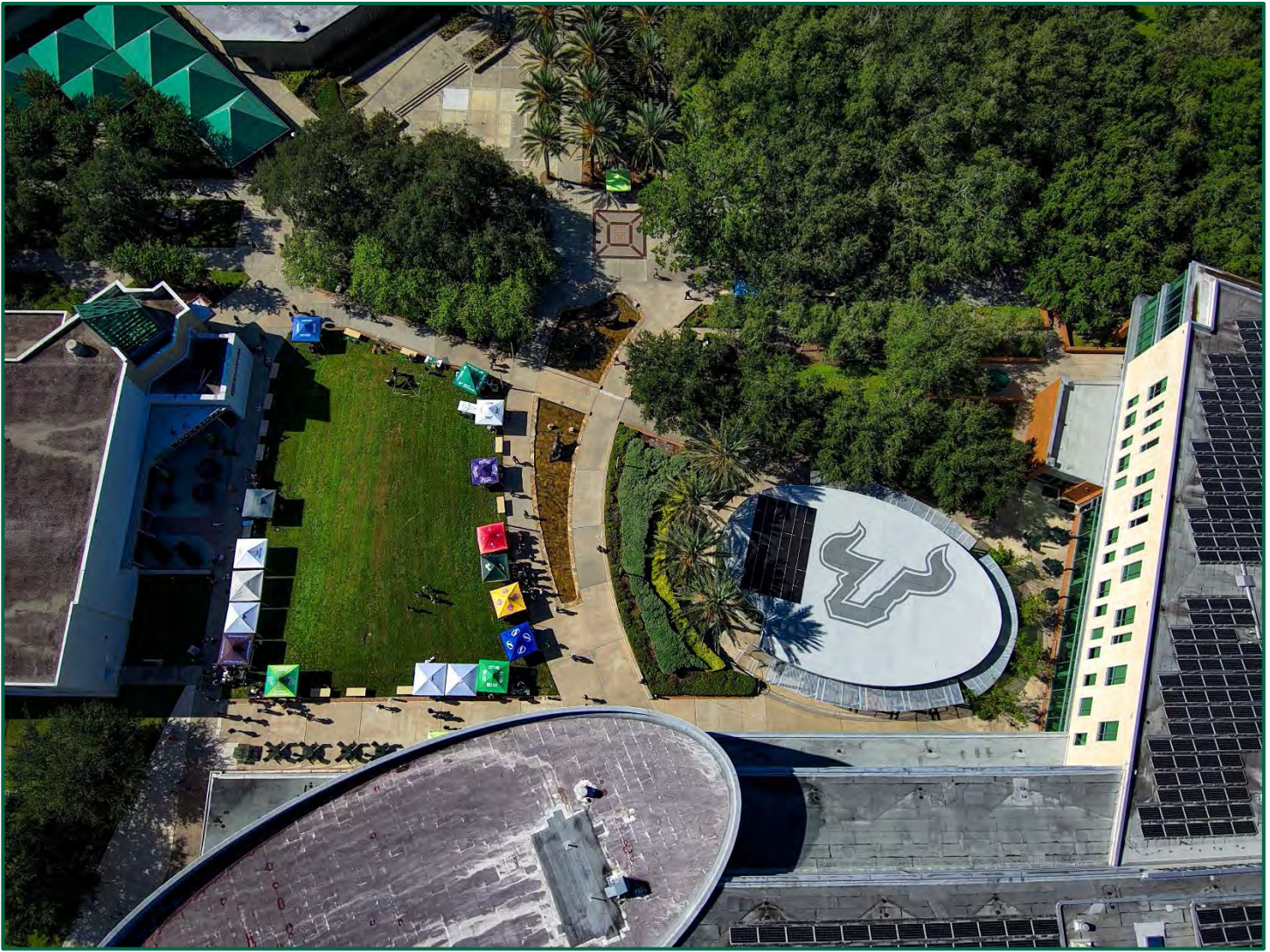
Phone: (813) 974-6677

Office of Housing and Residential Education

Campus location: 4202 E. Fowler Avenue, RAR 229, Tampa, FL 33612-7700

Phone: (813) 974-0001

Email: housing@usf.edu



How to Designate a Missing Student Contact

All USF students are asked to designate an Emergency Contact in OASIS/Banner, our student information system, during orientation and upon enrollment for classes. Residential students will designate a Missing Student Contact in their housing registration process.

Students are advised that their Emergency Contact does not have to be the same person as their Missing Student Contact. The option to designate a Missing Student Contact is provided even if the student has already identified a general Emergency Contact.

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

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

Missing Student Contact Information Confidentiality and Information Release

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

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

Missing Student Investigation Procedures

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

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

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

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

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

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

Missing Student Contact Notification

If the student is not located, the student's Missing Student Contact — indicated in the OASIS/BANNER system and/or in their Housing Emergency Contact Information — will be contacted within 24 hours of the USFPD's receipt of the initial report. If the missing student has not designated a Missing Student Contact, then the student's designated Emergency Contact will be contacted. When there is a discrepancy between the Emergency Contact designated in OASIS/Banner and the Missing Student Contact provided to Housing, the student's designated Emergency contact in OASIS/Banner is first

contacted. If this contact cannot be reached, then the Missing Student Contact provided to Housing is contacted. If the missing student has neither designated an Emergency Contact nor a Missing Student Contact, then the student's parents, legal guardian, or next of kin will be contacted.

The USFPD, in consultation with the Dean of Students, is responsible for determining whom to contact and when.

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

Local Law Enforcement Notification

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



Chapter 7: Emergency Notification Procedure

Our institution has procedures in place to immediately initiate Emergency Notifications to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. "Confirmation" of a significant emergency or dangerous situation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available at the time. "Immediate threat" means an imminent or impending threat, such as a tornado warning. Other examples of significant emergencies or dangerous situations include, but are not limited to:

- Active Threat incidents
- Armed intruders
- Nearby severe chemical or hazardous waste releases.

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

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

Our institution issues Emergency Notifications in accordance with the emergency response and evacuation procedures outlined in our Emergency Operations Plan (EOP). Each campus within USF has an EOP. Each EOP is written in accordance with the framework outlined in USF Policy 6-010: *Emergency Management*. This policy is available on the Office of the General Counsel's website at <https://usf.app.box.com/v/usfpolicy6-010>.

Each campus' EOP contains specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community via Emergency Notifications. These plans require emergency notifications to be issued for confirmed significant emergencies or dangerous situations which pose an immediate threat to the health or safety of students or employees, as long as doing so would not compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency. Our institution utilizes a multi-step process to confirm and issue emergency notifications to our community as follows:

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

More information regarding the Emergency Notification System (ENS) can be found in USF Policy 6-010: *Emergency Management*. This policy is available on the Office of the General Counsel's website at <https://usf.app.box.com/v/usfpolicy6-010>.



Confirming Significant Emergencies or Dangerous Situations

There are multiple methods for community members to report an incident to university public safety officials. However, confirming whether a significant emergency or dangerous situation exists is the responsibility of trained professionals in the following units: Campus Police Department (UPD), Emergency Management (EM), Environmental Health and Safety (EH&S), Facilities Management Operations, Research Integrity and Compliance, or Student Success. While multiple departments are identified, it is only necessary for one department to confirm the emergency or dangerous situation exists.

Confirmation of these hazards occurs through observation by public safety officials, witness statements, anonymous reports, threats, or alerts received by federal, state, or local agencies.

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

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

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

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

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

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

Determining the Content of Emergency Notifications

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

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

Initiating Emergency Notifications

Upon confirmation of a significant emergency or dangerous situation occurring on campus involving an imminent threat to the health or safety of the campus community, either USFPD or Emergency Management (EM) will initiate an emergency notification. In the event USFPD or EM are not able to initiate an AlertUSF message, authorized users in Information Technology or University Communications & Marketing may broadcast messages via AlertUSF. Initiating emergency notifications will occur as outlined in our institution's EOP.

When the emergency notification system is activated, multiple systems are activated simultaneously. In addition to text messages through AlertUSF, desktop computers in labs and classrooms also receive notifications through our desktop alert system, and there is a siren and loudspeaker system that may also be used to reach those in open air spaces or within select buildings on campus. Our institution uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. As outlined in the EOP, the following tools are used to facilitate incident communications:

- Homepage – Emergency messages will be broadcasted to the USF institution's homepage at the affected campus location(s). The website is the best place to receive the most thorough, accurate and up-to-date information during an emergency.
- Text Message – Faculty, staff, and students are encouraged to sign-up to receive alerts through text message at USF campuses. For more information, visit the USF Emergency Management homepage at <https://www.usf.edu/administrative-services/emergency-management/programs/emergency-notification-system.aspx>.
- Outdoor Notifications – Maintained independently at each campus, USF Tampa outdoor notifications provide strobe, tone, and loud voice messages audible by outdoor populations through speaker arrays.

- Indoor Notifications – Indoor notification is currently available only within select buildings on the campuses. Contact your facilities manager for more information.
- Desktop Alert – Desktop Alerts will appear on desktop computers that are maintained by USF IT and activate when the messages are issued. If you encounter issues or do not receive Desktop Alerts on your USF desktop computer, contact IT at help@usf.edu.
- Digital Displays – The Tampa Campus has integrated select digital display boards across campus to broadcast emergency language to the displays.
- Alert Beacons – Designated rooms on the Tampa campus have installed Alert Beacons which provide tone, strobe, and text.
- AlertUSF Webpage – This webpage provides information on active incidents or events that could impact USF. This web page maintains a chronological history of an event by displaying text alerts.
- USF Safe (App) – This app is a phone resource that provides safety information, preparedness education, crime prevention tips, and more from University of South Florida UPD.

Our emergency notification system has pre-scripted, pre-approved messages addressing a wide range of possible emergencies. These messages require only minor updates to address specifics of an incident in order to allow emergency notifications to be sent out without delay.

In most cases, the standard pre-scripted messages will be able to address emergencies from initial communication to “all-clear.” For situations that require unique messaging or communication over an extended period of time, the Media/Public Affairs Team or, if activated, the Joint Information Center (JIC), may assume the responsibility for sending out communications using the system. The main website



for our institution will be utilized to provide situation updates and should be considered the best place for the campus community and general public to find the most thorough, accurate, and up-to-date information during an emergency.

Organizational Units Responsible for Emergency Notification Procedures

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

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

Disseminating Emergency Information to the Larger Community

In the event of an emergency, the USF home page (usf.edu) will display emergency information. As updates are provided, the appropriate responding public safety authority posts new information. The USF website is the best place to receive the most thorough, accurate, and up-to-date information during an emergency. There may be situations or emergencies, which warrant communication outside our campus community. For example, our institution may use radio and/or TV alerts for the neighboring community.

Typically, when emergency messaging is pushed out by our institution, the local media immediately contacts our Media/Public Affairs team for comment. This team is responsible for developing messaging based on information provided by the incident commander or the Emergency Operations Center (EOC) and communicating with the media. Depending on the nature of the emergency, a press release may be sent out and a press conference may be scheduled. For situations spanning a longer period of time, the Media/Public Affairs team will provide the media with regular updates and be responsible for responding to all media inquiries. The Media/Public Affairs team is part of University Communications and Marketing and may pull resources from other groups within that department to assist during an emergency. Depending on the nature of the emergency, JIC may be activated to provide the necessary communications resources for the event. If the JIC is activated, the Media/Public Affairs team will become part of it.

Responsible Organizational Unit	Determine Notification Segment	Determine Notification Content	Initiate Notification
University Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joint Information Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Communications and Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	
Research Integrity and Compliance	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Policy Group	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities Management Operations	<input type="checkbox"/>	<input type="checkbox"/>	

Chapter 8: Testing Emergency Notification, Response and Evacuation Procedures

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

More information regarding tests of our emergency evacuation procedures can be found in USF Policy 6-025: Fire and Emergency Evacuation Drills available via the Office of the General Counsel’s website at <https://usf.app.box.com/v/usfpolicy6-025>.

Emergency Notification System Tests

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

During these scheduled tests, USFPD or USF Emergency Management activates all components of the AlertUSF system.

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



Emergency Response Procedures Tests

Our institution tests its emergency response procedures at least annually to ensure that our institution's plans and procedures are viable and allow our institution and partner public safety officials an opportunity to practice responding to various emergencies and dangerous situations. These tests are coordinated by Emergency Management and key departments on campus responsible for responding to or facilitating response-and-recovery operations after an incident.

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

More information about our emergency response procedures and their testing can be found on the Emergency Management website (<https://www.usf.edu/public-safety/emergency-management/index.aspx>), within each USF campus' EOP, and on *Emergency Situation Protective Action* cards within each classroom on our campus. A sample *Emergency Situation Protective Action* card is provided in APPENDIX G.

Emergency Evacuation Procedures Tests

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

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

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

- Environmental Health and Safety;
- USFPD;
- Facilities Management;
- College/Division Heads; and
- Facility Managers.

These units work together on the following:

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

For more information about our emergency evacuation procedures, consult the Emergency Evacuation page of the EH&S website: <https://www.usf.edu/public-safety/environmental-health-safety/documents/firesafety-drillprocedure.pdf>.



Communicating Our Emergency Response and Evacuation Procedures

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

Further, EH&S provides emergency response and evacuation policy and procedures training as part of their fire safety training to applicable Department of Housing & Residential Education employees at the beginning of each semester. These individuals are part of the Residence Life & Education Team and, as

such, are subsequently responsible for the dissemination of USF Policy 6-025 and associated procedural information to campus residents.

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

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

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

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

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



Chapter 9: Emergency Evacuation Procedures

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

How to Evacuate During an Emergency

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

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

For more information on what to do during a building evacuation, visit the Environmental Health and Safety Emergency Evacuation Procedures website: <https://www.usf.edu/public-safety/environmental-health-safety/documents/firesafety-drillprocedure.pdf>.

How to Shelter in Place

During certain emergencies – particularly chemical, biological, or radioactive material releases – some weather emergencies, or the threat of imminent danger, you may be directed to “shelter in place” rather than evacuate the building.

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

- 1) Stay inside the building or find a safe place.
- 2) If you are in a room with a door, make sure the door is closed.
- 3) In various campus buildings, doors may lock manually, remotely, or not at all. If applicable and time permits, lock doors.

- 4) If you are in a room with a window, make sure the window is closed and remain clear of the window.
- 5) Remain where you are until further direction from emergency personnel. Always follow all directions provided by emergency response personnel.

Fire Alarm Procedures

The general USF Fire and Emergency procedures are as follows:

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

More information regarding fire and emergency evacuation procedures (e.g., USF High Hazard Buildings and USF Fire Drill Relocation Areas) can be found on these USF websites:

Fire and Emergency Evacuation Procedures: <https://www.usf.edu/public-safety/environmental-health-safety/documents/firesafety-drillprocedure.pdf>

Fire and Emergency Evacuation Drills and Procedures: <https://www.usf.edu/public-safety/environmental-health-safety/programs-services/fire-safety/residential-info.aspx>



Chapter 10: Annual Fire Safety Report

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

On-Campus Student Housing Facility Fire Safety Systems

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

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

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

On-Campus Student Housing Facility Fire Drills

Our institution is required under HEA to disclose the number of fire drills held for our on-campus housing facilities for the past three calendar years. A fire drill is defined under HEA as "a supervised practice of a mandatory evacuation of a building for a fire." Our fire drills are performed in accordance with USF Policy 6-025: Fire and Emergency Evacuation Drills, available on the Office of the General Counsel's website at <https://usf.app.box.com/v/usfpolicy6-025>. This policy establishes the requirements by which our evacuation drills are conducted to ensure the safe, timely, and orderly evacuation of building occupants during an actual fire or other building emergency. The intent of this policy is to comply with fire regulations requiring annual fire and emergency evacuation drills.

The *On-Campus Student Housing Facility Fire Statistics* chart included in this report provides our fire statistics for the past three calendar years for each on-campus student housing facility at our institution.

On-Campus Student Housing Facility Fire Statistics

Our institution is required under HEA to disclose the number of fires which occurred in our on-campus housing facilities for the past three calendar years. The process by which these fire statistics are collected and compiled by our institution as part of this fire safety report and our reporting to the U.S. Department of Education by October 1st for the preceding calendar year is provided in APPENDIX I. The *On-Campus Student Housing Fire Statistics* chart included in this report provides our fire statistics for the past three calendar years for each on-campus student housing facility at our institution. For fire incidents in residential buildings please see APPENDIX K.



On-Campus Student Housing Facility Fire Statistics

Facility Name	Facility Street Address	2022			2023			2024		
		Alarms	Fires	Drills	Alarms	Fires	Drills	Alarms	Fires	Drills
Argos Center/Café	12402 USF Myrtle Dr	0	0	1	0	0	1	0	0	1
Beacon Hall	4204 USF Mulberry Dr	13	1	1	4	0	2	3	0	1
Beta Hall	12470 USF Maple Dr	21	0	1	8	0	2	5	0	1
Castor Hall	4111 USF Cedar Cr	19	0	1	22	0	2	20	0	1
Cypress A	4302 USF Holly Dr	10	0	2	4	0	3	4	0	1
Cypress B	4304 USF Holly Dr	8	0	2	5	0	3	3	0	1
Cypress C	4303 USF Dogwood Dr	16	1	1	11	0	3	19	0	1
Cypress D	4301 USF Dogwood Dr	13	0	1	10	0	3	17	0	1
Endeavor Hall	4220 USF Holly Dr	21	0	1	25	0	2	3	0	2
Greek House 1/2	4721/4723 USF Birch Dr	6	0	2	6	0	3	1	0	2
Greek House 3/4	4725/4727 USF Birch Dr	4	0	2	6	0	3	4	0	2
Greek House 5/6	4729/4731 USF Birch Dr	1	0	2	2	0	3	0	0	2
Greek House 7/8	4743/4745 USF Birch Dr	3	0	2	4	0	3	2	0	2
Greek House 9/10	4741/4739 USF Oak Ln	9	0	2	0	0	3	1	0	2
Greek House 11/12	4737/4735 USF Oak Ln	4	0	2	8	0	3	0	0	2
Greek House 13/14	4713/4715 USF Birch Dr	4	0	2	1	0	3	1	0	2
Holly A Apts.	4230 USF Holly Dr	4	0	1	1	0	3	5	1	1
Holly B Apts.	4236 USF Holly Dr	0	0	1	0	0	3	2	0	1
Holly C Apts.	4242 USF Holly Dr	2	0	1	5	0	3	7	0	1
Holly D Apts.	4231 USF Holly Dr	2	0	1	3	0	3	2	0	1
Holly E Apts.	4235 USF Holly Dr	3	0	1	1	0	3	1	0	1
Holly F Apts.	4237 USF Holly Dr	7	0	1	1	0	3	5	0	1
Holly G Apts.	4241 USF Holly Dr	0	0	1	1	0	3	1	0	1
Horizon Hall	4205 USF Mulberry Ln	15	0	1	22	0	2	7	0	2
Juniper Poplar Suites	12030 USF Beard Dr	31	0	1	43	0	3	35	0	1
Kosove Hall	12410 USF Myrtle Dr	40	0	1	28	0	2	34	0	1
Magnolia A Apts.	3704 USF Alumni Dr	20	0	1	8	0	3	8	0	1
Magnolia B Apts.	3710 USF Alumni Dr	4	0	1	7	0	3	4	0	1
Magnolia C Apts.	3701 USF Beech Ln	10	0	1	7	0	3	5	0	1
Magnolia D Apts.	3705 USF Beech Ln	12	0	1	8	0	3	5	0	1
Magnolia E Apts.	3707 USF Beech Ln	7	1	1	6	0	3	15	0	1
Magnolia F Apts.	3711 USF Beech Ln	7	0	1	7	0	3	4	0	1
Magnolia G Apts.	3702 USF Beech Ln	9	0	1	1	0	3	3	0	1
Maple A Suites	12480 USF Maple Dr	4	0	1	8	0	3	7	0	1
Maple B Suites	4303 USF Holly Dr	1	0	1	8	0	3	16	0	1
Pinnacle Hall	4210 USF Holly Dr	26	0	1	26	0	2	11	0	1
Summit Hall	4219 USF Mulberry Dr	20	0	1	4	0	3	15	0	1

On-Campus Student Housing Facility Fire Systems Chart

On-Campus Student Housing Facility Fire Systems																	
Housing & Residential Education Building	Campus Address	Building Floors	Sq. Ft.	Wet Pipe Sprinkler System	Wet Standpipes	Dry Standpipes	Manual Standpipes	Fire System Panel	Pull Stations	Smoke Detectors	Heat Detectors	Duct Detectors	Notification Horns	Notification Speakers	Notification Strobes	Notification Horn/Strobes	Notification Sounder Bases
Argos Center/Café	12402 USF Myrtle Dr	1	25933	1	0	0	0	Notifier NFS-640	20	5	0	3	0	44	44	0	0
Beacon Hall	4204 USF Mulberry Dr	6	83347	1	3	0	0	Notifier NFS 2 3030	21	252	0	3	0	204	45	0	197
Beta Hall	12470 USF Maple Dr	5	57776	1	1	1	1	Notifier NFS-640	20	164	2	9	4	0	16	98	154
Castor Hall	4111 USF Cedar Cr	5	78350	1	1	0	0	Notifier NFS 2 3030	15	202	0	0	77	0	106	0	190
Cypress A	4302 USF Holly Dr	5	42415	1	2	0	0	Notifier NFS-640	12	53	0	0	96	0	59	0	0
Cypress B	4304 USF Holly Dr	5	41645	1	2	0	0	Notifier NFS-640	12	55	0	0	90	0	57	0	0
Cypress C	4303 USF Dogwood Dr	4	59142	1	2	0	0	Notifier NFS-640	14	90	0	0	95	0	91	0	0
Cypress D	4301 USF Dogwood Dr	4	59142	1	2	0	0	Notifier NFS-640	15	58	0	0	68	0	64	0	0
Endeavor Hall	4220 USF Holly Dr	6	85805	1	3	0	0	Notifier NFS-3030	31	335	0	3	0	295	55	240	295
Greek House 1/2	4721/4723 USF Birch Dr	3	15632	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek House 3/4	4725/4727 USF Birch Dr	3	15632	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek House 5/6	4729/4731 USF Birch Dr	2	11872	1	0	0	0	Notifier AFP-200	2	15	0	0	38	0	25	0	0
Greek House 7/8	4743/4745 USF Birch Dr	3	16638	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek House 9/10	4741/4739 USF Oak Ln	2	11872	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek House 11/12	4737/4735 USF Oak Ln	2	12878	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek House 13/14	4713/4715 USF Birch Dr	3	16960	1	0	0	0	Notifier AFP-200	3	20	0	0	52	0	32	0	0
Greek Mailroom/Office/Apt.	4802 USF Birch Dr	1	785	1	0	0	0	Notifier AFP-200	2	5	0	0	2	0	2	0	0
Holly A Apts.	4230 USF Holly Dr	3	28455	1	0	0	0	Notifier AFP-200	10	29	0	1	24	0	8	18	0
Holly B Apts.	4236 USF Holly Dr	3	28455	1	0	0	0	Notifier AFP-200	10	29	0	1	24	0	8	18	0
Holly C Apts.	4242 USF Holly Dr	4	37940	1	0	0	0	Notifier AFP-200	13	37	0	1	32	0	10	23	0
Holly D Apts.	4231 USF Holly Dr	4	33198	1	0	0	0	Notifier AFP-200	10	29	0	1	24	0	8	18	0
Holly E Apts.	4235 USF Holly Dr	4	33198	1	0	0	0	Notifier AFP-200	12	32	0	2	28	0	10	21	0
Holly F Apts.	4237 USF Holly Dr	4	37940	1	0	0	0	Notifier AFP-200	13	37	0	1	32	0	10	23	0
Holly G Apts.	4241 USF Holly Dr	4	37940	1	0	0	0	Notifier AFP-200	13	36	0	1	32	0	10	23	0
Horizon Hall	4205 USF Mulberry Ln	6	107674	1	4	0	0	Notifier NFS-3030	31	393	0	3	274	387	42	232	387
Juniper Poplar Suites	12030 USF Beard Dr	7	350718	1	7	0	0	Notifier NFS2-3030	65	827	4	8	0	313	86	0	544
Kosove Hall	12410 USF Myrtle Dr	5	79390	1	3	0	0	Notifier AFP-400	34	154	0	12	118	0	148	0	0
Magnolia A Apts.	3704 USF Alumni Dr	3	21942	1	0	0	0	Notifier AFP-200	2	40	0	0	39	0	60	0	0
Magnolia B Apts.	3710 USF Alumni Dr	3	21825	1	0	0	0	Notifier AFP-200	2	40	0	0	42	0	42	0	0
Magnolia C Apts.	3701 USF Beech Ln	4	27314	1	0	0	0	Notifier AFP-200	2	48	0	0	51	0	66	0	0
Magnolia D Apts.	3705 USF Beech Ln	4	28052	1	0	0	0	Notifier AFP-200	2	48	0	0	52	0	52	0	0
Magnolia E Apts.	3707 USF Beech Ln	4	28052	1	0	0	0	Notifier AFP-200	2	48	0	0	52	0	52	0	0
Magnolia F Apts.	3711 USF Beech Ln	4	27314	1	0	0	0	Notifier AFP-200	2	47	0	0	53	0	65	0	0
Magnolia G Apts.	3702 USF Beech Ln	3	13659	1	0	0	0	Notifier AFP-200	3	20	0	0	24	0	33	0	0
Maple A Suites	12480 USF Maple Dr	4	30122	1	2	0	0	Notifier AFP-200	1	40	0	0	52	28	28	0	0
Maple B Suites	4303 USF Holly Dr	4	30701	1	2	0	0	Notifier AFP-200	1	40	0	0	52	0	28	28	0
Pinnacle Hall	4210 USF Holly Dr	5	88961	1	3	0	0	Notifier NFS-3030	31	333	0	3	274	387	42	345	274
Summit Hall	4219 USF Mulberry Dr	6	118217	1	3	0	0	Notifier NFS 2 3030	25	373	0	3	0	316	47	0	248



On-Campus Student Housing Facility Fire Safety Policies

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

The *USF Residential Policies/Handbooks* for on-campus housing facilities are available online at:

- <https://www.usf.edu/housing/resources/policies.aspx>
- <https://www.stpetersburg.usf.edu/student-life/housing/resources/policies.aspx>
- <https://www.sarasotamanatee.usf.edu/housing/resources/policies.aspx>

Portable Electric Appliances

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

- Toasters
- George Foreman grills
- Hot plates
- Roasters
- Popcorn poppers
- Deep freezers

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

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

- Microwaves which use less than 1,000 watts;
- Automatic coffee makers; and
- Refrigerators, which do not exceed 4.5 cubic feet.

Smoking

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

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

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

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

A map of the boundaries for which smoking is prohibited on our campus is provided in this report (see APPENDIX H). Faculty, staff, students, vendors, and visitors are not allowed to use any tobacco products within the areas designated on these maps.

USF and campus-specific policies prohibit smoking, tobacco use, and use of related products on all property owned, leased, or operated by USF, including on-campus student housing. For more information consult USF Policy 6-026: *Tobacco and Smoke-Free Policy* available on the Office of the General Counsel's website: <https://usf.app.box.com/v/usfpolicy6-026>. Enforcement of our tobacco and smoke-free university policies depends upon the cooperation of all faculty, staff, students, vendors, and visitors not only to comply with this policy, but also to encourage others to comply.

Persons in violation of our tobacco and smoke free campus policies (including faculty, staff, students, vendors, or visitors) should be politely reminded of the policy and asked to comply by discarding the tobacco product. Any student who continually refuses to abide by the policy may be considered in violation of the Student Code of Conduct and subject to its disciplinary procedures. Continuing violations by any faculty or staff member will be addressed through established university processes.



Open Flames and Other Fire Hazards

All residents are required to follow the USF fire and safety regulations. These regulations follow mandates set by USF Environmental Health and Safety (EH&S). Please review fire and safety information on the USF EH&S website: <https://www.usf.edu/public-safety/environmental-health-safety/programs-services/fire-safety/residential-info.aspx>.

Fire and Safety Equipment

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

Therefore, the following acts are prohibited:

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

Prohibited Items

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

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

Fire, Health, and Safety Inspections

Housing & Residential Education staff facilitate fire, health, and safety inspections each semester with at least 24-hour notice to residents. Any violations found during these inspections must be corrected within the time specified by the institution. Residents must immediately correct unsafe or potentially hazardous

conditions in their room (such as overloaded power outlets) as requested by staff. Failure to correct fire, health, and safety violations may result in disciplinary action.

Student Housing Evacuation Procedures in Case of Fire

To reduce the response time to a fire incident, USF policies and procedures require students and employees to call 9-1-1 to report all fires. The USFPD will investigate and take appropriate action.

The procedures for evacuating on-campus student housing in case of fire are provided in the *USF Resident Handbook*. *USF Fire and Emergency Evacuation Procedures*, available online at <https://www.usf.edu/public-safety/environmental-health-safety/documents/firesafety-drillprocedure.pdf>.

These procedures are reiterated below:

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

Fire Safety Education and Training

The USF EH&S Fire Safety Program provides fire safety training to applicable Department of Housing & Residential Education employees on a per semester basis (i.e., the initiation of each semester). This training includes a review of emergency response policies and procedures and evacuation policies and procedures. This training also includes resident-related fire safety training, covering:

- the fire risks in residential buildings,
- the components of a fire,
- the different classes of fire,
- how to inspect and use a fire extinguisher,

- how to identify common fire hazards, and
- what actions to take during emergencies.

The Residence Life & Education team is subsequently responsible for the dissemination of these policies and procedures to on-campus student housing facility residents. Further, EH&S provides fire safety training, including emergency response and evacuation policies and procedures to staff employees on a biennial basis. This training is also provided by EH&S by request for other USF campuses, departments, and facilities.

In addition to fire safety training, USF requires fire drills at each on-campus student housing facility once each semester, during the first three weeks of each academic term. These drills test the fire alarm systems and fire reporting procedures under simulated emergency conditions for all residential facilities including Greek organizations with a chapter house. Per procedures, drills are not conducted at regularly scheduled times and are held without warning except to the USFPD and alarm technicians or housing maintenance staff. Such drills ensure familiarity with exits which, in turn, ensure that everyone in our on-campus student housing facilities vacate the building promptly and in an organized manner to a place of safety. USF EH&S, campus shareholders, and the Florida State Fire Marshall's Office review the completed drills and make recommendations to improve training effectiveness. These recommendations are then implemented into the next residence training cycle. The following fire drill procedures are applicable to USF on-campus student housing facilities:

- 1) The Resident Assistants, with the assistance of a Fire Safety Specialist, will arrange, conduct, and record fire drill results.
 - The Fire Safety Specialist shall be the person in charge at all fire drills in the event an actual fire emergency occurs.
 - The Resident Assistants shall coordinate drill scheduling with USFPD.
 - The fire drill evacuation plan shall include all personnel in the building. This includes all residents, visitors, guests, employees, and attendants. There are no excuses for not participating. Everyone must leave the building during the drill period.
- 2) Designate an assembly area outdoors, which is away from the building and clear of entrances. The designated assembly area should be a minimum 150 feet from the building.
- 3) Locate a method to call 9-1-1 near the designated assembly area that does not involve re-entering the building.
- 4) Anyone who is unable to evacuate the building due to a disability must shelter in an area of refuge/rescue.
- 5) Establish a method to account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency personnel. (Do not return inside. Only trained search and rescue personnel should re-enter an evacuated area.)
- 6) The Fire Safety Specialist (if present) shall terminate the fire drill by:
 - Informing alarm technicians to reset the building alarm system.
 - Notifying building occupants they are allowed to return to the building by giving the "all clear" signal.
 - Notifying the appropriate dispatcher(s) that the drill has been completed.
 - Make a written record of the date, time, and results of the drill.

- 7) The Resident Assistants should meet directly after each fire drill to evaluate the success of the drill and work out details which have been faulty or misunderstood.
- 8) The Resident Assistants shall submit a copy of the Fire Drill Report to EH&S within 48 hours. A copy of the drill shall be maintained in the residential records.

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

Who Should Be Notified After a Fire Occurred

Below is a list of titles of the people or organizations that should be told “after the fact” that a fire occurred for the purposes of including a fire in the statistics of the Annual Fire Safety Report.

Environmental Health and Safety

- Coordinates university system efforts and reporting requirements.
- Assists Housing and the USFPD with annual report of fire safety statistics.
- Reviews policies and rules regarding fire safety in Housing buildings and provides recommendations for compliance.
- Review 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 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 Components* document.
- Maintains policies in the resident housing publication that address 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 the fire statistics annually from the *Building Alarms and Fire Report* and submits it to EH&S and USFPD for reporting in October.

University Police Department (USFPD)

- Receives and records the fire alarm activity in Housing buildings.
- Dispatches officer(s) to investigate all fire alarm activations.
- Determines if emergency responders are required and makes contact with emergency responders (Fire Rescue) as needed.
- Maintains reporting format for 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.
- Combines and submits Annual Fire Safety Report and Clery Report for compliance to HEOA/Campus Right-to-Know.

Plans for Future Fire Safety Improvements

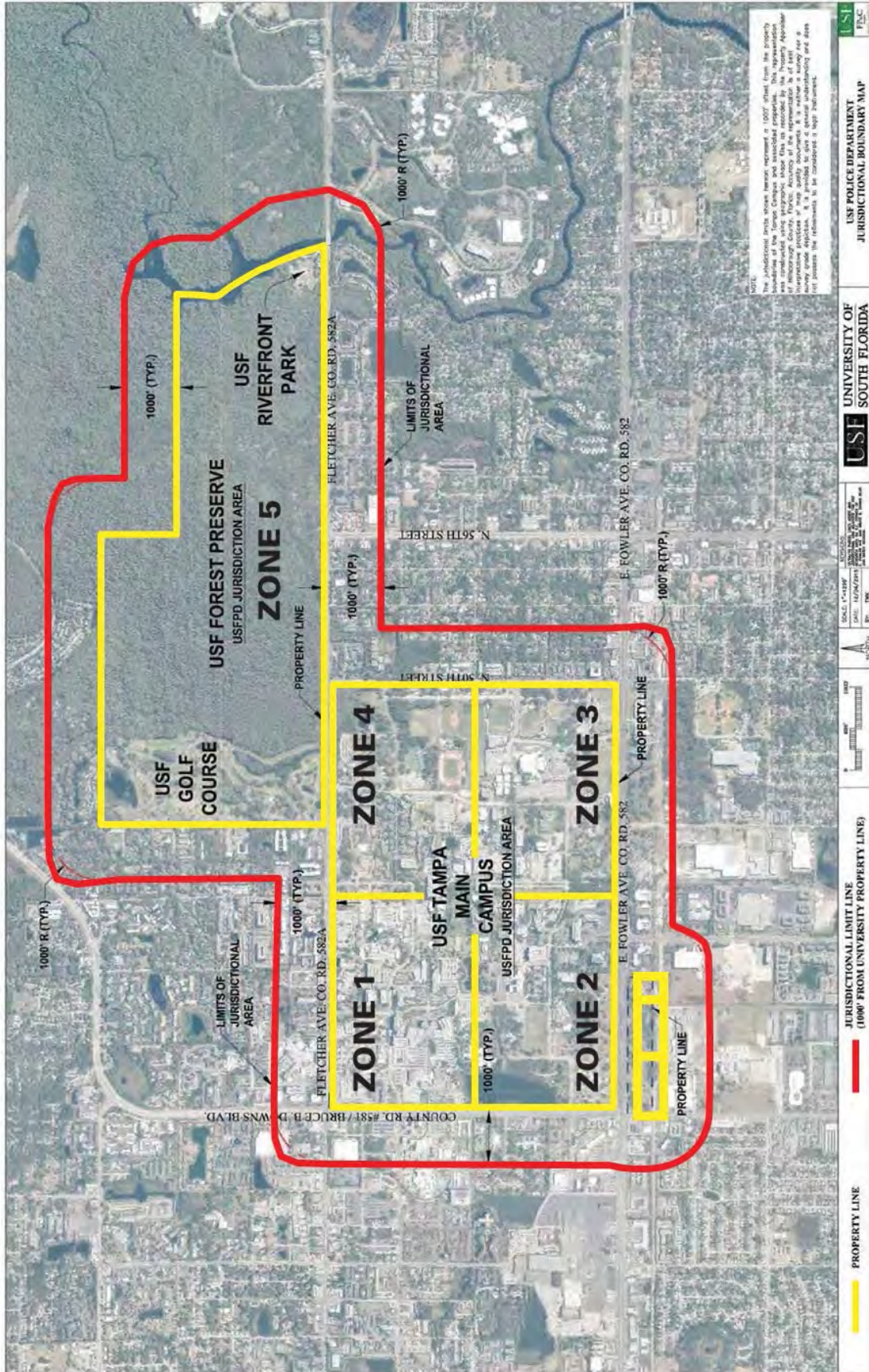
USF continually evaluates the performance of fire safety systems, associated procedures (e.g., area-specific evacuation drills, inspections, training protocols, etc.), and event related data to determine the potential necessity for procedural, operational, and/or system-related improvements. USF is currently planning to upgrade recently installed Honeywell Connected Life Safety Services (CLSSS) devices with additional capabilities to report losses of communications.



Appendices

- Appendix A: USF Tampa Police Department Jurisdiction Map
- Appendix B: Clery and VAWA Crime and Incident Definitions
- Appendix C: Clery Geography Map for USF Tampa Campus
- Appendix D: USF Tampa Campus Blue Light Phone Map
- Appendix E: Title IX-VAWA Flyer
- Appendix F: Title IX-VAWA Guide
- Appendix G: Sample Emergency Situation Protective Actions Card
- Appendix H: USF Tobacco & Smoke-Free Campus Map
- Appendix I: USF Tampa Fire Statistics Compilation Flowchart
- Appendix J: Procedure for Updating Missing Person Contact
- Appendix K: Residential Fire Log

Appendix A: USF Tampa Police Department Jurisdiction Map



Appendix B: Clery and VAWA Crime and Incident Definitions

Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Arson	Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc. <i>Note: Do not classify fires of suspicious or unknown origin.</i>
Burglary	The unlawful entry of a structure or conveyance to intent to commit a crime therein.
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 (CSA)	There are four types of individual or organizations that are considered a CSA under the Clery Act: (1) A campus police or security department personnel. (2) Individuals with security-related responsibilities. (3) Individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses. (4) An official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
Clery Geography	Clery crime and incident statistics are reported according to the following <i>Clery Act</i> -defined geographical categories: on campus; on-campus residential; non-campus building or property; and public property. On Campus The <i>on-campus</i> category of Clery Geography encompasses the following: <i>Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and</i> <i>Any building or property that is within or reasonably contiguous to the area identified in the above paragraph that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).</i>

<p>Clery Geography, Continued</p>	<p>Non-Campus Property</p> <p>The <i>non-campus</i> category of Clery Geography encompasses the following:</p> <p><i>Any building or property owned or controlled by a student organization officially recognized by the institution; or</i></p> <p><i>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.</i></p> <p>Public Property</p> <p>The <i>public</i> property category of Clery Geography encompasses the following:</p> <p><i>All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a streets, sidewalks, and other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.</i></p>
<p>Dating Violence</p>	<p>Under the Clery Act, <i>dating violence</i> is defined as follows:</p> <p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.</p> <p>(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 frequently of interaction between the persons involved in the relationship.</p> <p>(2) For the purpose of this definition-</p> <ul style="list-style-type: none"> (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. <p>(3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</p> <p>Under the State of Florida Statutes, <i>dating violence</i> is defined as follows:</p> <p>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:</p> <ol style="list-style-type: none"> 1. A dating relationship must have existed within the past six 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.
<p>Destruction or Damage or Vandalism of Property</p>	<p>To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Crime is <i>only</i> reported if it was motivated, in whole or in part, by the offender's bias.</p>

Domestic Violence	<p>Under the Clery Act, <i>domestic violence</i> is defined as follows:</p> <p>(1) A felony or misdemeanor crime of violence committed-</p> <ul style="list-style-type: none"> (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. <p>(2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.</p> <p>Under the State of Florida Statutes, <i>domestic violence</i> is defined as follows:</p> <p>Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.</p>
Federal Bureau of Investigation's FBI Uniform Crime Reporting (UCR) Program	<p>A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.</p>
Hate Crime	<p>A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.</p>
Hierarchy Rule	<p>A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.</p>
Intimidation	<p>To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Crime is only reported if it was motivated, in whole or in part, by the offender's bias.</p>

Larceny-Theft	<p>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</p> <p><i>Constructive possession</i> is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.</p> <p>Crime is <i>only</i> reported if it was motivated, in whole or in part, by the offender's bias.</p>
Motor Vehicle Theft	<p>The theft or attempted theft of a motor vehicle.</p> <p><i>Note: Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned- including joy riding.</i></p>
Murder and Non-negligent Manslaughter	<p>The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.</p> <p><i>Note: Murder/Non-negligent Manslaughter does 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).</i></p>
Negligent Manslaughter	<p>The killing of another person through gross negligence (defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).</p> <p><i>Note: Negligent Manslaughter does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.</i></p>
Professional Counselor	<p>A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.</p>
Programs to Prevent Sexual Assault, Dating Violence, Domestic Violence, and Stalking	<p>(1) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, dating violence, domestic violence, and stalking that-</p> <ul style="list-style-type: none"> (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 outcomes: and (ii) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. <p>(2) Programs to prevent sexual assault, dating violence, domestic violence, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (j)(2).</p>
Public Property	<p>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.</p>
Referred for Campus Disciplinary Action	<p>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.</p>
Robbery	<p>The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.</p>

Sexual Assault	<p>Under the Clery Act, sexual assault is defined in accordance with the FBI's UCR Program. Sexual Assault is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.</p> <p><i>Under State of Florida Statutes, sexual battery is defined as follows:</i></p> <p>Oral, anal, or vaginal penetration by, or union with the sexual organ of another or the anal or vaginal penetration of another by any other object, however, sexual battery does not include an act done for bonafide medical purpose.</p> <p>"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure of the alleged victim to offer physical resistance to the offender.</p>
Simple Assault	<p>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.</p>
Stalking	<p>For the purposes of complying with the requirements of the VAWA, any incident meeting the below definition is considered a crime for the purposes of Clery Act reporting.</p> <p>(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-</p> <ul style="list-style-type: none"> (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress. <p>(2) For the purpose of this definition-</p> <ul style="list-style-type: none"> (i) <i>Course of conduct</i> means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an 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) <i>Substantial emotional distress</i> means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) <i>Reasonable person</i> means a reasonable person under similar circumstances and with similar identities to the victim. <p>Under State of Florida Statutes, <i>stalking</i> is defined as follows: A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.</p> <p><i>Harass</i> 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.</p> <p><i>Cyberstalk</i> means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.</p>
Test	<p>Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.</p>

Crime and Incident Definition Sources

Under the Clery Act, counting and disclosing statistics for criminal offenses, hate crimes, arrests, and referrals for disciplinary action is done based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime reporting (UCR) Program. The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, etc., Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program. The definitions of *Fondling and Incest and Statutory Rape* are from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR. *Hate Crimes* are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual*. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime

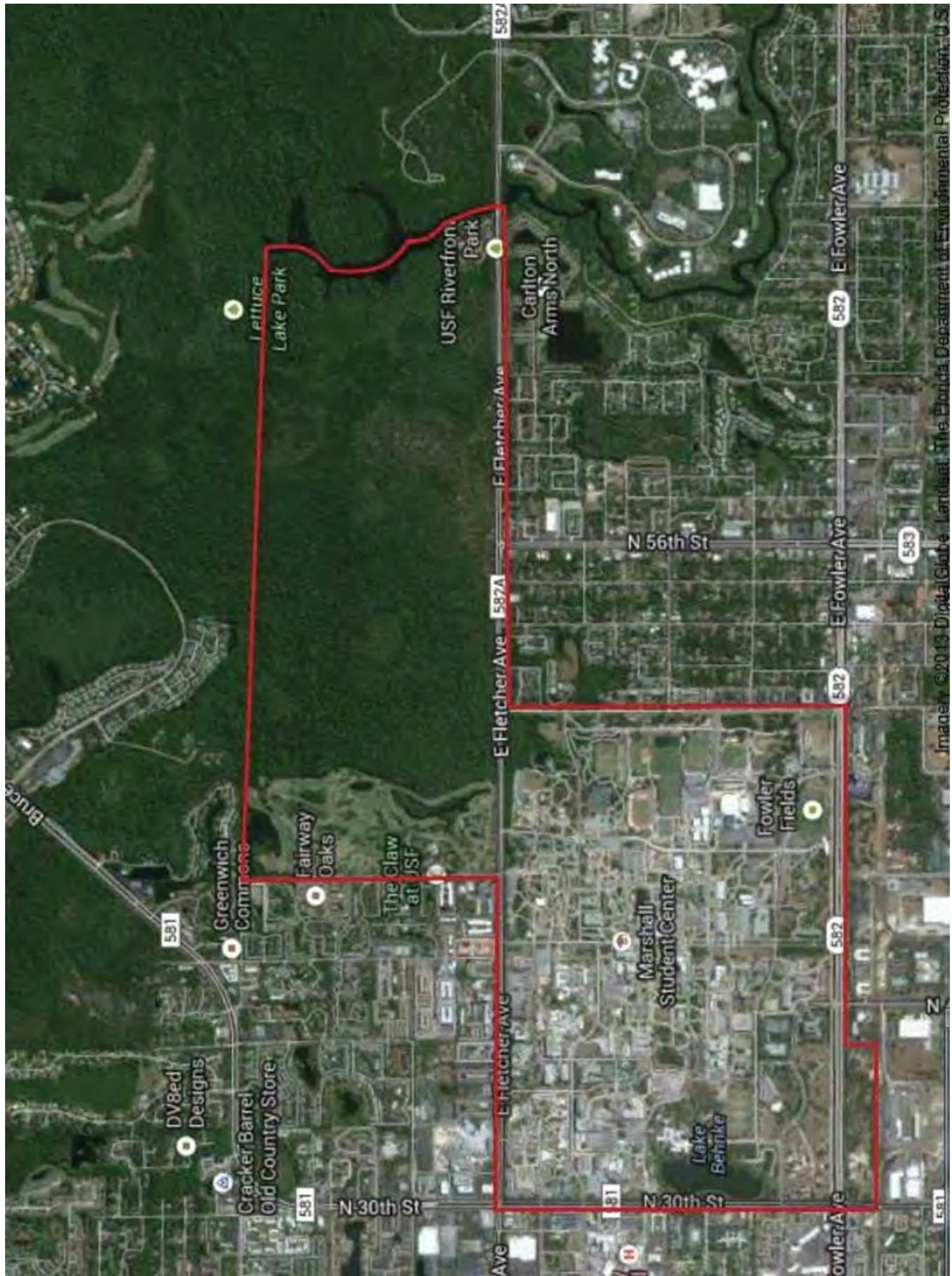
reporting does not have to meet all of the other UCR Program standards.

For the categories of *Domestic Violence* and *Stalking*, the Clery Act specifies that our institution must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations [34 CFR 6668.46(c)(6)(A)(i)] for statistical report.

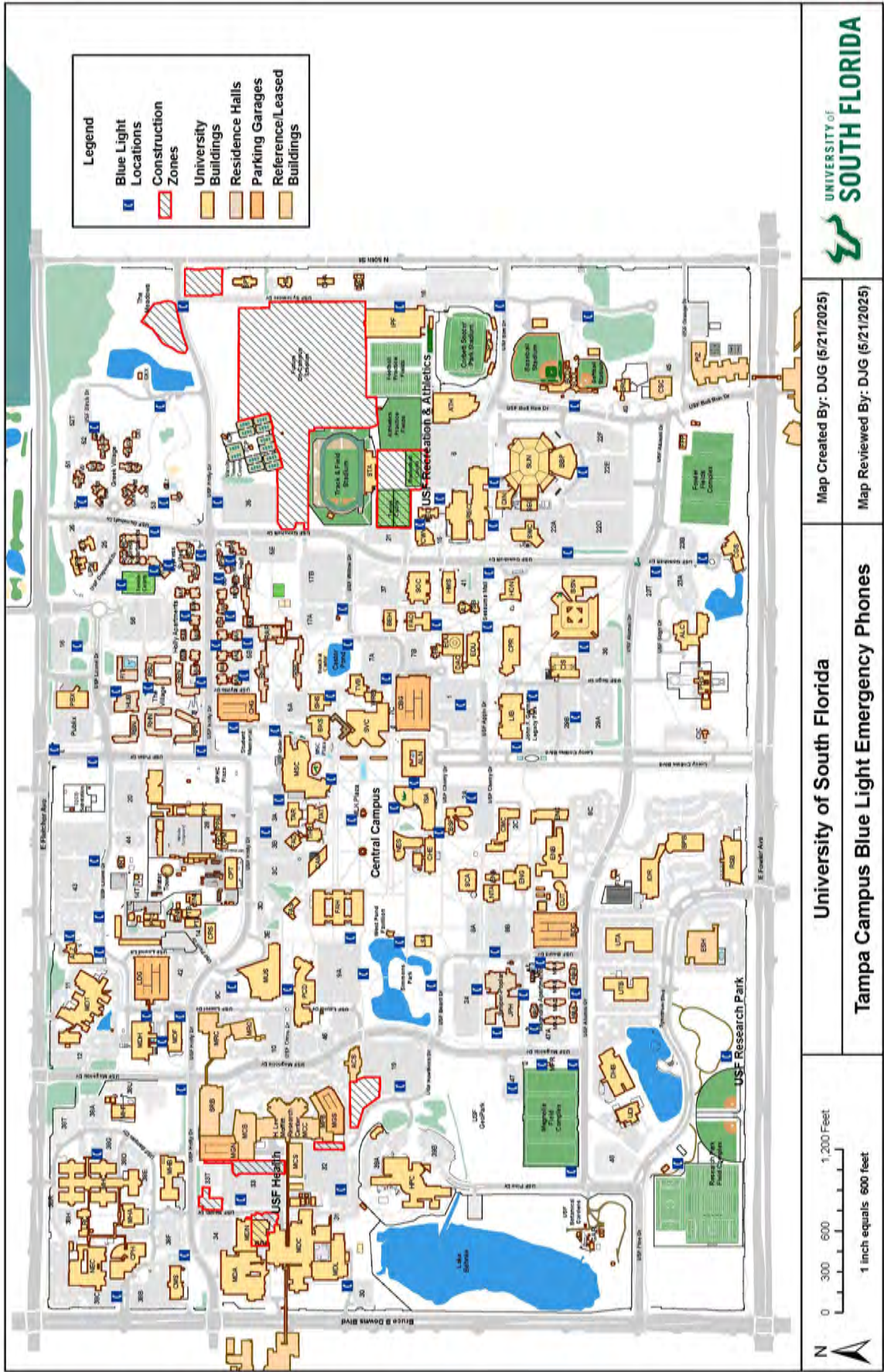
For more information regarding how Clery crimes and incidents are classified and reported, consult *The Handbook for Campus Safety and Security Reporting: 2016 Edition*, available at the U.S. Department of Education website: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>. Questions regarding specific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



Appendix C: Clery Geography Map for USF Tampa Campus



Appendix D: USF Tampa Campus Blue Light Phone Map



TITLE IX

**PROHIBITS
SEXUAL HARASSMENT,
SEXUAL VIOLENCE, STALKING,
INTIMATE PARTNER VIOLENCE
& SEX-BASED DISCRIMINATION**

ABOUT TITLE IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

HOW TO REPORT

- ✓ Online Title IX Report Form at usf.edu/title-ix
- ✓ Call Title IX Office at 813-974-8616
- ✓ Email titleixreports@usf.edu
- ✓ Walk in or mail at 4202 E Fowler Ave, ALN 172 Tampa, FL 33620
- ✓ Anonymous reports via independent third-party company EthicsPoint at secure.ethicspoint.com or 813-974-8411

TITLE IX COORDINATOR

Maggie Denney, M.Ed., LMHC
4202 E Fowler AVE, ALN 172
Tampa, FL 33620
813-974-8616
denney1@usf.edu



EMERGENCY

USF Police Dial 911
UPB 002 • 813-974-2629
usf.edu/police



CONFIDENTIAL RESOURCES

Center for Victim Advocacy
SVC 2057 • 813-974-5756
usf.edu/student-affairs/victim-advocacy



Counseling Center
SVC 2124 • 813-974-2831
usf.edu/student-affairs/counseling-center

Student Ombudsman
(For conflict resolution)
ALN 191 • 813-974-0835
usf.edu/student-affairs/ombuds



Student Health Services
SHS 100 • 813-974-2331
usf.edu/shs

VAWA

VIOLENCE AGAINST WOMEN ACT

VAWA IS FOR EVERYONE
This law doesn't just protect women. It protects men, too.

ABOUT VAWA

This Act was established to address and reduce incidents of relationship violence, stalking, and sexual violence by coordinating community response, providing funding for rape crisis centers and domestic violence shelters, and providing rights to those who experience these crimes.

HOW TO PRESERVE EVIDENCE

Preserve evidence if you intend to report the incident

- ☒ Do not wash bedding, towels, clothing
- ☒ Do not erase voicemails, texts, or emails
- ☒ Avoid bathing, showering, brushing teeth
- ☒ Avoid eating, drinking, using the toilet
- ☒ Avoid cleaning the crime scene

NOTICE OF NONDISCRIMINATION

Pursuant to Title IX, USF does not discriminate on the basis of sex in educational programs or activities. Such protection extends to students and employees. Any inquiries concerning Title IX, policies, procedures or the application of Title IX may be referred to the Title IX Coordinator. The most up to date information is available on the Title IX website at usf.edu/title-ix. When appropriate, USF will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment.



YOUR RIGHTS UNDER VAWA

You have the right to report the incident, or not, to law enforcement, to the University, or to any confidential campus resources

You do not need to report an incident to police to receive protective measures from the University

Protective measures may include but are not limited to risk assessment, safety planning, on-campus housing or workplace accommodations, no contact orders, class changes

Disciplinary proceedings will be prompt, fair, and impartial. Every case is unique and will vary in length

Proceedings conducted by officials who receive annual training on these specific crimes, conducting an investigation, protecting victim safety and promoting accountability

The Complainant and Respondent have the same rights, including the right to be accompanied to any proceedings by an advisor of their choice



TITLE IX & VAWA GUIDE

INTRODUCTION

This guide is intended to help explain the University's responsibility under Title IX and the Violence Against Women Act (VAWA). Additionally, this guide will:

- provide you with specific resources available both on and off campus
- provide you with details on available supportive measures
- educate you on your right to an Advisor and how they can assist you throughout the process
- inform you of policy definitions that describe prohibited conduct
- inform you of possible sanctions for policy violations
- provide you with common questions and answers asked by parties (Complainants and Respondents)

IF YOU HAVE EXPERIENCED SEXUAL MISCONDUCT

If you are experiencing an emergency, you can call police by dialing 911.

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured, believe you may have been exposed to the risk of an STI/STD, or pregnancy.
3. Contact any of the following for immediate

assistance: Tampa Community

- a. Victim Advocacy at 813-974-5756. 8am – 5pm, M-F
- b. Victim Advocacy 24/7 hotline at 813-974-5757
- c. Title IX Coordinator at 813-974-8616. 8am – 5pm, M-F.
- d. University Police at 813-974-2628 or 911. 24 hours/7 days a week
- e. Student Health Services at 813-974-2331. 8am-5pm, M-F
- f. Counseling Center at 813-974-2831. 24 hours/7 days a week
- g. Dean of Students at 813-974-6677. 8am-5pm, M-F
- h. Student Outreach & Support at 813-974-6130. 8am-5pm, M-F

- i. Student Conduct & Ethical Development at 813-974-9443. 8am-5pm, M-F
- j. The Crisis Center of Tampa Bay (rape crisis center). Dial 211. 24 hours/7 days a week
- k. The Spring of Tampa Bay (domestic violence shelter) at 813-247-SAFE. 24 hours/7 days

St. Petersburg Community

- a. Victim Advocacy 24/7 at 727-873-4422
- b. Title IX Coordinator at 813-974-8616. 8am – 5pm, M-F.
- c. University Police at 727-873-4444 or 911. 24 hours/7 days a week
- d. The Wellness Center 24/7 at 727-873-4422 (Counseling & Student Health)
- e. Dean of Students at 727-873-4278. 8am-5pm, M-F
- f. Student Outreach & Support at 727-873-4278. 8am-5pm, M-F
- g. Student Conduct & Ethical Development at 727-873-4278. 8am-5pm, M-F
- h. Suncoast Rape Crisis Center, 24/7 at 727-388-1220
- i. CASA Pinellas, domestic violence shelter, 24/7 at 727-895-4912

Sarasota-Manatee Community

- a. Victim Advocacy 24/7 at 941-504-8599
- b. Title IX Coordinator at 813-974-8616. 8am – 5pm, M-F.
- c. University Police at 941-487-4210 or 911. 24 hours/7 days a week
- d. Student Health Services at 813-974-2331. 8am-5pm, M-F
- e. Counseling Center at 941-487-4254. 24 hours/7 days a week
- f. Dean of Students at 941-359-4452. 8am-5pm, M-F
- g. Student Outreach & Support at 813-974-6130. 8am-5pm, M-F
- h. Student Conduct & Ethical Development at 941-359-4330. 8am-5pm, M-F
- i. Safe Place and Rape Crisis Center (SPARCC) 24/7 at 941-365-1976

4. **Medical Attention:** Evidence collection should be completed within approximately 120 hours of an assault. Even if you have washed or bathed, evidence can often still be obtained. If it has been more

than 120 hours, there are still options for medical attention and other forms of evidence collection. You can contact your local crisis center or victim advocate to discuss your options. Sexual assault nurse examiners are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections and diseases. If you are still wearing any clothes worn during the incident, wear them to the certified sexual assault center where the exam is occurring, but bring a change of clothes, as the center will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the incident to the center in a clean paper (not plastic) bag or wrapped in a clean bedsheet. If you plan to file a police report immediately, leave the sheets/towels at the scene of the incident so that officers can collect them. If you are still unsure about reporting but want the evidence collected, bring those items with you to the medical exam. Typically, police will be called to the center to take custody of the forensic kit, but it is up to you whether you wish to speak with them or file a criminal complaint. An advocate from the center will accompany you and explain your options and your rights, including the right to decline to file a police report. You are not required to file a police report to get a forensic exam. You do not have to get a forensic exam to get STI and pregnancy preventives.

Choose how to proceed. You have options. You can: (1) do nothing until you are ready, (2) pursue resolution by the University, (3) initiate criminal proceedings, and/or (4) initiate a civil process against the perpetrator. You may pursue whichever combination of options is best for you. If you pursue resolution by the University, your options can include a formal response, informal resolution, and/or supportive measures. If you wish to have an incident investigated and resolved by the University, students and employees should contact the Title IX Coordinator. University procedures will be explained and are summarized below. Those who wish incidents to be handled criminally should contact Campus Police, if the incident occurred on campus, or their local law enforcement if the incident occurred off campus. You have the right to be assisted by the University in doing so, including having an advocate accompany you to report to police. You do not need to wait for your Title IX case to conclude to report to law enforcement or vice versa. You can report to either Title IX, the police, or both at any time.

CONFIDENTIALITY

To make informed choices, all parties should be aware of confidentiality and privacy considerations, as well as institutional mandatory reporting requirements.

Confidential Reporting: If a Complainant wishes to keep the details of an incident confidential, they should speak with Victim Advocacy, the Counseling Center, or Student Health Services. Victim Advocacy & Counseling are available to help on an emergency basis. Their services are free of charge. Local resources such as certified sexual assault centers are also confidential and have no duty to report disclosed information to the University.

Confidential Resources Tampa Community:

- Victim Advocacy: 813-974-5756 or 24/7 hotline at 813-974-5757; 4202 E Fowler Ave, SVC 2057, Tampa, FL 33620; <https://www.usf.edu/student-affairs/victim-advocacy/>

- Counseling Center: 24/7 at 813-974-2831. 4202 E Fowler Ave, SVC 2124, Tampa, FL 33620; <https://www.usf.edu/student-affairs/counseling-center/>
- Student Health Services: 813-974-2331; 4202 E Fowler Ave, SHS 100, Tampa, FL 33620; <https://www.usf.edu/student-affairs/student-health-services/>
- The Crisis Center of Tampa Bay: 24/7 dial 211: 1 Crisis Center Plaza, Tampa FL 33613: <https://www.crisiscenter.com/> [rape crisis center]
- The Spring of Tampa Bay: 24/7 at 813-247-SAFE. <https://thespring.org/> [domestic violence shelter]

Confidential Resources St. Petersburg Community:

- The Wellness Center (Student Health, Counseling, Victim Advocacy) 24/7 at 727-873-4422. 140 7th Ave South. SLC 2200 St Petersburg FL 33701 <https://www.stpetersburg.usf.edu/student-life/wellness/>
- Suncoast Rape Crisis Center, 24/7 at 727-388-1220. 4010 Central Ave, St. Petersburg FL 33733 <https://www.suncoastcenter.org/sexual-assault-services>
- CASA Pinellas, domestic violence shelter, 24/7 at 727-895-4912. 1011 First Ave N. St. Petersburg FL 33705 <https://www.casapinellas.org/>

Confidential Resources Sarasota-Manatee Community:

- Counseling & Wellness Center (Student Health, Counseling, Victim Advocacy) 24/7 at 941-504-8599. 8350 N. Tamiami Trail. SMD 105, Sarasota FL 34243 <https://www.sarasotamanatee.usf.edu/campus-life/health-and-safety/counseling-and-wellness-center/>
- Safe Place and Rape Crisis Center (SPARCC) 24/7 at 941-365-1976. 2139 Mian Street, Sarasota FL 34237 <https://www.sparcc.net/>

Responsible Employees: All employees not designated as confidential (counselors, therapists, pastoral counselors, doctors, nurses) that teach or supervise in any capacity are Responsible Employees (REs). This means they are required to share information that you have disclosed to them with the Title IX Coordinator, though that does not obligate you to any formal involvement. The Title IX Coordinator will simply reach out to you via email to offer support and the opportunity to file a formal complaint. You can ignore this email if you do not want contact from the Title IX Coordinator or respond and indicate you do not wish to file a formal complaint.

Responsible Employees include, but are not limited to, all faculty (including Adjunct and Tas), Deans, Directors, Department Heads, Chairs, Managers, Principal Investigators, Coordinators, all Athletics employees, UPD employees, Resident Assistants and RLCs.

Responsible Employees may not remain anonymous, and they are required to include the name of the discloser when contacting the Title IX Office so the Title IX Coordinator can email the discloser resources. This is the only reason the discloser's name is provided to the Title IX Coordinator. The Title IX Coordinator does not contact anyone outside the Title IX Office, such as your parents or the Respondent (accused) unless you request it, you are a minor (required by law), or you are in imminent danger. Please let the

Responsible Employees know if it is not safe to contact you via email or phone or if you prefer to be contacted through an alternative email or phone number.

Anonymous Reporting: If you wish to report anonymously, you can do so via Ethics Point. Report anonymously online at: <https://secure.ethicspoint.com/>

Anonymous reports will be investigated by the University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, depending on what information is shared, anonymous reporting typically limits the University's ability to investigate, respond, and provide remedies.

You may request that the Title IX Coordinator provide you with supportive measures and resources without initiating a formal resolution process. If you wish to pursue a formal resolution process, the Title IX Coordinator will be unable to honor any request for confidentiality. The Respondent must be provided sufficient information, including the identity of the Complainant, to allow them to appropriately respond.

Duties with respect to minors (those under age [18]) may require reporting to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed.

SEXUAL MISCONDUCT: RISK REDUCTION FOR INTIMATE PARTNER VIOLENCE, STALKING, SEXUAL HARASSMENT, AND SEXUAL ASSAULT

While victim-blaming is never appropriate and USF fully recognizes that only those who commit sexual offenses are responsible for their actions, the University provides the suggestions that follow to help members of the campus community reduce their risk of being victimized and their risk of committing sexual offenses.

REDUCING THE RISK OF VICTIMIZATION

- ✓ Make your limits and/or boundaries known as early as possible.
- ✓ Tell a sexual aggressor "no," as clearly and firmly as possible.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. Bystanders around you may be waiting for a signal that you need help.
- ✓ Be aware of your alcohol and/or drug consumption, understanding that the use of alcohol or drugs can increase an individual's risk of victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

REDUCE THE RISK OF COMMITTING A SEX OFFENSE

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.

- ✓ If they say “no,” accept it and don’t push. If you want a yes, ask for it, and don’t proceed without clear permission.
- ✓ Communicate your intentions to your potential sexual partner clearly and give that person a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what’s okay in any interaction, ask.
- ✓ Avoid ambiguity. Just ask. Don’t make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you *don’t* have consent.
- ✓ Don’t take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Their loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn’t want to happen. They may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect other people’s timelines for sexual behavior and understand that everyone is entitled to change their minds.
- ✓ Recognize that even if you don’t think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone’s silence or passivity is an indication of consent. Pay attention to both verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant you consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ If your partner indicates a need to stop, or withdraws consent, respect them. Immediately.
- ✓ If you’ve had consent with your partner previously, still check in with them. Just because a sexual behavior was okay with them before doesn’t mean it will be okay in the future.

A BRIEF SUMMARY OF TITLE IX’ S RECENT HISTORY

In 2011, the Obama-era Department of Education (ED) perceived that colleges needed to be more victim-centered in addressing sexual violence and should have more transparent and accessible policies and procedures for addressing complaints. At the instigation of then Vice President Joe Biden, ED issued a set of guidelines for colleges under Title IX in what is known as the Dear Colleague Letter. That letter resulted in investigation-centered approaches that were trauma-informed, confidential, and relatively informal.

Almost immediately, accused students and employees began to sue colleges for violations of their due process rights. By 2017, ED under the Trump administration took a different perspective and withdrew the 2011 Dear Colleague Letter while also announcing that new Title IX regulations were needed to better safeguard the due process rights of accused individuals. The regulatory process took two years, with new regulations published in May 2020 that took effect on August 14, 2020.

The 2020 Title IX regulations required all colleges to revise or rewrite their policies and procedures for addressing sex offenses, including sexual harassment, sexual assault, domestic violence, dating violence,

and stalking. The University has worked diligently to ensure that its newly revised policies and procedures are now compliant with these regulations. This was not an easy process. The regulations include fifteen pages of new requirements, and more than 2,000 pages of explanation of the provisions within those fifteen pages. They are complex and legalistic.

While the University's policies are not all that different than before 2020 – the same types of offenses are still against University policy – the procedures for resolution of complaints are substantially changed.

To summarize:

- Title IX protects students and employees who are impacted by sexual harassment, sexual assault, domestic violence, dating violence, and stalking. When these behaviors occur, and a formal complaint is made, the University is obligated to address and remedy the complaint to ensure that no one is denied effective access to the educational program or activities of the University.
- Schools have jurisdiction requirements that they must follow to determine whether a complaint falls within Title IX or is to be addressed within other University policies and procedures.
- Complainants are well-protected by the regulations in terms of supportive measures that are offered by institutions to try to address the impact of sex offenses.
- Complainants and Respondents are each entitled to an Advisor of their choosing (who can be an attorney) throughout the resolution process. The University can provide a non-attorney Advisor to each party, if needed, during the live hearing for the purpose of cross-examination.
- The regulations have created options for informal resolution.
- To protect Respondents' due process rights, institutions are required to use a formal grievance process for certain types of allegations. That formal process includes an investigation, a live hearing, questioning of the parties through their Advisors, a determination by an objective Decision-maker, and an appeal.

WHEN DOES TITLE IX APPLY?

Title IX only applies when the University has jurisdiction over the complaint. This happens when the Complainant is participating in (or attempting to participate) in the University's educational program or activities, AND the Respondent is a student or employee of the University, AND the behavior occurred within the University's control in the United States.

If it is unclear whether Title IX applies to your situation, contact the Title IX Coordinator for additional assistance. If Title IX does not apply to your situation, the conduct may still be addressable under other University policies.

A BRIEF HISTORY OF VAWA

The Violence Against Women Act §304. VAWA was originally enacted in 1994 to address concerns with violent crimes and violence against women. The goals of VAWA are to prevent violent crimes, respond to the needs of crime victims, learn more about crime, and change public attitudes through a collaborative

effort made by a variety of organizations and systems. Despite the name, VAWA is for everyone, regardless of how they identify. In 2013, President Obama signed the Violence Against Women Reauthorization Act, which, among many provisions, amended sections of the 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

To summarize, the major relevant provisions of VAWA are:

- A requirement for institutions to maintain statistics about the number of incidents of dating violence, domestic violence, sexual assault, and stalking that meet the specific definition of those terms
- Requirement for institutions to provide primary prevention programs to incoming students and new employees that must include: a statement that the institution prohibits the crimes of dating and domestic violence, sexual assault, and stalking; the definition of consent in reference to sexual activity; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs; and an obligation to describe all of these within the University's Annual Security Report found on the USF Police website.
- A requirement to provide ongoing prevention and awareness campaigns for students and employees and to describe these in the annual security report.
- A requirement to describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding that includes how to file a disciplinary complaint, and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking
- A requirement for institutions to describe the range of protective (supportive) measures that the institution may offer
- A requirement for institutions to provide a prompt, fair, and impartial disciplinary proceeding in which: officials are appropriately trained and do not have a conflict of interest or bias for or against any party; the Complainant and Respondent have equal opportunities to have others present, including an Advisor of their choice; the Complainant and Respondent receive simultaneous notification, in writing, of the results of the hearing and any available appeal procedures; the procedures completed in a reasonable prompt timeframe; the Complainant and Respondent are given timely notice of meetings at which one or the other or both may be present; and the Complainant and the Respondent and their Advisors are given timely and equal access to information that will be used during formal and informal disciplinary meetings and hearings

There are a lot of similarities between Title IX and VAWA compliance. Ultimately, both ensure Complainants and Respondents have a full understanding of their rights, the institution's responsibilities, and transparency with navigating the institution's process for resolving reported sex offenses.

POLICY TERMINOLOGY AND SEX OFFENSE DEFINITIONS

There is certain terminology used in both the policy and procedures that are important for you to know. Additionally, members of the Title IX team will use these terms in their written and verbal communication. Below is a chart of the most common terminology used and its definition:

<i>Term</i>	<i>Definition</i>
<i>Actual Knowledge</i>	Notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator or any official of USF who has the authority to institute corrective measure on behalf of the University
<i>Complainant</i>	An individual who is alleged to be the victim of conduct that could constitute sexual harassment
<i>Formal Complaint</i>	A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegations of sexual harassment
<i>Respondent</i>	An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment
<i>Supportive Measures</i>	Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed
<i>Advisor/Support Person</i>	A person chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any. Parties that do not have their own Advisor will be assigned one by the University at the hearing for the purpose of cross examination only. The University does not supply advisors prior to the hearing. Each party may provide their own advisor/support person for any meetings prior to the hearing if they choose, although this

<i>Decision-Maker</i>	The person, panel, and/or Chair who hears evidence, determines relevance, and makes the final determination of whether the policy has been violated and/or assigns sanctions
<i>Investigator</i>	The person or persons designated by the University to gather facts about an alleged violation of the policy, assess relevance and credibility, synthesize the evidence, and compile this information into an investigation report of relevant evidence and a file of directly related evidence
<i>Responsible Employee</i>	An employee of the University who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator
<i>Notice</i>	When an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct
<i>Official with Authority (OWA)</i>	An employee of the University explicitly vested with the responsibility to implement corrective measures for harassment discrimination, and/or retaliation on behalf of the University
<i>Parties</i>	The Complainant(s) and Respondent(s), collectively is not required. Advisors are only required at the hearing.
<i>Confidential Resource</i>	An employee who is not a Responsible Employee or required to report notice of harassment, discrimination, and/or retaliation

USF's Sexual Misconduct/Sexual Harassment policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. You can review the University's full policy here <https://usf.app.box.com/v/usfpolicy0-004>

Sex offenses, including sexual harassment, sexual exploitation, sexual assault, rape, domestic violence, dating violence, and/or stalking are violations of USF's Student Code of Conduct and its Sexual Misconduct/Sexual Harassment policy. A number of federal laws and regulations, including Title IX, VAWA, and the Clery Act, mandate how institutions of higher education must respond to sex offenses. Many types of sex offenses also constitute violations of State law.

Members of the campus community, guests, and visitors have a right to be free from sexual offenses and to be protected by University policy regardless of sex. All members of the campus community must conduct themselves in a way that does not infringe upon the rights of others. When individuals are found to have violated policy, the University will impose serious sanctions, as noted in the Sanctions section of this document.

SEX OFFENSE DEFINITIONS

The following are the definitions of conduct prohibited by the University sexual harassment policy:

SEXUAL HARASSMENT:

Sexual Harassment, as an umbrella category includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and is defined as:

- ☐ Unwelcome conduct on the basis of sex or that is sexual in nature that satisfies one or more of the following:

QUID PRO QUO:

- ☐ an employee of the College/University
- ☐ conditioning¹ the provision of an aid, benefit, or service of the University,
- ☐ on an individual's participation in unwelcome sexual conduct.

SEXUAL HARASSMENT:

- ☐ Unwelcome conduct,
- ☐ Determined by a reasonable person,
- ☐ To be so severe,
- ☐ pervasive, and
- ☐ objectively offensive

¹ Implicitly or explicitly

- ☐ that it effectively denies a person equal access to the University education program or activity

SEXUAL ASSAULT, defined as:

- ☐ any sexual act² directed against another person
- ☐ without the consent of the Complainant,
- ☐ including instances in which the Complainant is incapable of giving consent.

DATING VIOLENCE, defined as:

- ☐ violence,
- ☐ on the basis of sex,
- ☐ committed by a person,
- ☐ who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the person involved in the relationship. For the purposes of this definition-
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

DOMESTIC VIOLENCE, defined as:

- ☐ Violence,
- ☐ On the basis of sex,
- ☐ Committed by a current or former spouse or intimate partner of the Complainant,
- ☐ By a person with whom the Complainant shares a child in common, or
- ☐ By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- ☐ By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of your state, or
- ☐ By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of your state.

STALKING, defined as:

- ☐ Engaging in a course of conduct,
- ☐ On the basis of sex,
- ☐ Directed at a specific person, that would
 - Cause a reasonable person to fear for the person's safety, or the safety of others; or

² This includes six sub-offenses clearly defined in [Policy 0-004](#).

- Suffer substantial emotional distress.

CONSENT

knowing, voluntary, and clear permission by word or action to engage in sexual activity

In all sexual encounters, it is important that you obtain consent. Each of us is responsible for obtaining consent and has a right to choose to give consent or not give consent. Consent is:

- ☐ Informed, knowing, and voluntary (freely given)
- ☐ Active (not passive)
- ☐ Affirmative, clear words or actions that create mutually understandable permission regarding the conditions of sexual or intimate activity
- ☐ Not something that can be given by someone who is known to be, or who should be known to be, mentally or physically incapacitated
- ☐ Not something that can be obtained by use of physical force, compelling threats, intimidating behavior, or coercion

If consent is withdrawn, sexual activity must stop reasonably immediately. Any party can place conditions on their willingness to consent, and those conditions must be respected.

People may experience the same interactions differently, therefore each party is responsible for making sure that their potential partner has provided ongoing, clear consent to engage in any sexual activity or contact.

Consent to some forms of sexual activity (e.g., kissing, fondling, etc.) should not be construed as consent for other kinds of sexual activities (e.g., intercourse).

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: This is defined as a state in which individuals are unable to make rational, reasonable decisions because they lack the capacity to understand the “who, what, when, where, why, or how” of a situation or interaction. Individuals cannot sexually consent if they are unable to understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if it is because they voluntarily consumed alcohol or drugs. Unless consent is “knowing,” it is not valid. Individuals engaging in sexual activity who know or should have known that the other party is incapacitated are engaging in sexual misconduct.

The fact that a Respondent was intoxicated and therefore did not realize that the Complainant was incapacitated does not excuse sexual assault.

SEXUAL HARASSMENT PROCEDURES

USF’s full grievance process for sexual harassment defined above and in accordance with the regulations can be accessed here <https://usf.app.box.com/v/usfpolicy0-004>

The University treats Complainants and Respondents equitably by providing remedies to a Complainant when a determination of responsibility for sexual harassment has been made against the Respondent and by following a grievance process that complies with the Title IX regulations and VAWA.

Here is an overview of the major steps in the process:

STEP ONE: INTAKE

The Title IX Coordinator may assist the Complainant with understanding the policy and procedures, their options, and accessing resources. Assuming the Complainant chooses to file a complaint and move forward with a formal or informal resolution process, the next step is an Initial Assessment. If there is an anonymous report, third-party report, or an unidentified Complainant, the Title IX Coordinator will attempt to: (1) take appropriate action to determine who was impacted and/or involved in the reported behavior to offer them supportive measures and resources and explain their process options, and (2) take reasonable action to stop the behavior, remedy its effects on individuals and the campus community, and prevent it from recurring in the future.

All resolutions will be conducted by officials who receive annual training on issues related to sexual harassment, which includes domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator, Investigators, Decision-makers, and any person who facilitates an informal resolution process are required to be trained on: the definitions of sexual harassment; the scope of the University’s education program or activity; how to conduct an investigation and grievance process that includes

hearings, appeals, and informal resolution processes, as applicable; and serving impartially, including by avoiding prejudgment of the facts at issue, identifying conflicts of interest, and bias.

Additionally, Decision-makers must receive training on any technology used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any materials used for training the Title IX team will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal Complainants of sexual harassment. You can view the training materials provided to the Title IX team at: www.usf.edu/title-ix

The University resolution process is private. The institution will protect the privacy of parties throughout the resolution process, consistent with the provisions of state and federal law. Title IX-related resolutions are not typically subject to publicly available open records requests (e.g., FOIA) provisions. Any required release of information about a resolution will be accomplished without the inclusion of identifying information about the Complainant. Information about the Respondent will only be released to the extent permitted by law.

STEP TWO: INITIAL ASSESSMENT

An initial assessment of the allegations is made by the Title IX Coordinator to determine appropriate jurisdiction and applicable policies/procedures. Under the federal Title IX regulations, the Title IX Coordinator is required to dismiss any formal complaint if one or more of the following is true:

- The alleged conduct would not constitute sexual harassment as defined within the Sexual Harassment policy, even if proved
- The alleged conduct did not occur in USF's education program or activity
- The alleged conduct did not occur against a person in the United States
- The Complainant is not participating or attempting to participate in USF's education program or activities at the time of filing the complaint.

Additionally, the Title IX Coordinator *may* dismiss any formal complaint if one or more of the following is true:

- At any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complaint or any allegations therein
- The Respondent is no longer enrolled or employed by the University
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein

Upon a dismissal required or permitted under the federal Title IX regulations, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale to the parties simultaneously. The parties (meaning the Complainant and Respondent) will have an opportunity to appeal this decision by contacting the Title IX Coordinator.

If a dismissal occurs, the Title IX Coordinator may refer or reinstate the allegations for resolution under an alternative campus process or by another USF office, if appropriate.

The University recognizes that incidents which fall outside of the narrow scope of the Title IX regulations may also negatively impact access to the institution's education programs and activities and are counter to the mission and values of the institution. Therefore, the University will make every effort to stop, remedy, and prevent these occurrences via other USF offices, including but not limited to Student Conduct, Human Relations, Academic Affairs, and/or University Police.

STEP THREE: CHOOSE AN ADVISOR (if you have not already)

The parties are each entitled to an Advisor of their choice to accompany them to any and all meetings pertaining to the complaint. An Advisor can be anyone, including but not limited to an attorney, friend, roommate, or parent. Advisors can be extremely helpful in assisting parties with navigating the Title IX resolution process, especially when it comes to the hearing. The University is required to have a live hearing as part of its formal grievance process. At the live hearing, the Decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a party does not have an Advisor, the University will provide an Advisor, without fee or charge, from a pool of trained Advisors. University-appointed Advisors are not attorneys.

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]

Victim Advocates

Complainants may want to choose a victim advocate as their Advisor, or to have access to an advocate for support. Victim Advocates are individuals employed by USF for the purpose of providing confidential

support and resources independent of or in conjunction with a sex-based discrimination or misconduct resolution process. Advocates are typically trained to provide crisis response services and connection to law enforcement, legal, health, and other emergency services. Advocates are often involved in assisting with the provision of supportive measures for Complainants such as academic adjustments, employment adjustments, housing relocation, and coordination of medical or mental health services.

Below is a list of on-campus, community-based, and national advocacy services available:

- USF Victim Advocacy Tampa & Sarasota-Manatee: 813-974-5756 or 24/7 hotline at 813-974-5757; 4202 E Fowler Ave, SVC 2057, Tampa, FL 33620; <https://www.usf.edu/student-affairs/victim-advocacy/>
- USF Victim Advocacy St. Petersburg: 727-873-4422 Option 4; 140 7th Ave S., SLC 2200, St. Petersburg, FL 33701; <https://www.stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx>
- [The Crisis Center of Tampa Bay](#)
- [The Suncoast Center of Pinellas County](#)
- [Safe Place and Rape Crisis Center Sarasota-Manatee](#)
- [National Center for Injury Prevention and Control](#)
- [National Organization for Victim Assistance \(NOVA\)](#)
- [National Coalition of Anti-Violence Programs \(NCAVP\)](#)

STEP FOUR: INVESTIGATION

Trained Investigators will conduct an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview the parties and witnesses and prepare a report. Your Advisor can accompany you to all interviews, but they may not speak for you or answer questions for you. The Title IX Coordinator will review with your Advisor their role prior to your interview with investigators. Should an Advisor disrupt an interview, Investigators will first request a short break. Should the disruption continue, Investigators will end the meeting and reschedule the remainder of the interview at a later date.

The Investigators will request you supply any evidence you may have in its original unaltered form (if applicable). They will also request you supply a list of witnesses you would like them to interview. Witnesses must have information relevant to the allegations. Investigators will not interview character witnesses. Both Parties are allowed to provide evidence and witnesses. The University may also identify additional witnesses and/or evidence not provided by the Parties. As part of the investigation, Parties and their Advisors will be provided access to all relevant and directly related evidence collected and will be given an opportunity to review and comment upon it. Parties and Witnesses are not required to meet with investigators and may decline to participate.

STEP FIVE: HEARING

The University resolution process provides for a neutral and independent Decision-maker. The Decision-maker(s) will have the opportunity to question Investigators, parties, and witnesses during a hearing. Hearings are held via videoconference. During the hearing, parties' Advisors will have the opportunity to question the other party and witnesses. The Decision-maker(s) must first decide to allow or deny each question posed to a Party or Witness. A question may be denied if it is deemed irrelevant or has already been asked and answered. The Parties may supply their questions to the Decision-maker(s) prior to the hearing for ruling so they will know before the hearing which questions will be allowed. The Parties may also provide their questions to the Decision-maker(s) and request that the Decision-maker(s) asks all the questions at the hearing.

Standard of Evidence: The University uses a preponderance of evidence standard of evidence. This means that Decision-makers consider whether, given the available relevant, credible evidence, it is more likely than not that a violation of policy occurred.

Past History: Questions and evidence about the Complainant's sexual predisposition cannot be asked. Questions about a Complainant's prior sexual behavior cannot be asked unless:

- Such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, OR
- The questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

STEP SIX: FINAL DETERMINATION

The parties will be informed of the outcome of the University's resolution of a complaint in writing, without significant delay between the notifications to each party. This notice will include the final determination, any sanctions imposed, a rationale for the final determination and any sanctions, the institution's procedures for the parties to appeal, any change to the results that occurs prior to the time that such results become final, and when the University considers those results to be final.

STEP SEVEN: APPEAL

All parties involved in sexual harassment proceedings may appeal a decision. Employees have 30 days to appeal and students have 5 days to appeal on the basis of grounds permitted by University policy. All parties are included in any appeal reconsideration and have equal rights of participation. All appeals are conducted by written exchange of materials. There is only one level of appeal. That decision is final. See [Policy 0-004](#) for further details on appeal procedures.

TIMELINES FOR RESOLUTION

USF is committed to resolving complaints within a reasonably prompt timeframe. The University's policy and procedures detail this timeline more specifically. USF's process allows for the temporary delay of the grievance process or limited extensions of time frames for good cause with written notice to the

Complainant and the Respondent. This notification will include specifics of the delay or extension with a detailed reason for the action. Contact the Title IX Coordinator if you need a delay in the process, or an extension for an aspect of the process.

ALTERNATIVE RESOLUTION PROCESS

To initiate an alternative resolution process, a Complainant must submit a formal complaint first. After submission of the formal complaint, the Title IX Coordinator will provide additional information if an alternative resolution is an option. Parties who wish to initiate an alternative resolution process should contact the Title IX Coordinator. All parties must agree, in writing, to initiate an alternative resolution process.

It is not necessary to pursue alternative resolution first to pursue a formal grievance process, and any party participating in alternative resolution can stop the process at any time and begin or resume the formal grievance process.

Alternative Resolution Approaches

Alternative Resolution is an informal approach by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternative Resolution approach.

The Title IX Coordinator may look to the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the parties:

- The parties' amenability to Alternative Resolution
- Likelihood of potential resolution, taking into account any power dynamics between the parties
- The parties' motivation to participate
- Civility of the parties
- Results of a violence risk assessment/ongoing risk analysis
- Disciplinary history
- Whether an emergency removal is needed
- Complaint complexity
- Emotional investment/capability of the parties
- Rationality of the parties
- Goals of the parties
- Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors. Alternative Resolution agreements are not subject to appeal once agreed upon by all parties.

RIGHTS OF COMPLAINANTS AND RESPONDENTS

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, and/or retaliation made in good faith to USF officials
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations
- The right to be informed in advance of any public release of information by USF regarding the allegation(s) or underlying incident(s), whenever possible
- The right not to have any personally identifiable information released by USF to the public without consent provided, except to the extent permitted by law
- The right to be treated with respect by USF officials
- The right to have USF policy and procedures followed without material deviation
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence
- The right not to be discouraged by USF officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities
- The right to be informed by USF officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by USF in notifying such authorities, if the party so chooses. This also includes the right to not be pressured to report
- The right to have allegations of policy violations responded to promptly and with sensitivity by USF law enforcement and/or other USF officials
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; and/or other services, both on campus and in the community
- The right to a University-implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct and that person is affiliated with USF
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:

- Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Visa/immigration assistance
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete or withdrawal from a class
 - Transferring class sections
 - Temporary withdrawal or leave of absence
 - Alternative course completion options
 - Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee Assistance Program (EAP)
 - Referral to community-based service providers
 - Student financial aid counseling
 - Altering campus housing assignments and assistance from USF staff in completing the relocation
 - Safety planning
 - Implementing contact limitation between the parties (no contact orders)
 - Trespass orders for parties not affiliated with USF
 - Timely warnings
 - Increased security and monitoring of certain areas of campus
 - Any other actions deemed appropriate by the Title IX Coordinator
- The right to have USF maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the USF's ability to provide the supportive measures
 - The right to receive sufficiently advanced, written notice of any meeting or interview
 - The right to have the Investigator(s), Advisors, and/or Decision-maker(s) identify and question relevant available witnesses, including expert witnesses
 - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant, may be asked of any party or witness
 - The right to have inadmissible prior sexual predisposition/history or irrelevant character evidence excluded by the Decision-maker
 - The right to know the relevant and directly related evidence obtained and to respond to that evidence
 - The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record
 - The right to receive a copy of all relevant and directly related evidence obtained by the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10) day period to review and comment on the evidence

- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) days to review and comment on the report prior to the hearing
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant
- The right to regular updates on the status of the investigation and/or resolution
- The right to have complaints addressed by Investigator(s), Title IX Coordinator(s), and Decision-maker(s) who have received relevant annual training
- The right to preservation of confidentiality/privacy, as permitted bylaw
- The right to meetings, interviews, and/or hearings that are closed to the public
- The right to petition that any USF representative in the process be recused on the basis of disqualifying bias and/or conflict of interest
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process
- The right to the use of the preponderance of the evidence standard to make a finding after an objective evaluation of all relevant evidence
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process (if any) and a detailed rationale of the decision including an explanation of how credibility was assessed, delivered simultaneously (without undue delay) to the parties
- The right to be informed in writing of when a decision by the institution is considered final and any changes to the final determination or sanction(s) that occur post Notification of Outcome
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal
- The right to a fundamentally fair resolution as defined in these procedures

SANCTIONS AND REMEDIES

There are several factors considered when determining a sanction. Sanctions are imposed and enforced when the Respondent has been found in violation of University policy. Some considerations for sanctioning include:

- The nature, severity, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions to end discrimination, harassment, and/or retaliation
- The need for sanctions to prevent future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effect of discrimination, harassment, and/or retaliation on the Complainant and community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

Sanctions are typically implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

Examples of student sanctions are:

- Alcohol and/or Substance Use Education Sanctions
- Assignments/Seminar/Workshops
- Conduct Probation
- Deferred Suspension
- Expulsion
- Housing Restriction
- No Contact Order
- Restrictions
- Restitution
- Suspension
- Written Reprimand

For a detailed explanation of sanctions see the [Student Code of Conduct](#).

Examples of employee sanctions are:

- Written Reprimand
- Administrative Leave
- Termination of Employment

More information about employee sanctions can be found on the [USF Human Resources website](#).

Long-term Remedies/Other actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

PREVENTION AND AWARENESS PROGRAMS

Bystander Intervention: The University offers bystander intervention programming to students and employees in an effort to ensure that each member of the campus community is invested in creating a safe campus environment. Program participants are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists.

VAWA Training: Employees are provided with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking and consent in compliance with the Violence Against Women Act.

Ongoing Campaigns: [Ongoing awareness and prevention campaigns](#) are provided throughout the school year to students, faculty, and staff.

HOW TO SUPPORT A FRIEND OR FAMILY MEMBER

Below are some ways you can support a friend or family member who discloses to you that they have experienced sexual harassment, sexual violence, dating/domestic violence, or stalking.

Listen: Let the person speak. Don't interrupt. Don't ask for details – you don't want to retraumatize them. Let them decide how much they are comfortable telling you.

No judgment: Avoid “why” questions such as *Why did you get in the car with them?* This is victim blaming. What happened is not their fault.

Empower: Never make decisions for the person. Instead, ask them what they want. For example, no one should pressure a person to report (or not report) to police. There is only one person who gets to decide if a police report is right for them and that's the person who experienced the incident. You can ask *Would you like me to help you contact the police?* If they say no, don't push!

Connect: Be able to tell your friend or family member about the resources available to them, including campus and community resources. Tell them about Victim Advocacy, Counseling, Student Outreach & Support, and Title IX on campus. These resources can provide them supportive measures for their academic and personal well-being and provide assistance should they wish to pursue further action. Let them know about crisis centers and shelters in their community.

Knowledge: Know the facts about Title IX and be able to share this information. Let the person know that they are not required to file a formal complaint or take formal action to receive supportive measures from Title IX or other offices at USF. Let them know that Title IX is “need to know only” and will protect their privacy. Let them know that they decide how or if further action is taken. Let them know they have several options under Title IX, not just a formal investigation. Let them know they should preserve evidence if they are considering filing a report.

Be present: If allowed, offer to go with or drive your friend or family member to appointments and/or meetings so they don’t have to go alone. If the person is finding it difficult to concentrate and its allowed, offer to take notes for them during meetings. Check in regularly with your friend or family member. Ask them how they are doing and if they need anything. Offer to help with errands. Encourage them and help them to practice self-care. Provide a safe environment for your friend or family member to express emotion. Validate their feelings without judgment. Encourage them to seek support from others rather than go it alone.

Evidence: Help your friend or family member preserve evidence. With their consent, offer to take photographs of injuries. Offer to keep a backup copy of statements, emails, texts, phone logs, videos, photographs, etc. Put unwashed clothing, towels, bedding, etc. in a paper bag (never plastic) and store in a cool, dry location.

Privacy: If your friend or family member tells you something in confidence, do not share that information with others. Protect their privacy. Exceptions to this include someone in imminent risk of serious injury or death (call 911) and employees of USF who are required to notify the Title IX Coordinator when they receive a disclosure (Responsible Employees).

Self-care: You will be in a better position to help your friend or family member if you are well. Practice your own self-care and seek support from others as needed.

FREQUENTLY ASKED QUESTIONS (FAQ)

Can an attorney be my Advisor?

Yes. You have the right to an Advisor of your choice, which can include an attorney.

Will my parents/guardians find out about this incident?

It depends. If you are a minor, members of the Title IX team have certain mandatory reporting obligations, which may include notifying your parents/guardians of the incident.

If you are not a minor, this incident is a part of your education record, which is protected under the Family Educational Rights and Privacy Act (FERPA). This means that your education record cannot be shared with anyone with whom you have not given USF permission to share.

Do I have to resolve this through a formal grievance process?

No. You have options. If you are a Complainant and want an Alternative Resolution, you first submit your formal complaint. Upon receipt of this formal complaint, notify the Title IX Coordinator that you would like information about a possible Alternative Resolution. Any party who wishes to resolve the matter informally should contact the Title IX Coordinator. All parties must agree, in writing, to an Alternative Resolution. An agreement to an Alternative Resolution is not an admission of responsibility, does not constitute a finding in the case, and does not appear on the Respondent's record.

Can I just get supportive measures?

Yes. You do not have to file a formal complaint or pursue formal action to receive supportive measures such as academic or USF workplace accommodations, on-campus housing accommodations, no contact orders, etc. With the exception of no contact orders, we do not need to contact the Respondent (accused) to provide supportive measures.

To get supportive measures do you have to tell my professors or supervisor what happened?

No. For most supportive measures we do not need to share any details. For example, a student who needs a class accommodation will have a letter sent to their professor by the Dean of Students. The letter only says the student has experienced an emergency. It does not provide any details and professors are trained not to ask for details. Similarly, if an employee requests a no contact order to cease unwanted contact by a colleague, we will notify their supervisor of the request but we do not provide any details, only that we are administering a no contact order and the supervisor should not require the two employees to work together or have contact.

Is Title IX confidential?

No. But we are private. That means we do not share information with anyone unless they have been designated "need to know" by the Title IX Coordinator. For example, we may coordinate with Victim Advocacy, Counseling, and Student Outreach & Support to provide wrap around services for a student experiencing difficulties. The Title IX Coordinator may share information with these offices as they work with Title IX to support the student. Similarly, the Title IX Coordinator may collaborate with Human Resources, the Provost's Office, unions, and supervisors to provide supportive measures to an employee. Protecting your privacy is one of our top priorities.

If found responsible will the Respondent automatically be removed from USF?

It depends on the violation.

Is there a time limit on when I can report?

There is no statute of limitations on when a complaint can be filed however there are certain jurisdictional requirements that must be met to pursue a formal grievance process under Title IX. For example, both Parties must still be affiliated with USF. If the Respondent or Complainant leaves the University, USF loses jurisdiction under Title IX.

Will I get in more trouble if I was drinking underage or using during the incident?

USF offers amnesty to underage complainants who were under the influence at the time of the alleged incident.

What happens if the Respondent fails to comply with the sanctions?

Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s). Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination.

What happens if the Respondent transfers, leaves, or resigns prior to the conclusion of the formal resolution process?

The process will conclude but the outcome may be impacted. For example, the University will not have jurisdiction to sanction a student or employee Respondent that has exited the University. The University will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

What if law enforcement is involved?

University action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced. The University may undertake a short delay in its investigation if circumstances require. Communication will be sent to the parties explaining the reason(s) for the delay and the anticipated duration of the delay.

Do I have to be cross-examined during the hearing?

You can decline to answer questions at the hearing. The absence of a party or their refusal to answer questions may not impact the Decision-maker(s) determination.

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Appendix G: Sample Emergency Situation Protective Actions Card

IN CASE OF EMERGENCY...

UNIVERSITY OF SOUTH FLORIDA®
PROTECTIVE ACTIONS GUIDE

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

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

Know Your Location

Provide your location when calling 911.

Emergency Door Locks

If the room is equipped with an emergency door lock system:

- The button should be pressed if there is an immediate threat in your vicinity.
- **Doors must be fully closed for locks to engage.**
- Call 911 once the button has been pressed.

Common Protective Actions

- Always be aware of your surroundings.
- Remain calm and help others do the same.
- Create distance between you and the hazard.
- Follow all verbal instructions, messages, and alerts.
- Report any suspicious activities to **University Police** by calling **974-2628**.

If Instructed to **Shelter-in-Place**

- Stay where you are.
- Close all doors and windows and create a seal around them with available materials.

Active Threat

- **Run – Hide – Fight:** If possible, run from the threat. If unable to run, hide out of sight behind adequate cover. If faced with the threat, use your resources to fight back.
- Silence all cell phones and other equipment that may produce sound.
- Continue to evaluate the threat and trust your instincts to keep yourself safe.
- Have **one person** from the room call 911 if you have information to provide or injuries to report.

>> Flip Over for More Information <<

Fire, Smoke, or Explosion

- Activate the nearest fire alarm and evacuate the area.
- Notify others as you evacuate.
- Do not use elevators, use only stairwells.
- Assist individuals with disabilities to areas of refuge within stairwells and notify public safety officials of their location.
- Close doors behind you as you leave to limit spread of fire and smoke.
- **Call 911 when you are safely out of the building.**
- Remain a safe distance from the building in a grassy area, avoiding parking lots.

Severe Weather and Tornadoes

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

Hazardous Materials Release

- Evacuate the area immediately.
- Call Environmental Health and Safety at 974-4036 or University Police at 974-2628 for assistance. If an emergency, call 911.
- If you come in to contact with the material, rinse with copious amounts of water and do not rub skin. Seek medical attention.
- Shelter-in-place if directed.

Power Outages

- Move cautiously to a lighted area.
- Follow instructions from public safety officials.

Bomb Threat or Suspicious Item

- Evacuate the area immediately.
- Notify others around you.
- Call 911 and provide as much information as possible.
- Do not touch or disturb any objects.

Suspicious Person

- Do not physically confront the person or block access to an exit.
- Do not allow anyone to follow you into access controlled areas.
- Call 911 and provide as much information about the person and direction of travel as you can.

Important Phone Numbers

- Emergency: 911
- University Police (non-emergency): (813) 974-2628
- Environmental Health & Safety: (813) 974-4036
- USF Emergency Management: (813) 974-0870

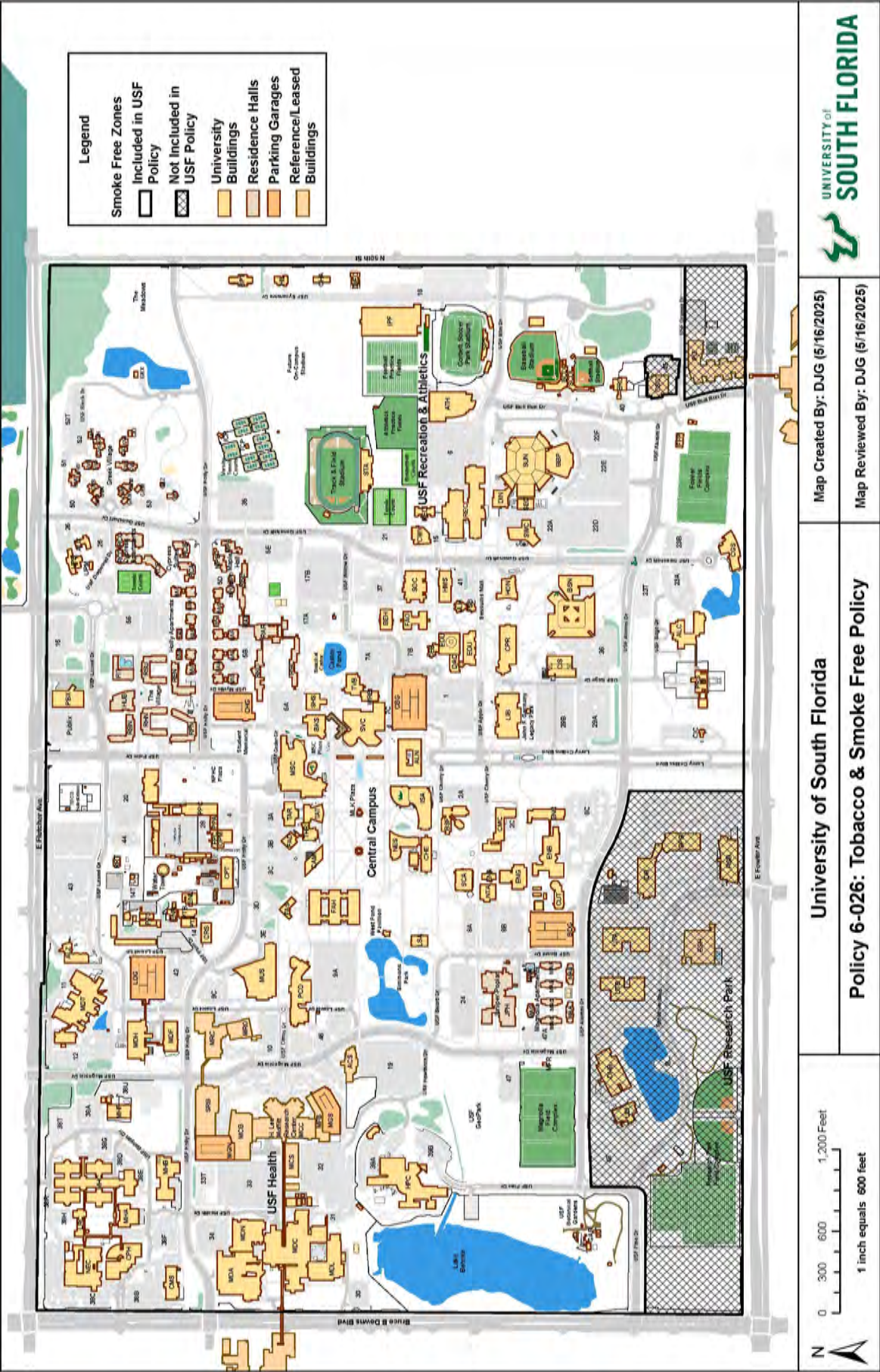
Be Prepared.

July 2021 | Tampa Bay

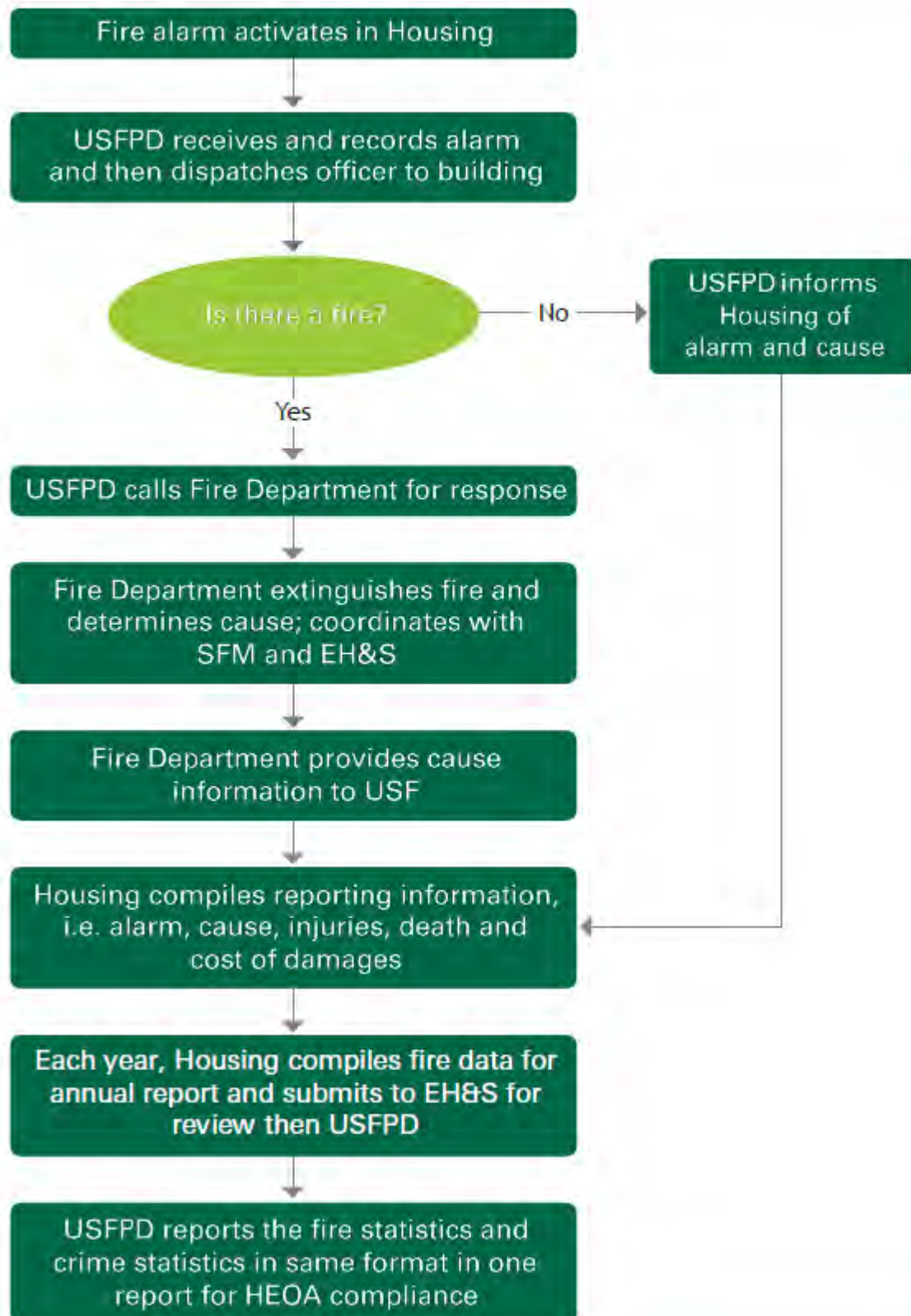


usf.edu/em
813-974-0870

Appendix H: USF Tobacco & Smoke-Free Campus Map



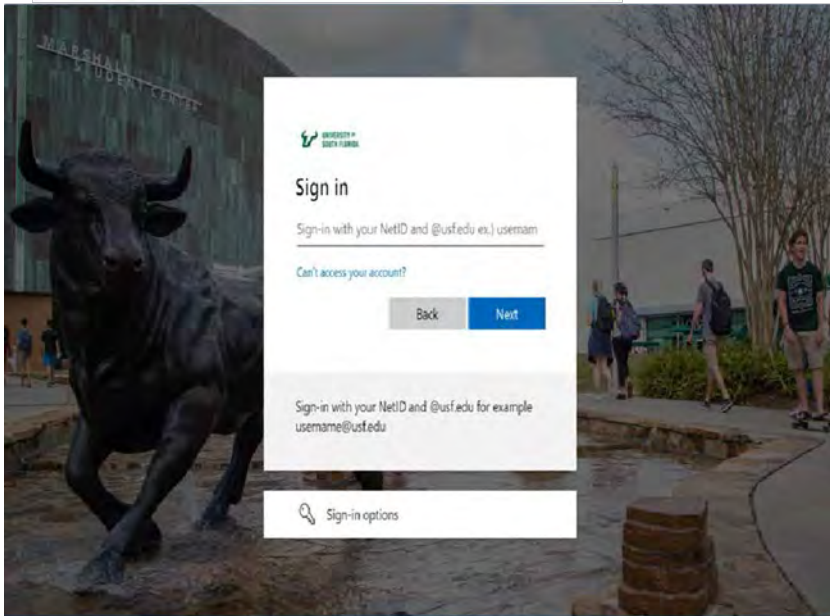
HEOA CAMPUS RIGHT TO KNOW FIRE REPORTING FLOWCHART



Appendix J: Procedure for Updating Missing Person Contact

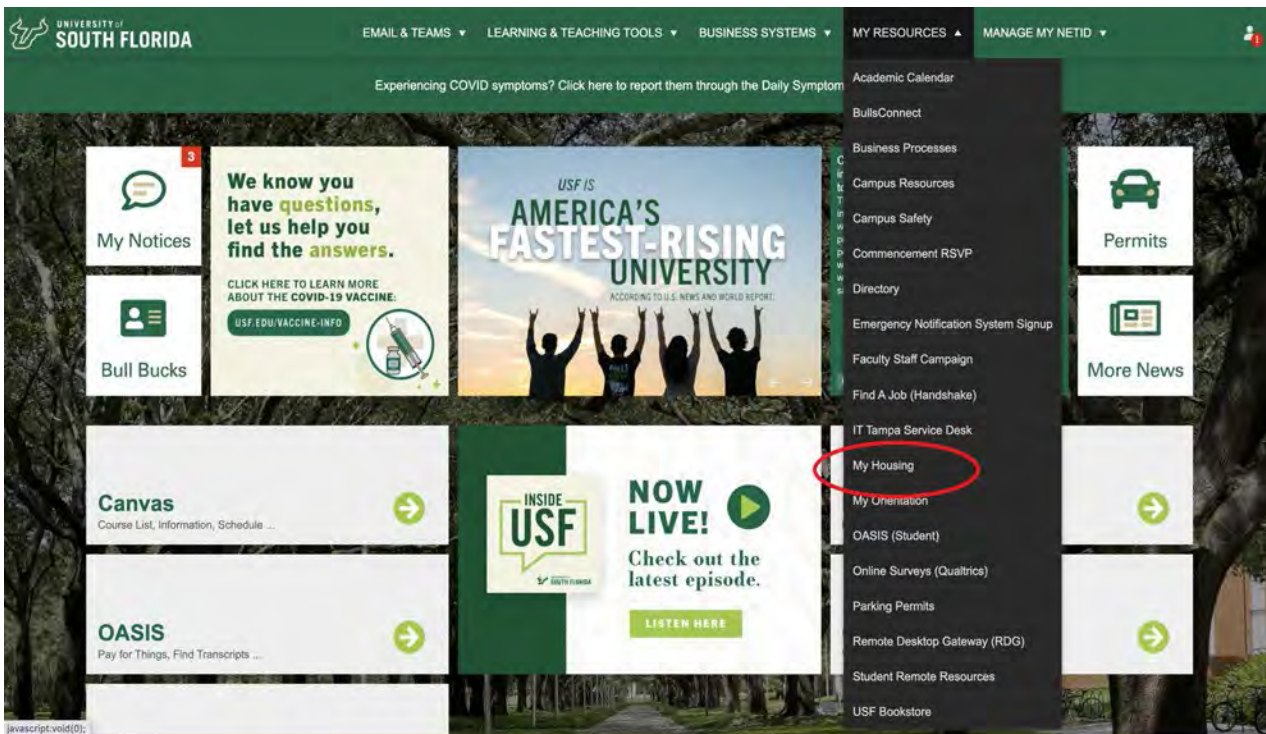
Procedure for Updating Missing Person Contact in OASIS/BANNER via the Housing Portal

STEP #1: Visit my.usf.edu




STEP #2: Log in with your credentials

STEP #3: Click on *My Resources* & then click on *My Housing*



STEP #4: You are now in the Housing Portal. Click on *Housing Application* (Use these steps to apply for housing and add your Missing Student Contact Information via your housing application.)



23

Home

Profile

Housing Application

Tampa/Sarasota Requests

St Petersburg Requests

Log Out


Hi [REDACTED], Welcome to the USF Housing Portal!

Have Questions? Contact us


[Tampa Housing](#)

[Sarasota-Manatee Housing](#)

[St Petersburg Housing](#)



Apply Today!
**FALL/SPRING 2025-26
APPLICATION NOW OPEN!**



**FALL/SPRING 2025-2026
ROOM SELECTION PROCESS**


Have questions about the 2025 Fall – 2026 Spring Application Process? Click [HERE](#) for more information!

Information about the Fall 2025/Spring 2026 Room Selection Process can be found [HERE](#)

For more information about the standby list process for the Fall 2025 – Spring 2026 housing application, click [HERE](#)


[Bull Haul 2025 Applications Open](#)

STEP #5: Select the Campus you are applying to, then *Click Save & Continue*



23


[Home](#) [Profile](#) [Housing Application](#) [Tampa/Sarasota Requests](#) [St Petersburg Requests](#) [Log Out](#)



USF SARASOTA MANATEE


The University of South Florida offers an on-campus living experience at each of our three campuses. Many students make their decision on which campus to attend based on class offerings and the overall experience they wish to have.

Sarasota-Manatee Campus
Located on the border of Manatee and Sarasota counties south of Tampa and across from the Sarasota-Bradenton International Airport, the Sarasota-Manatee campus offers a smaller campus experience.



USF ST, PETERSBURG

St. Petersburg Campus
Located on the water in downtown St. Petersburg, the St. Pete campus offers a medium sized campus with easy access to many of the cultural and local activities that the City of St. Petersburg has to offer. The St. Pete campus has three residence halls offering suite and apartment style living.



USF TAMPA

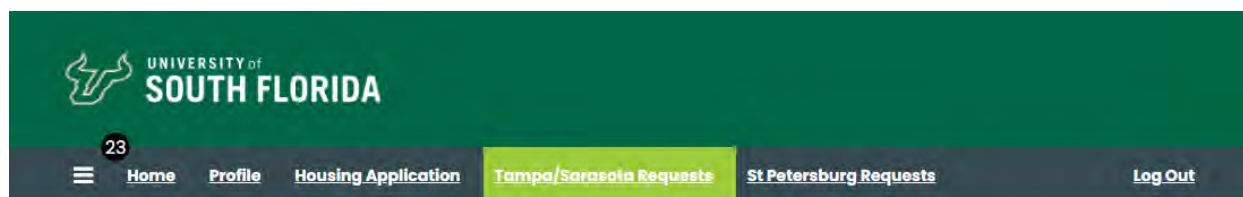
Tampa Campus
The Tampa Campus is located on the northeast corner of the city of Tampa approximately 10 miles from downtown. The Tampa campus is the largest of the USF campuses and is a city upon itself offering the large school experience. The Tampa campus has 42 residence halls offering traditional, suite, and apartments style options.

Please select from the drop down below which campus you wish to apply to.

Select A Campus

Save & Continue

STEP #6: Click *Apply*



Welcome, [REDACTED]!

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

This application process will provide you the opportunity to indicate some preferences regarding your room assignment. While the choices you make today are important to assist USF Housing & Residential Education to provide you the best experience possible, please note that you can update your preferences until you are assigned.

We encourage you to keep up to date with USF Housing & Residential Education by keeping an eye on your University email account, our [website](#), and our [Instagram page](#).


If you have any questions or need assistance with completing this housing application, please contact us at housing@usf.edu or by phone at 813-974-0001. We are available Monday - Friday from 9:00am to 4:00pm.

Go Bulls!

USF Housing & Residential Education
4202 E. Fowler Avenue, RAR 229
Tampa, FL 33620, USA
Office: 813-974-0001
Email: housing@usf.edu

Apply!

STEP #7: Click *Apply* on the term you wish to apply for

 UNIVERSITY of
SOUTH FLORIDA

23

[Home](#) [Profile](#) [Housing Application](#) [Tampa/Sarasota Requests](#) [St Petersburg Requests](#) [Log Out](#)

Tampa Housing Application Term Selector

Please select a term below to start or continue with your application.

Summer Only 2025

(5/16/2025 - 8/9/2025)

You started your application for **Summer Only 2025** on **3/21/2025**, and have **not signed the contract**.

[Continue](#)

The status of your application is **not complete**.

Your application status is **(Please Select Status)**.

Fall 2025 - Spring 2026

(8/21/2025 - 5/8/2026)

Your application status is **(Please Select Status)**.

[Apply](#)

STEP #8: Complete/verify information and click *Save & Continue* at the bottom of the page

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23

[Home](#) [Profile](#) [Housing Application](#) [Tampa RCPs](#) [Tampa/Sarasota Requests](#) [St Petersburg Requests](#) [Log Out](#)

Applicant
Profile
Information

Contact
Information

Roommate
Matching
Questions

2025 Fall -
2026 Spring
Meal Plan
Selection

2025 Fall -
2026 Spring
Agreement

Application
Fee
Payment
Options

\$50 App Fee
Charge

\$50
Payment
Checkout

Profile Information from Admissions Application

This information must be updated by the Registrar's Office if it is incorrect.

*Please select in the application progress tracker above to navigate to a previous page in the application process.*First Name
Last Name
University ID
Birth Sex
Email
Admissions Email
Additional Housing Profile Information

Please update any information that is blank or incorrect.

Preferred Name*
Personal Email
Phone Mobile Cell


Please indicate if you are willing to receive housing-related information via text message at the cell phone number listed above. Standard text message rates will apply.

Send

*Those wishing to update the fields that are added by Student Self-Service should go to **MyUSF**, select the **Student Self-Service** icon, select **View & Update My Information** under the list titled **Student Record**. On the following **My Profile** page, select **Personal Information**. From this final page you may edit this and other fields related to your student profile. Please click on this link [Student Self-Service](#) to make any updates. Updates made in Student Self-Service will be reflected in the housing portal the next day.

Save & Continue

FINAL STEP: Fill in all information, including *Missing Student Contact* and at the bottom of the page click *Save & Continue* to complete your application

UNIVERSITY of
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23

HomeProfileHousing ApplicationTampa RCPsTampa/Sarasota RequestsSt Petersburg RequestsLog Out

Applicant Profile InformationContact InformationRoommate Matching Questions2025 Fall - 2026 Spring Meal Plan Selection2025 Fall - 2026 Spring AgreementApplication Fee Payment Options\$50 App Fee Charge\$50 Payment Checkout

✓

Guardian Address

Our records indicate that you are an applicant that is less than 18 years of age at the time of application. In order to complete your application, **you are required** to supply a name and email address for your guardian (parent or guardian) for use during the agreement stage of the application process.

Contact Name

Email

Please select in the application progress tracker above to navigate to a previous page in the application process.

Billing Address

We recognize that some students wish for a parent or guardian to receive information about their billing. In order to facilitate this for those who desire it, we ask that you provide contact information. Please note that providing this information grants USF Housing & Residential Education the ability to contact this individual for billing issues/concerns. **Providing this information is optional.**

Relationship

Mother

Contact Name

Home Phone

813-974-0001

Mobile/Cell Phone

813-974-0001

Email

Emergency Contact

Emergency Contact Information will assist University officials in contacting the appropriate person in times of emergency.

Providing this information is optional.

Relationship

Mother

Contact Name

[REDACTED]

Home Phone

813-974-0001

Mobile/Cell Phone

813-974-0001

Work Phone

813-974-0001

Email

test@usf.edu

Missing Student Contact

Missing Student Contact Information will only be released to law enforcement officials if it is determined that you are missing.

This contact can be different than your emergency contact. **Providing this information is optional.**

Relationship

Family Friend

Contact Name

Mr. Local

Home Phone

813-974-0001

Mobile/Cell Phone

813-974-0001

Work Phone

813-974-0001

Email

test2@usf.edu

Hurricane Evacuation Plan

In the event of a hurricane, or other possible emergency situations, USF may call for the evacuation of the campus (including the residence halls). In an effort to better prepare, USF Housing & Residential Education would like to gather information regarding your plans for evacuation. If you have questions regarding USF's response to hurricanes, we encourage you to review the Hurricane Guide. Should your hurricane evacuation plans change, we ask that you update your plans in your USF Housing Portal.

Students with a service, emotional support, or therapy animal that will be seeking to utilize a county shelter in the University area should seek additional information regarding shelters that accept such animals. Please contact Hillsborough County for more information.

Evacuation Location

Home

If "On Campus - Local Shelter if Evacuated" was selected, you do not need to fill out the address form below. If an evacuation of campus is required, you will be notified prior and proper means will be taken by the university to relocate residents in their halls to a local shelter.

Evacuation Transportation Method

Drive my car

Relationship (Please indicate Home, Family, Friend, etc.)

Parents

Street

1 Main Street

Street 2

City

Inland

State Province

Florida

Zip Postcode

33500

Country

United States

Phone

813-974-0001

Mobile/Cell Phone

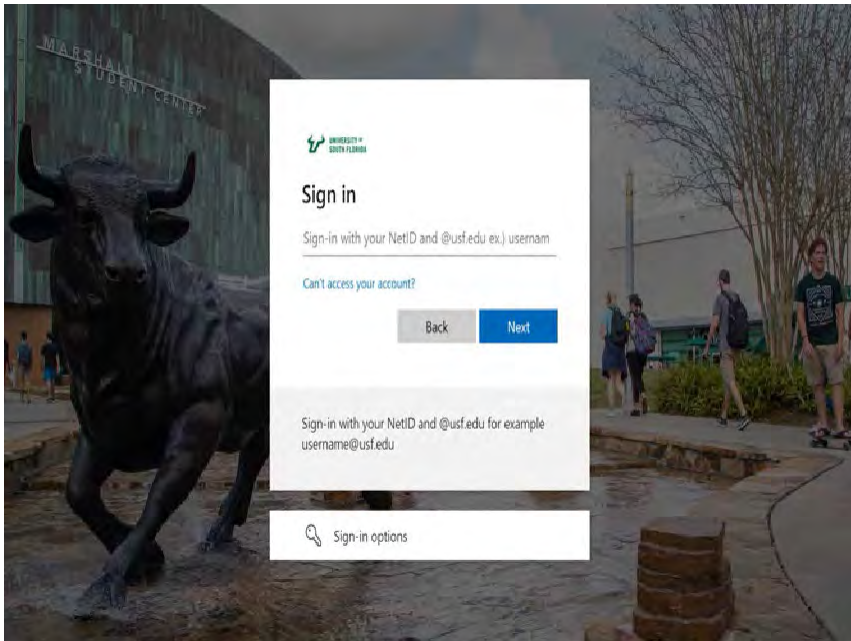
813-974-0001

Save & Continue

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

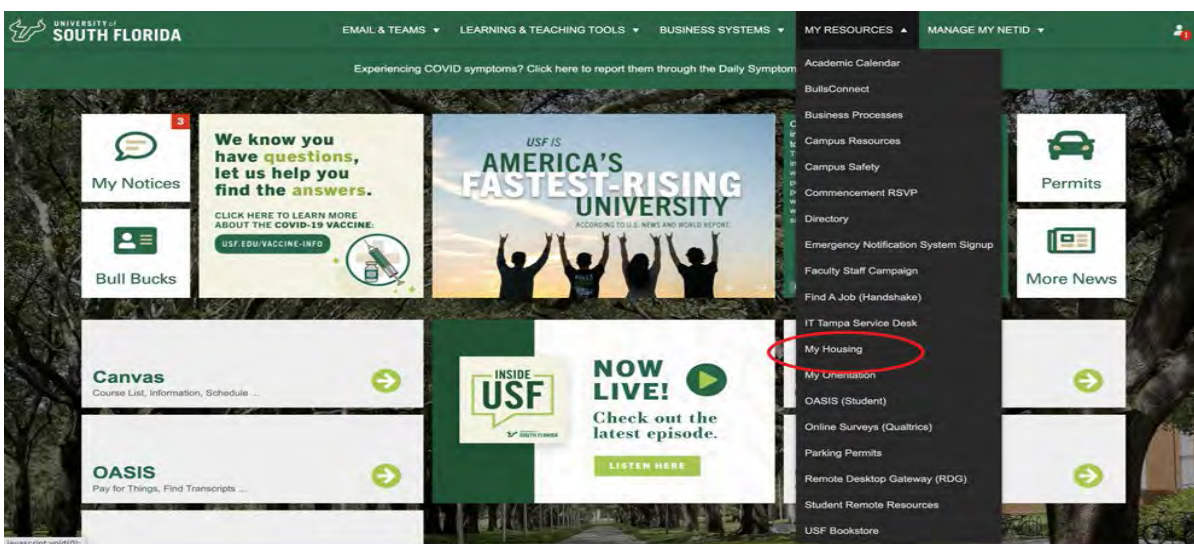
If you do not add the *Missing Student Contact Information* in your application, you will have to do the following steps to add or update this information in the Housing Portal. Please scroll down to access these steps.

STEP #1: Visit my.usf.edu




STEP #2: Log in with your credentials

STEP #3: Click on *My Resources* & then click on *My Housing*



STEP #4: You are now in the Housing Portal. Click on *Profile*



23

[Home](#) [Profile](#) [Housing Application](#) [Tampa/Sarasota Requests](#) [St Petersburg Requests](#) [Log Out](#)


Hi [REDACTED], Welcome to the USF Housing Portal!

Have Questions? Contact us


[Tampa Housing](#)

[Sarasota-Manatee Housing](#)

[St Petersburg Housing](#)



Apply Today!
FALL/SPRING 2025-26
APPLICATION NOW OPEN!



FALL/SPRING 2025-2026
ROOM SELECTION PROCESS

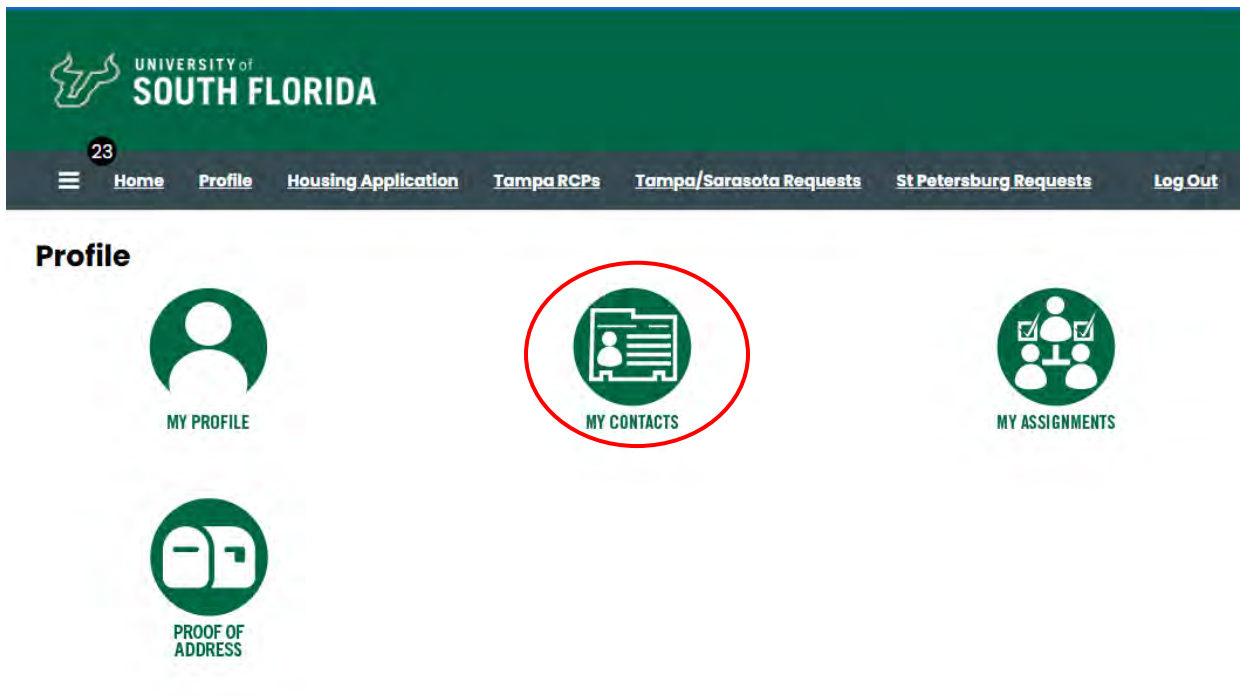
Have questions about the 2025 Fall - 2026 Spring Application Process? Click [HERE](#) for more information!

Information about the Fall 2025/Spring 2026 Room Selection Process can be found [HERE](#)

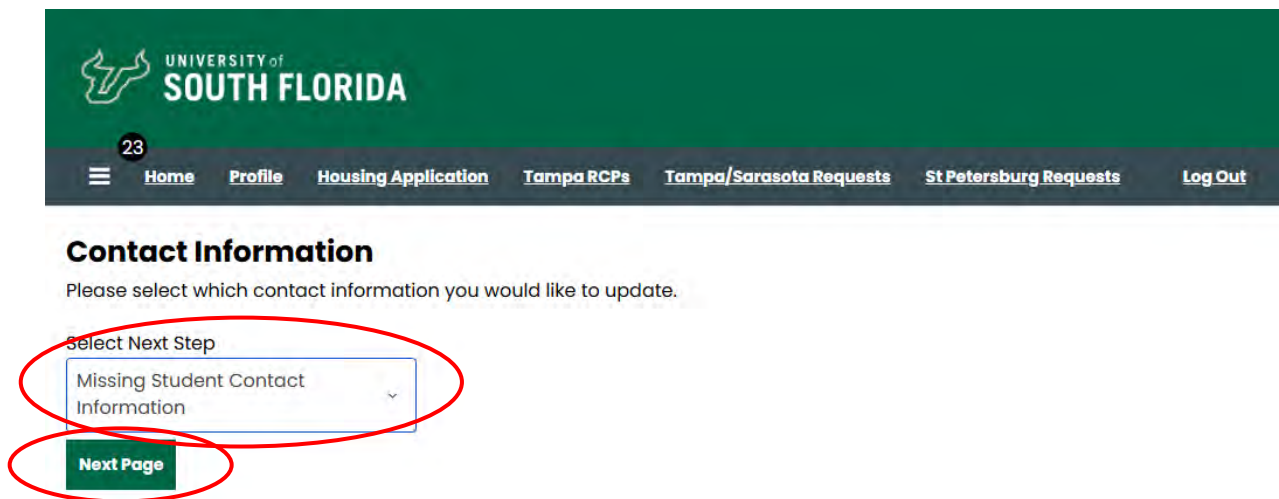
For more information about the standby list process for the Fall 2025 - Spring 2026 housing application, click [HERE](#)

[**Bull Haul 2025 Applications Open**](#)


STEP #5: Click on *My Contacts*



STEP #6: Select *Missing Student Contact* Information and then click *Next Page*



FINAL STEP: Fill in all information and click *Save & Continue* to save your changes

 UNIVERSITY of
SOUTH FLORIDA

23

[Home](#) [Profile](#) [Housing Application](#) [Tampa RCPs](#) [Tampa/Sarasota Requests](#) [St Petersburg Requests](#) [Log Out](#)

Missing Student Contact Information

Contact Name

Relationship

Email

Phone

Phone Mobile Cell

Street

Street 2

City

State Province

Zip Postcode

Country

Save & Continue

Appendix K: Residential Fire Log

University of South Florida Tampa Campus Annual Fire Log - 2022				
Date	Case Number	Nature of Fire	Date and Time of Fire	Location
3/7/2022	2022-001	Burnt cookies in microwave.	3/7/2022 @ 6:38 PM	Beacon Hall – RBN Building
9/8/2022	2022-002	Lamp fell on floor causing fire.	9/8/2022 @ 2:54 PM	Cypress C Apts – RCC Building
9/30/2022	2022-003	Water heater caught fire.	9/30/2022 @ 12:45 AM	Magnolia E Apts – MAE Building

University of South Florida Tampa Campus Annual Fire Log - 2023				
Date	Case Number	Nature of Fire	Date and Time of Fire	Location
No fires reported during 2023.				

University of South Florida Tampa Campus Annual Fire Log - 2024				
Date	Case Number	Nature of Fire	Date and Time of Fire	Location
6/26/2024	2024-001	Vape Pen caught fire while charging.	6/26/2024 @ 7:18 PM	Holly A – HAA Building

USF Contacts

USF Tampa Campus

Police Department

Location: 4202 E. Fowler Ave., UPB 002, Tampa, FL 33620 | Physical Address: 13152 USF Genshaft Dr., Tampa, FL 33620

Phone: **(813) 974-2628**

Tip Line: **(813) 974-TIPS (8477)**

Website: <https://www.usf.edu/administrative-services/university-police/>

Clery Coordinator

Kaitlyn Shoemaker, Clery Coordinator

Phone: **(813) 396-0998**

Email: kaitlynshoemaker@usf.edu

Website: <https://www.usf.edu/public-safety/university-police/your-safety/campus-security-authority.aspx>

Emergency Management

Grant Gundle, Director of Emergency Management

Phone: **(813) 974-4336** | **(813) 974-0870**

Email: ggundle@usf.edu

Website: <https://www.usf.edu/administrative-services/emergency-management/>

Environmental Health & Safety

Krystal Sullivan, Director

Phone: **(813) 974-0872**

Email: krystalsullivan@usf.edu

Website: <https://www.usf.edu/administrative-services/environmental-health-safety/>

Tom Bradley, Associate Director

Phone: **(813) 974-7986**

Email: tbradley5@usf.edu

Website: <https://www.usf.edu/administrative-services/environmental-health-safety/>

Facilities Management

Address: 3820 USF Holly Dr., Tampa, FL 33620

24-Hour Service Desk: **(813) 974-2845**

Office Phone: **(813) 974-2750**

Website: <https://www.usf.edu/administrative-services/facilities-information-services/>

Email: FM-ServiceCenter@usf.edu

Hari Patel, Director of Facilities Information Services

Phone: **(813) 974-5225**

Email: hrpatel2@usf.edu

Website: <https://www.usf.edu/administrative-services/facilities-information-services/>

Jim Neighbours, Assistant Director of Facilities Information Services

Phone: **(813) 974-0871**

Email: jimneigh@usf.edu

Website: <https://www.usf.edu/administrative-services/facilities-information-services/>

Housing Office

Mailing Address: 4202 E Fowler Ave., RAR 229, Tampa, FL 33620-7700

Phone: **(813) 974-0001**

Email: housing@usf.edu

24-Hour Service Desks – **Holly M: (813) 974-7000** | **Juniper-Poplar: (813) 974-0800** | **The HUB: (813) 974-2246**

Website: <https://www.usf.edu/housing/index.aspx>

USF Information Technology

In-Person IT Walkup Desk: USF Tampa Library, 4101 USF Apple Dr., Tampa, FL 33620

Help Desk Phone: **(813) 974-1222** | **(813) 974-HELP (4357)**

Email: help@usf.edu

Website: <https://www.usf.edu/it/>

Student Conduct & Ethical Development

Location: 4202 E. Fowler Ave., ALN 109, Tampa, FL 33620

Phone: **(813) 974-9443**

Fax: (813) 974-7383

Email: studentconduct@usf.edu

Website: <https://www.usf.edu/student-affairs/student-conduct-ethical-development/>

Title IX Office

Location: 4202 E. Fowler Ave., ALN 172, Tampa, FL 33620

Email: titleixreports@usf.edu

Website: <https://www.usf.edu/title-ix/>

Maggie Denney, USF Title IX Coordinator

Location: 4202 E. Fowler Ave., ALN 172, Tampa, FL 33620

Phone: **(813) 974-8616**

TDD: (813) 974-5651

Fax: (813) 974-4375

Email: denney1@usf.edu

Website: <https://www.usf.edu/title-ix/>

Center for Victim Advocacy and Violence Prevention

Location: 4202 E. Fowler Ave., SVC 2057, Tampa, FL 33620

Phone: **(813) 974-5756**

Fax: (813) 974-8589

24 Hour Victim Helpline: **(813) 974-5757**

Email: va@usf.edu

Website: <https://www.usf.edu/student-affairs/victim-advocacy/>

Dean of Students

Danielle McDonald, Associate Vice President and Dean of Students

Location: 4202 E. Fowler Ave., MSC 4301, Tampa, FL 33620

Phone: **(813) 974-6677**

Email: dmcdonald@usf.edu

Website: <https://www.usf.edu/student-affairs/dean-of-students/index.aspx>

SAFE Team Escort

Hours of Operation: Sunday – Thursday, 6:30pm – 2:00am; Friday & Saturday, Closed

Phone: **(813) 974-SAFE (7233)**

Website: <https://www.usf.edu/student-affairs/student-government/tampa-sg/tampa-safeteam/index.aspx>

USF Health, Downtown Campus

USF Health Downtown

Location: 560 Channelside Dr., Tampa, FL 33602

Phone: (813) 974-2196

Website: <https://health.usf.edu/>

Clery Coordinator

Donald Mullins, Asst. VP for Health Affairs, Deputy Chief of Staff

Phone: (813) 974-2196

Email: mullinsd@usf.edu

Title IX Office

Mallory Davis, Deputy Title IX Coordinator – USF Health

Location: 4202 E. Fowler Ave., ALN 172, Tampa, FL 33620

Phone: (813) 974-6092

Email: mallorydavis@usf.edu

USF St. Petersburg Campus

Police Department

Location: 530 3rd Street S., FPF 105, St. Petersburg, FL 33701

Phone: (727) 873-4444

Website: <https://www.stpetersburg.usf.edu/police/>

Clery Coordinator

David Hendry, Police Chief

USF St. Petersburg Police Department

Phone: (727) 873-4444

Fax: (727) 873-4122

Email: davidhendry@usf.edu

Website: <https://www.stpetersburg.usf.edu/police/reports/campus-security-authority.aspx>

Facilities Management

Location: 140 7th Ave. S., POR 102, St. Petersburg, FL 33701

Phone: (727) 873-4135

Website: <https://stpetersburg.usf.edu/resources/facilities/>

Housing Office

Phone: (727) 873-5101

Email: stp-housing@usf.edu

Website: <https://www.stpetersburg.usf.edu/student-life/housing/index.aspx>

Information Technology

In Person Walk-Up Help Desk: Bayboro Hall 226, 200 7th Ave. S., St. Petersburg, FL 33701

Phone: (727) 873-4357 | (813) 974-4357

Email: stp-help@usf.edu

Website: <https://www.stpetersburg.usf.edu/resources/computing/index.aspx>

Title IX Office

Dr. Jacob Diaz, Deputy Title IX Coordinator

Regional Associate Vice Chancellor of Student Success and Dean of Students

Location: 131 6th Ave. S., SLC 1300, St. Petersburg, FL 33701

Phone: (727) 873-4278

Email: jacobdiaz@usf.edu

Student Conduct and Ethical Development

Location: 131 6th Ave. S., SLC 1300, St. Petersburg, FL 33701

Phone: (727) 873-4278

Fax: (727) 873-4358

Email: studentconduct@usf.edu

Website: <https://www.usf.edu/student-affairs/student-conduct-ethical-development/index.aspx>

Victim Advocacy Services

Location: 4202 E. Fowler Ave., SVC 2057, Tampa, FL 33620

Phone: (813) 974-5756

Website: <https://www.stpetersburg.usf.edu/student-life/wellness/victim-advocacy-services/index.aspx>

Dean of Students

Dr. Jacob Diaz, Regional Associate Vice Chancellor of Student Success and Dean of Students

Deputy Title IX Coordinator

Location: 131 6th Ave. S., SLC 1300, St. Petersburg, FL 33701

Phone: (727) 873-4278

Email: jacobdiaz@usf.edu

Website: <https://www.usf.edu/student-affairs/dean-of-students/index.aspx>

USF Sarasota-Manatee Campus

Office of Campus Safety & Security

Location: 8350 N Tamiami Trail, Room B131, Sarasota, FL 34243

Phone: (941) 359-4545

Website: <https://www.sarasotamanatee.usf.edu/campus-life/campus-safety/>

New College of Florida Police Department

Location: 501 College Dr., Sarasota, FL 34243

Phone: (941) 487-4210

Website: <https://www.sarasotamanatee.usf.edu/campus-life/campus-safety/police/index.aspx>

Jennifer Coley, New College of Florida Police Chief

Phone: (941) 487-4210

Fax: (941) 487-4799

Email: jcoley@ncf.edu

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

Clery Coordinator

Scott McMillion, Campus Safety & Security Assistant Director

Phone: **(941) 359-4545**

Email: smcmillion@usf.edu

Website: <https://www.usf.edu/public-safety/university-police/your-safety/campus-security-authority.aspx>

Facilities Management

Daniel LaForge, Director

Location: 8350 N. Tamiami Trail, SMP-117, Sarasota, FL 34243

Phone: **(941) 359-4519**

Email: dlaforge@usf.edu

Thomas O'Loughlin, Associate Director

Location: 8350 Tamiami Trail, SMP-P116, Sarasota, FL 34243

Phone: **(941) 359-4294**

Email: tloughlin@usf.edu

Information Technology

Phone: **(941) 359-4350**

Email: computing@sar.usf.edu

Website: <https://www.sarasotamanatee.usf.edu/academics/academic-resources/technology-services/index.aspx>

Title IX Office

Alyssa Burns, Title IX Liaison

Assistant Director, Student Success

Location: 8350 N. Tamiami Trail, B130A, Sarasota, FL 34243

Phone: **(941) 359-4714**

Email: aburns4@usf.edu

Student Conduct and Ethical Development

Location: 8350 Tamiami Trail, Sarasota, FL 34243

Phone: **(941) 359-4330**

Email: studentconduct@usf.edu

Dean of Students

Teeranai Ovathanasin, Assistant Regional Vice Chancellor

Location: 8350 N. Tamiami Trail, C115A, Sarasota FL 34243

Phone: **(941) 359-4452**

Email: tovathanasin@usf.edu

Website: <https://www.usf.edu/student-affairs/dean-of-students/index.aspx>

Other Resources

Florida Department of Law Enforcement Sexual Offenders and Predators

Website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Toll Free Phone: **1-888-357-7332**

Local Phone: **1-850-410-8572**

Email: sexpred@fdle.state.fl.us

TTY/TDD users dial **711** to connect with the telecommunications relay service (TRS)



UNIVERSITY POLICE DEPARTMENT

University of South Florida Tampa Campus

4202 East Fowler Avenue, UPB002

Tampa, FL 33620-870

www.usf.edu/police