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2013-2014

UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

SECURITY & FIRE SAFETY REPORT

TAMPA CAMPUS

USF UNIVERSITY OF SOUTH DA

POLICE
DIRECTORY

University Police, Tampa Campus
Corner of Fletcher and Maple Drive
> Emergencies 911
> Non-emergency........................ 974-2628
> Allied Barton/Parking Enforcement
> Dispatch................................... 974-8040
> Division of Public Safety 974-5489

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

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

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

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

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

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

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

SAFE Team 974-SAFE
> 7233

**Hillsborough County
Sheriff's Office** 247-8000

Tampa Police Department 931-6500

**Temple Terrace
Police Department** 506-6500

The University of South Florida Police Department strives to meet the needs of the University community

Campus Security Act

In 1990, President Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security.

The University of South Florida is a comprehensive research university with campuses in three locations including the following: Tampa, St. Petersburg, and Sarasota. Specific information for each campus is available.

The University Police Department

On the Tampa Campus the University Police Department is located at the corner of Fletcher Avenue and Maple Drive. The University of South Florida Police provide a full range of public safety services

Student Health Services

Student Health Services functions as a walk-in clinic for students and maintains a day infirmary only. Services include on-site nurses and physicians, a variety of lab tests and specialty clinics (including GYN).

The Student Health Services Building is located east of the University Center and north of the Student Services annex. The phone number is **974-2331** and the hours are 8:30 am. to 5:00 p.m., Monday through Friday.

Citizen Complaints

It is important that our community members receive fair and impartial treatment from the employees of the University Police Department. At any time a community member has a concern about the actions of an employee of the University Police, he or she can speak to a supervisor to discuss that concern. If a community member wishes to file a complaint against an employee of the University Police, he or she can obtain a complaint form at the police department or call **974-2628**.

Security of Campus Facilities/ Residence Halls

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

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

University Police (UP) 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 the police department to promptly report security deficiencies.

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

A representative of the University Police department is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before contractors begin working. The University Police Department also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding se-

curity hardware, alarms or procedures that will serve to reduce the opportunities for crime to occur in or around campus buildings.

Off-Campus Student Residence

At the Tampa campus, many of our students live in privately owned fraternity houses or apartments located near the campus. The local law enforcement agency of jurisdiction is responsible for providing police services to these students. The University Police initiates regular contact with local law enforcement agencies regarding criminal activity occurring at off-campus student housing complexes.

The University Police Department provides a brochure titled "Choosing an Apartment a Safety Guide" which assists students in evaluating the security of off-campus apartments. This brochure identifies security features that should be available in ofd(-)Tj-ll02 Td(-)Tj-iampr crimcrim

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

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enrollment are critical to first-year student
success. Because many students initiate
heavy drinking during these early days of
college, the potential exists for excessive
alcohol consumption to interfere with
successful adaption to campus life. The
transition to college is often so difficult to
negotiate that about one-third of first-year
students fail to enroll for their second year.

† DeReV ` W7j ` cZUR deRef eV/d UZTeReV eYReZeZd
unlawful for a person under 21 years of age
to possess or consume alcoholic beverag-
es. Consequently, anyone under the legal
drinking age may not consume, distribute or
possess alcohol on University properties or
as part of any University Activity.

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alcoholic beverages to be served to anyone
under 21 years of age.

Furthermore, servers can be held civilly
liable for damage caused by underage
drinkers to whom they provided alcoholic
beverages.
† :eZdf_]Rh VW]è SV f_UVceYV Z_~f V_TV`W
use, possess, distribute, sell or agree to sell,
or represent to sell narcotics, hallucinogens,
dangerous drugs, or controlled substances,
except as where permitted by prescriptions
or law.
† GZ]ReZ_d`VeYVdV]Rh dRcV UVR]eh ZeY Z_
both criminal prosecution and with admin-
istrative sanctions, including permanent ex-
pulsion from the University of South Florida.
   (Note: The Student Handbook should be
consulted for further information. View it
online at **sa.usf.edu/srr/page.asp?id=88**.)

Bike Safety! Always…
Wear a Helmet - Nearly 75% of all bicycle-re-

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

† Unlocked doors are a thief's best friend. Even if you are going out for only a few minutes …Lock Your Door!

† At night – all office equipment – both personal and the University's should be placed in a locked desk or cabinet whenever possible. Items such as computers should be bolted to desks. Money and stamps should be stored in a locked cash box which is kept inside a locked cabinet or desk.

† Each office should have an inventory of both the University's and personal effects that are kept on the premises. Serial numbers and USF I.D. numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out on repair, out on loan, or replaced should be kept.

† When in libraries or other public places (dining halls, University Center and the like), backpacks, books, purses and wallets should not be left unattended, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can be stolen easily. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

TEXTBOOK RECOVERY

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

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† The more expensive and attractive your bicycle is, the more likely it is to be stolen. A mechanically sound, generic appearing bicycle is a less likely target.

† Lock your bike.

† The best protection for your bike is to secure it properly with a hardened steel "U-shaped lock".

† If your bike is missing call the University Police immediately.

† To assist in the recovery, you should record the serial number and keep it in your wallet, engrave your driver's license number on the frame and register your bike with Parking Services.

† The USFPD provides assistance with registering your bike and choosing the right lock. All of these services are **FREE**. Contact USFPD at **974-2628** for assistance.
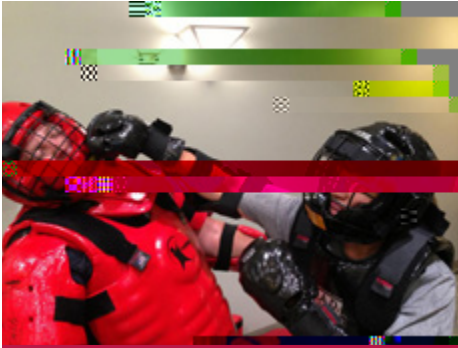

We need ͺo ͺr help!

A majority of the crashes on roads are caused by driver error. Below, you will find some useful tips that can help make your trip pleasant and safe. Please observe these traffic tips and help us prevent crashes.

Please Dri∨e Safelͺ

† Alh aj d f de j of c deaebeleͺ make df œ egeⅉ one elde id bf ckled f a.
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† Uⅾe a dedignaœd dⅽigec
† Dⅽige defendigelⅉ.
† Aⅾoid œaⅽend collidiond.
† Check bⅽake lighⅾd ofⅇn, dⅰgnal befoœ ⅇf ⅽning oⅽ changing laned.
† Folloh aⅇa dafe dideance.

Please Walk Safelͺ

† Cⅽodd deⅽeeⅇd aeⅽⅽodⅾh alkd.
† Walk on dideh alkd.
† If ⅇheⅽe aⅽe no dideh alkd, h alk on dhof ldeⅽ facing ⅇⅽaf}ⅽ.
† Waⅇch of eföⅽ all moⅾing gehicled.
† See and Be Seen.

RAD Objecti es

"To develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked."

Whaeid R.A.D.? The **R**aae **A**ggœddion **D**efende Sj deem id a acœgcam of œalideic delf-defende eaceicd and œchnibf ed. Ieid a comacœhendige cof cœ foc h omen ehaebegind h ieh ah acœnedd, acœgeneion, cidk œdf ceion and agoidance h hile acœgœdding eo ehe badicd of handd-on defende ecaining. *R.A.D. is not a martial arts program.* Membecd of ehe Unigecdiej Police Deaacœmeneace cf œcenelj eeaching ehe RAD Sj deem of Phj dical Defende ae ehe Unigecdiej of Sof eh Flocida.

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of œalideic defende h ill acœgide a h oman h ieh ehe knoh ledge eo make an edf caeed decidion abof eœedideance.

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***USFPD offecd RAD ad a 12-hof c badic delf-defende cof cœ oc ad a 2-hof c cœdieed demedeec cof cœ ehcof gh ehe Phj dical Edf caeion Deaacœmene ae USF. Foc infocmaeion and cladd œgidecaeion, gide ehead a ehe

Missing Student Policy

I. INTRODUCTION (Purpose and Intent)

To establish policy and procedures for the University of South Florida System (USF System) regarding the reporting, investigation and official notification when a student is deemed to be missing.

While the scope of policy and procedures is directed primarily to the staff of the Division of Student Affairs and the USF System Police Department, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated USF System officials when they believe that a student is missing.

II. STATEMENT OF POLICY

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

For additional information, see the USF System Missing Student Policy 30-025 at generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-025.pdf.

III. DEFINITIONS

A. **Student** – For purposes of this policy, any student who is currently enrolled.

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

C. **Missing** – For purposes of this policy, a student shall be deemed missing if he or she is overdue in reaching home, campus, or another daily/weekly ei accessed social for more than 24 hours, or additional facts would lead USF System staff to believe he or she is missing.

D. **On-Campus Housing** – For the purposes of this Policy, any student housing facility that is owned or controlled by the USF System, or is located on property that is owned or controlled by the USF System, and is within the reasonable contiguous of a geographic area that is marked as a USF System campus, is considered an on-campus student housing facility.

IV. NOTIFICATION AND INVESTIGATION PROCEDURES

Any USF System employee or student who received a report that a student is missing, or had independent information that a student is missing, must immediately report the information or evidence to the designated Police Department, Dean for Students Office, and/or the Office of Housing and Residential Education if the missing student is a residential student.

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

When the student is an off-campus resident, associated family members and/or associates will be encouraged to make an official missing report to the law enforcement agency with jurisdiction. The designated Police Department will cooperate, aid and assist the primary investigative agency in all ways described by law.

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

V. STUDENT EMERGENCY CONTACT INFORMATION

Students may update their emergency contact information through the University's Student Information System (OASIS) at any time. The OASIS Terms of Usage, which must be accepted by students every 180 days, informs that while students may receive written notification from the University, all students are responsible for regularly monitoring and maintaining information in their records, including detailed emergency contact information. Emergency contact information provided with the University is confidential and will not be released ei certain the event of any emergency to individuals that are legally authorized to obtain it

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(2) B ilding Fire Safet S stems. Hof ding had degeloaed ehe ***Building Fire Systems and Components Report*** docf meneehaelided ehe } œ dafeej dj deemd degiced in each hof ding bf ilding.

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(4) Policies on Open Flames, Portable Electrical Appliances. The Hof ding and Redidenœial Edf caœion h ebdiœ, Redidene Hall Policied aage, conœaind ehid infoœmaeion (heœa://h h h .hof ding.f df.edf /œdof œœed/aolicied/). Addiœionallj ehe Redidene Handbook (h h h .hof ding.f df.edf /adf/œdof œœed/2013-14_Redidene_Handbook.adf) had ehid infoœmaeion. The Unigeœdiej had a Non-Smoking Aœead Policj (nf mbec 0-606).

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message, authorized users in Information Technology, UCM, Emergency Management, or Administration may broadcast pre-scripted messages. Such emergency notifications will include information that will enable members of the university community to take actions to protect themselves, including information about the type of incident, location, instructions on what actions to take, and other safety information or tips.

A warning will be issued through campus warning and emergency notification systems to students, faculty, staff, tenant facilities, and visitors. Depending on the situation, all or a portion of the following systems may be employed: strobe lights, loud speakers, student portals, main USF website (www.usf.edu), flat screen TVs, cellular phone text messaging (MoBull), sirens, email, and voice messaging. 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.

As stated in our EOP, the UP is responsible for notifying federal, state, and local law enforcement agencies regarding incidents as appropriate. Similarly, the Incident Commander may notify city and county entities of a potential threat or incident. It is the primary responsibility of UCM to coordinate, engage, and provide information to the public and the media on behalf of USF. Our EOP clearly indicates that nothing shall inhibit or create a delay in saving lives and, therefore, the USF Tampa campus will take appropriate actions as described above without delay.

USF Public Safety officials have the authority to order the evacuation of buildings. Based on the on-scene assessment

Fire Alarm Procedures

† Evacuate the building

† Proceed to the nearest exit

† Only carry personal belongings that are near your location, DO NOT return for personal items

† Desired location is a grassy area at least 150 feet away from building

† Authorities will let you know when it is safe to re-enter the building

and characteristics of the emergency, the Incident Commander may: (1) determine if shelter-in-place is appropriate and issue an activation order; (2) issue a planned evacuation order; or (3) designate specific zones where the occupancy and use of buildings and the entry and exit of vehicles and persons may be prohibited or regulated. Information on protective action responses will be communicated to students, faculty, staff, and visitors using the most appropriate and expeditious means available.

Emergency Notifications

MoBull Messenger was established to notify our community in the event of a campus emergency through text messaging. The service is free; however, standard text messaging rates may apply. For instructions on registering, please visit http://usfweb2.usf.edu/mobullplus/ . In addition, all admitted students, faculty, and staff are provided an email account, where emergency notifications may be sent. For assistance with email accounts, please contact the Information Technology Department at (813) 974-1222.

Enforcement and Response

The titles of individuals and organizations responsible for carrying out the procedures outlined above are detailed in the EOP and are summarized as follows: the USF Department of Public Safety; the Executive Policy Group (EPG); and the Critical Incident Planning Group (CIPG).
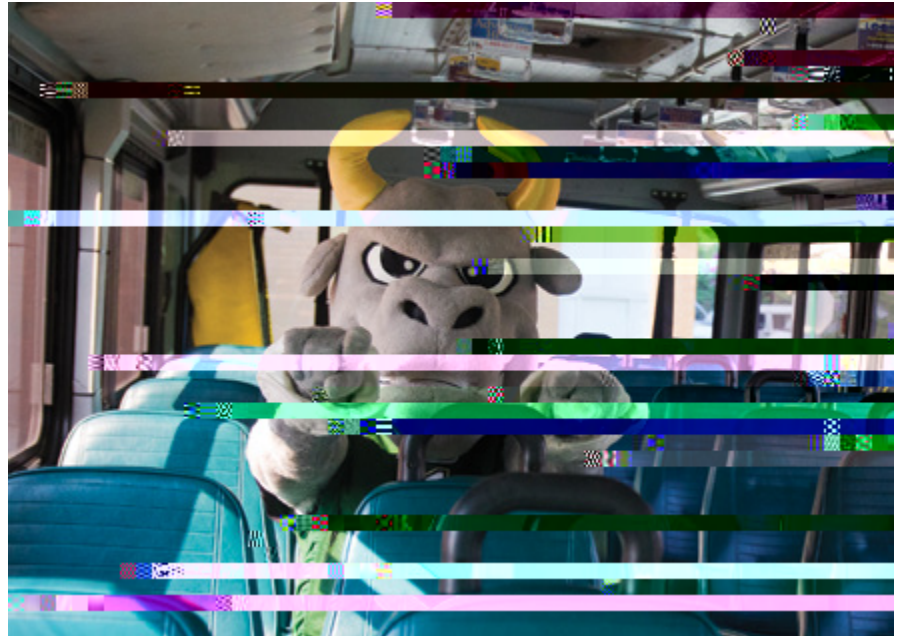
The EPG is comprised of the following primary members:

SAFE Tea

The SAFE Team is an on-campus escort program that provides members of the USF community a safer option for getting to their car or residence hall after class or heading to or from the library to study. SAFE Team patrols the campus at night and provides assistance to students in a variety of ways. SAFE Team's first priority is to reduce students' risk when they are most vulnerable—while walking by themselves or waiting for someone to pick them up. The SAFE Team (in one of their golf carts) can provide a safe escort for these students. In addition, as SAFE Team patrols the campus, their presence deters criminals from having an opportunity to commit a crime without being observed. All suspicious activities are reported to the University Police. Finally, SAFE Team creates awareness around campus about how to avoid violent crimes and ensures your personal safety while on-campus through programs and showcases. If you feel uncomfortable walking alone at night while on campus call **974-SAFE (7233)** for a safe escort to your destination.

R de e B R e !

USF Parking & Transportation Services offers the USF community a **FARE-FREE**, year-round transit service on the Tampa Campus. See our website (**WWW sf.ed / b llr nner**) for more information or call **(813) 974-6902**.

View the B llTracker online or from o r hand-held mobile de ice at: WWW sfb llr nner.com