9-28-2015


University of South Florida St. Petersburg. University Police Services.

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Introduction

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act (HEA) of 1965. This Act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998, and 2000. The 1998 amendments renamed this act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a Lehigh Valley student who was raped and murdered in her dorm room in 1986. Thus, this act is now generally referred to as the Clery Act. In 2008, the Higher Education Opportunity Act (HEOA) reauthorized and expanded the HEA requirements for the Clery Act. In 2013, the Clery Act disclosure requirements were again amended by the re-authorized Violence Against Woman Act (VAWA). This Annual Security & Fire Safety Report is published each October 1st in partial fulfillment of the Clery Act and the VAWA.

Crime Statistics

The University of South Florida St. Petersburg Police Department (UPD) submits semi-annual Uniform Crime Report data to the Florida Department of Law Enforcement for the St. Petersburg Campus. They also regularly disseminate information concerning the incidence of crime through local and on-campus media. The data is ultimately published by the FBI in the Uniform Crime Report. The chart provided on page 3 of this report reflects the number of crimes reported to USF System Campus Security Authorities as required under the Clery Act and the VAWA. Those reported as occurring on campus, in an on-campus residential housing facility, or on public property adjacent to our
campus, are compiled by UPD based on reports made directly to UPD by CSAs or individuals contacting the police department directly. In order to obtain the number of crimes and incidents on Non-campus property (i.e., property owned or controlled by our institution that is not geographically part of our St. Petersburg campus), the UPD numbers are combined with the numbers of crimes reported to local law enforcement officials. The USF St. Petersburg Clery Coordinator makes a good faith effort through a formal written request each year for all Clery related crime statistics from all law enforcement agencies that have jurisdiction over the Non-campus property. This includes locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. The definitions of these crimes and offenses under Clery, the VAWA, State of Florida Law, and as defined in the FBI UCR are provided in the definitions section of this report.

**Annual Disclosure of Crime Statistics**

Each year, by October 1st, the Department of Education requires that all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. These crime statistics are compiled from the UPD, Campus Security Authorities (CSAs), and other law enforcement agencies where USF own or controls property by the USF St. Petersburg Clery Coordinator. The information provided to the Clery Coordinator was de-identified information and only the location and details of the crime are reported. Once all the information has been complied, the Clery Coordinator reports the crime statistics to the Department of Education through a web based report system and includes these statistics in the Annual Security Report.

A copy of the report is available as follows:

2. In-Person at the USFSP Police Department which is located at 530 3rd St S in the FPF 105 building
There were no “Unfounded” Offenses in 2014.
USFSP Campus Map

Clery Reporting Geographical Boundaries
*Includes all of Bayboro Harbor except private marinas.
### USFSP Campus Geographic Address Locations

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Bldg. Prefix</th>
<th>Street Number</th>
<th>Street Name</th>
<th>Suite Apt</th>
<th>City</th>
<th>State</th>
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<tbody>
<tr>
<td><strong>On Campus</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Barnes &amp; Noble</td>
<td>B&amp;N</td>
<td>500</td>
<td>3rd Street South</td>
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<td>FL</td>
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<td>Bayboro Hall</td>
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<td>200</td>
<td>7th Avenue South</td>
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<tr>
<td>Center for Oceanographic Technology</td>
<td>COT</td>
<td>850</td>
<td>East Peninsula Drive</td>
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<tr>
<td>Peter R. Wallace Florida Center for Teachers</td>
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<td>Fifth Avenue Parking Facility</td>
<td>FPF</td>
<td>250</td>
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<td>FL</td>
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<tr>
<td>Harbor Hall</td>
<td>HBR</td>
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<td>FL</td>
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<td>Haney Landing</td>
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<td>Knight Oceanographic Research Center</td>
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<td>860</td>
<td>South Peninsula Dr</td>
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<td>West Peninsula Dr</td>
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<td>Plant Operations</td>
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<td>Nelson Poynter Library</td>
<td>POY</td>
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<td>Police Department</td>
<td>PSD</td>
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<td>Student Life Center</td>
<td>SLC</td>
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<td>Snell House</td>
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<tr>
<td>Science &amp; Technology</td>
<td>STG</td>
<td>199</td>
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<td>Special Services Building</td>
<td>SVB</td>
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<td>1st Street South</td>
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<tr>
<td>Terrace</td>
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<td>USF Credit Union</td>
<td>FPF</td>
<td>510</td>
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<td>FL</td>
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<td>University Research Lab</td>
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<td>705</td>
<td>3rd Street South</td>
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<td>FL</td>
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<td>Welcome Center</td>
<td>WEL</td>
<td>501 A</td>
<td>2nd Street South</td>
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<tr>
<td>Williams House</td>
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<td>511</td>
<td>2nd Street South</td>
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<td>St. Pete</td>
<td>FL</td>
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<td><strong>On Campus Residence Halls</strong></td>
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<td>Residence Hall One</td>
<td>RHO</td>
<td>500</td>
<td>2nd Street South</td>
<td></td>
<td>St. Pete</td>
<td>FL</td>
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<tr>
<td>University Student Center</td>
<td>USC</td>
<td>200</td>
<td>6th Avenue South</td>
<td></td>
<td>St. Pete</td>
<td>FL</td>
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<tr>
<td><strong>Non Campus</strong></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fish and Wildlife Research Institute</td>
<td>FWRI</td>
<td>100</td>
<td>8th Avenue Southeast</td>
<td></td>
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<td>FL</td>
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<tr>
<td>Tavern at Bayboro</td>
<td>TAB</td>
<td>121</td>
<td>7th Avenue South</td>
<td></td>
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<td>FL</td>
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<tr>
<td>U.S. Geological Survey</td>
<td>USGS</td>
<td>600</td>
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<td><strong>Public Property</strong></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>100 block of 5th Avenue South to 300 block of 5th Avenue South</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
How to Report Crimes or Other Emergencies on Campus

Reporting Emergencies on Campus

Any emergency involving a threat to life or property should be immediately reported to 9-1-1. All campus phones may be used to dial 9-1-1 at no charge. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. UPD responds to all emergency situations involving the USF St. Petersburg campus, regardless of whether the situation requires police, fire, or medical assistance. To report an emergency situation directly to University Police call (727) 873-4140.

We also have Emergency Blue Light Phones located throughout campus, which are equipped with automatic location indicators.

Reporting Crimes

All members of the USF System community are encouraged to promptly report known or suspected crimes to Campus Police or the external law enforcement agency with
jurisdiction; however, certain USF System employee are required to report Clery-VAWA defined crimes and incidents

Certain individuals within the USF System community must report Clery-VAWA defined crimes and incidents under Clery and its recent amendments by the VAWA. These individuals are called Campus Security Authorities (CSAs) under Clery. CSAs are defined under Clery as:

• Individuals who have responsibility for campus security;
• Any individual specified by the university as an individual to which students should report criminal offenses; and/or
• An official of the university who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings

CSAs must report any of the following crimes which occur at one of the following locations: On Campus; USF-Affiliated Off Campus Building; or Property or Public Property Streets immediately adjacent to a USF campus:

• Homicide
• Sexual Assault (rape, fondling, incest, statutory rape)
• Robbery
• Aggravated Assault
• Burglary
• Motor Vehicle Theft
• Arson

• Hate Crimes
• Dating Violence
• Domestic Violence
• Stalking
• Weapon Violations
• Alcohol Violations
• Drug Violations

The definitions of these crimes under Clery and the VAWA, and, where applicable, in the State of Florida are provided in the definitions section of this report. For more information about our USF System CSAs, consult the University Police Department web page dedicated to this end: http://www.usfsp.edu/university-police-department/campus-security-authority/

USF System students and employees are encouraged to accurately and promptly report all crimes to campus police and the appropriate police agencies, when the victim of a crime elects to or is unable to make such a report.
Mandatory Reporters of Clery-defined Crimes and Incidents

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

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

To report a crime to the Clery Coordinator, go to the UPD webpage to the “Campus Security Authority” page to locate the CSA Report Form (http://www.usfsp.edu/university-police-department/campus-security-authority/). This page also provides the Clery crime definitions, FAQs, and CSA training. Reports of Clery crimes and incidents to the Clery Coordinator do not contain names of those involved; only a description of the situation and location of the incident.

MoBull Messenger

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

Protecting the Confidentiality of Victims

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

The USF System will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of our institution to provide the accommodations or protective measures.
Prohibition on Retaliation
The USF System encourages an atmosphere of open dialogue and expression, including the promotion of good faith filing of grievances, reporting of complaints or concerns by employees and students regarding violations of law, rule, regulation, policy or other misconduct. Employees and students who learn of retaliation should report it immediately.

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

What happens to Employees or Students Who Violate Our Retaliation Policy?
Employees who engage in retaliation in violation of USF System Policy 0-020 will be subject to disciplinary action up to dismissal from employment. Students who engage in retaliation in violation of USF System Policy 0-020 will be referred to the Office of Student Conduct (OSC) for potential adjudication under the Student Code of Conduct process.

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

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

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

Timely Warnings and Crime Alerts

In the event of an incident that poses a threat to persons or to property, a Timely Warning will be issued by the UPD through the e-mail to the USFSP community. New information is posted as updates are provided by the UPD. All enrolled students and all current USF System employees are provided an email account. For assistance with email accounts, please contact the Information Technology Department at (727) 873-4357.

More information, please consult the following resources:
- MoBull: [http://www.mobull.usf.edu/](http://www.mobull.usf.edu/)

In addition to the MoBull Emergency Notification Texts and Social Media, there is a siren and loudspeaker system that may also be used to reach those in open air places. The University uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible. The Emergency Notification System is advertised and tested at least bi-annually each year. The Emergency Notification System was tested on February 26, 2014 and October 1, 2014.

Security and Access to Campus Facilities

The University of South Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. After these hours, University buildings are generally locked and only
faculty, staff and some students with proper identification are admitted. 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 Facilities 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 UPD assists Facilities 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 to report any safety or security hazards.

A representative of the UPD 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 UPD also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarms or procedures that will serve to reduce the opportunities for crime to occur in or around campus buildings.

**Campus Law Enforcement**

The staff of the University of South Florida St. Petersburg Police Department (UPD) are declared to be law enforcement officers of the state having the right to arrest, in accordance with the laws of this state on campus or within a 1000 feet of any property controlled by the university. The UPD also has mutual aid agreements or memo of understanding with the surrounding law enforcement agencies, within Pinellas County. These agreements request the voluntary assistance of the others in matters of routine
law enforcement that do or may cross jurisdictional lines, including but not limited to, the continuation of investigations, the development of intelligence, the collection of evidence of past, present or future criminal activity, or apprehension of persons suspected of criminal activity.

Programs About Campus Security Procedures
The UPD offers orientation sessions for all new students, parents and staff members of the University. New members of the community are introduced to various systems and practices put in place by the University to enhance the safety and security of all community members. Information on how to respond to various kinds of potential emergency situations is reviewed with participants. Information about the importance of signing up for the MoBull emergency text message system is provided. In the event of an emergency the University will send a brief message about what kind of emergency is taking place and also give instructions as to what community members should do in response. The emergency message will also be repeated on the USFSP website and on desktop computers in labs and classrooms. In addition, there is a siren and loud speaker system that may also be used to reach those in open air places. The University uses this spectrum of notification methods to reach large numbers of constituents as quickly and efficiently as possible.

Crime Prevention Programs for Students and Employees
The University of South Florida St. Petersburg offers a number of programs intended to reduce the potential for personal injury and loss of property. Presentations on safety are included in incoming students and residence hall students orientation, and are held frequently during fall and spring semesters for the benefit of students, faculty and staff.

The USF System encourages all students and employees to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students and employees regularly through seminars, films, bulletins, crime alerts, posters, brochures, and university employee and student newspapers.

Campus Police provides crime prevention programs on the following topics:

- Rape Aggression Defense (RAD) [Self Defense for Women and Men]
- Personal Safety – Reducing Your Risks
- Drinking and Driving – DUI Information
For more information on these education, prevention, and awareness programs visit the Campus Police’s web site at www.usfsp.edu/police

The Wellness Center offers education and prevention programs on a variety of topics, including:

- Sexual violence (including rape)
- Relationship violence, including domestic/dating violence
- Stalking
- Awareness events and campaigns
- Workshops and presentations

Alcohol Policy

A statement of our policy regarding the possession, use, and sale of alcohol and enforcement of Federal and State drug laws.

Policy Statement

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

Alcohol Standards of Conduct

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

- Do not violate the underage drinking laws of the State of Florida by
  - Possessing or consuming alcoholic beverages if you are less than twenty-one (21) years-of-age.
  - Selling, furnishing, giving, serving, or providing alcoholic beverages to any person under twenty-one (21) years-of-age.

For more information on these education, prevention, and awareness programs visit the Wellness Center web site at http://www.usfsp.edu/wellness/
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 System event that is specific for an educational gain while under the influence of alcohol.

Sanctions for Violating 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 cost. All criminal prosecutions and sanctions are handled by the Pinellas County Clerk of the Circuit Court.

Any employee or student determined to have violated USF System policy or regulation with regard to the manufacture, distribution, possession, use, or sale of alcohol shall be subject to 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.

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


Drug-Free Workplace Policy
A statement of our policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.

**Drug-Free Workplace Policy Statement**
The USF System is a drug-free workplace. USF System policy and regulation 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 the USF
System. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation of Federal and State law as well as violates the USF System Drug-Free Workplace Policy 0-610.

Sanctions for Violating Drug-Free Workplace Policy
Any criminal violation of Federal or State of Florida drug laws may be cause for criminal prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court cost. All criminal prosecutions and sanctions are handled by the Pinellas County Clerk of the Circuit Court.

Any employee or student determined to have violated USF System policy or regulation with regard to the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) on the property of or in connection with any of the activities of the USF System 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, the USF System 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 System will discipline any employee who is so convicted and/or require the employee’s satisfactory participation in a drug abuse assistance or rehabilitation program.

Our drug-free workplace policy, and the enforcement thereof, are codified in the below listed USF System policies and regulations:
- USF System Drug-Free Workplace Policy 0-610
- USF System Student Code of Conduct, USF System Regulation 6.0021:

Drug or Alcohol Abuse Prevention and Education Programs
The USF System is committed to the safety and well-being of the campus community. All institutions in the USF System have developed educational, prevention, and treatment resources to support students and staff in making healthy and informed decisions related to alcohol and illegal drugs. Below is more information about the programs available to USF System students and employees.
Drug and Alcohol Abuse Prevention and Education for STUDENTS
As part of the University’s alcohol education program, all incoming students are required to complete an online course called AlcoholEdu for College. This course uses science-based research to educate participants about alcohol and its effects. Whether you drink or not, the course will provide information to help you make informed decisions about alcohol as well as negotiate the drinking behavior of your peers.

The USF St. Petersburg Wellness Center offers free assessment and treatment to currently registered students who may have alcohol and substance abuse problems. Students may be self-referred or referred by the Office of Student Conduct or other campus departments. Students who need more intensive assistance will be referred to community providers. For more information about drug and alcohol counseling services for Students, visit the Wellness Center in person in the Student Life Center (SLC), 2nd floor, Suite 2200, or visit their website: http://www.usfsp.edu/wellness/.

Drug and Alcohol Abuse Counseling for EMPLOYEES
Human Resources has partnered with Magellan Health Services to provide all USF System employees with an Employee Assistance Program (EAP). Magellan’s EAP program offers confidential alcohol and substance abuse screening, assessment, and referral to all USF System employees, in addition to other solution-focused help and resources for all types of life issues. The Magellan program is available for all USF System employees free 24 hours a day, seven days a week online at www.MagellanHealth.com/member or by telephone at 1-800-327-8705. The Magellan program includes a comprehensive online resource library of articles, screening and self-assessment tools, tip sheets, calculators, resource guides, on-demand learning and personalized improvement plans. Employees and their families have up to three (3) counseling sessions. If an employee needs additional assistance beyond the scope of what the Magellan program provides, the employee may be referred to other resources such as their health benefits or community resources like Alcoholics Anonymous. USF System Managers and Supervisors can provide referrals for their employees through the EAP. An employee’s use of EAP services are confidential. They cannot provide information back to USF about who uses the program.

For more information about the drug and alcohol abuse services and other services provided to USF System employees through the EAP visit the Human Resources EAP web page at http://usfweb2.usf.edu/human-resources/eap/index.asp.

Health Risks Associated with Alcohol Abuse and the Use of Illicit Drugs
The information below was extracted from the publication "What Works: Workplaces Without Drugs," U.S. Department of Labor, 1991. This information is also available on our Human Resources website at http://usfweb2.usf.edu/human-resources/pdfs/employee-relations/health-risks-associated-alcohol-drugs.pdf
Alcohol
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses, or low doses combined with other depressants of the central nervous system, cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may permanently damage vital organs such as the brain and liver. Mothers who drink while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Anabolic Steroids
Anabolic steroids are powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids may be taken orally or injected. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Athletes have used steroids since the 1950s, hoping to enhance performance. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging in severity from liver cancer and sterility to acne. Psychological effects include very aggressive behavior, known as "roid rage," and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include quick weight and muscle gains; behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; darkening of the skin; and persistent, unpleasant breath odor.

Cannabis
All forms of cannabis have negative physical and mental effects. Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and
coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is “high.” Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Cocaine
Cocaine stimulates the central nervous system, and long-term use can lead to psychological dependence. Its immediate effects include dilated pupils, elevated blood pressure and body temperature, and increased heart rate. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as insomnia, loss of appetite, tactile hallucination, paranoia and seizures. Cocaine use may lead to death through disruption of the brain’s control of heart and respiration.

Depressants
The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to women who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. These children often have birth defects and behavioral problems.

Designer Drugs
Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogues known as designer drugs. These drugs can be several times stronger than the drugs they imitate. Many can cause severe neurochemical damage to the brain. The narcotic analogues can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or perspiration and
faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations, and impaired perception.

**Hallucinogens**
Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. PCP often causes distance and space estrangement, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users of PCP report memory and speech difficulties. Some of these effects may last a year following prolonged daily use. Mood disorders such as depression, anxiety, and violent behavior also occur. Long-term chronic users may become paranoid and violent and experience hallucinations. Large doses may produce convulsions, coma, or heart and lung failure.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, and anxiety. Delayed effects, or flashbacks, can occur even after use has ceased.

**Inhalants**
A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

**Narcotics**
Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in
transmission of diseases such as AIDS, endocarditic, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

**Other Stimulants**
Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may perspire and experience headaches, blurred vision, dizziness, sleepiness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users also report feeling restless, anxious, and moody. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

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

It is important to understand how these crimes are defined under Florida Statutes. For example, sexual assault or “rape” is called “sexual battery” under Florida law and, when committee against a person, without that person’s consent, is a felony crime.

**Sexual Battery** is defined under Florida Statutes as:

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

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

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim
reasonably believes that the offender has the present ability to execute the threat.

3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the ability to execute the threat in the future.

4. The offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.

5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.

6. The victim is physically incapacitated.

7. The offender is a law enforcement officer, correctional officer, or correctional probation officer or is an elected official or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of government.

For more information about Florida Sexual Battery Statutes visit [www.leg.state.fl.us/Statutes](http://www.leg.state.fl.us/Statutes) (Chapter 794).

**Domestic violence** is defined under Florida Statutes as:

*Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.* “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as 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.

**Dating violence** is defined under Florida Statutes as:

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

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

**Stalking** is defined under Florida Statutes as:

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

In this context, the term “harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose. Likewise, the term “cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

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

**Safe and Positive Options for Bystander Intervention**

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

**The Five Steps of Bystander Intervention**

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

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

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

Risk Reduction

The following Warning Signs are provided to all students and all new faculty and staff participating in Violence Against Women Act (VAWA) training. In addition, classroom presentations and special workshops are held throughout the year in which risk reduction is discussed and the Warning Signs flyer is distributed. An additional Risk Reduction Flyer is also widely distributed and contains the below tips. Key concepts from these flyers are provided below:

**WARNING SIGNS OF AN ABUSER:**

- **Intensity: “Too much, too soon”**
  - Pushes for a quick relationship – wants to move in together or marry soon after meeting
  - “Sweeps you off your feet” – expensive gifts; constant messaging and calling; wants to be with you all the time
  - Uses conversation that is inappropriately intimate
- **Power and Control**
  - Jealousy (It is not a sign of love but of possession)
  - Demands your undivided attention, even at inappropriate times
  - Doesn’t want you to spend time with your friends or family
  - Invades your personal space – sits or stands uncomfortably close, touches you constantly or in ways that make you uncomfortable
  - Refuses to take responsibility for his own behavior or mistakes – blames you and/or others when something goes wrong
  - Wants to be in control and make all decisions
Sexual entitlement
- Sexualizes non-sexual situations and relationships, e.g., in the workplace
- Makes inappropriate comments about people’s bodies or sexuality
- Pushes you to have sex when you don’t want to; makes you feel guilty when you refuse sex
- Wants you to have sex in a way that makes you uncomfortable or is painful
- “Playful” use of force during sex
- Believes in male superiority over women; believes in rigid sex roles

Anger and Hostility
- Becomes angry easily and quickly
- Does not tolerate frustration or disappointment well
- Teases animals, children, or other adults in a mean or physical way and doesn’t stop when asked; may be cruel to animals
- Yells, calls you names, or belittles you
- Looks at you or acts in ways that intimidate you
- Gets into physical fights with other people
- Drives in a dangerously aggressive way

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

8. Get involved and take action if you believe someone is at risk. If you see someone in trouble at a party, or a person forcing or pressuring another person, intervene. You may save someone from the trauma of sexual battery or a friend from violating someone and being prosecuted for a crime.

Procedures Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Should Follow

The USF System has created a one-page, two-sided flyer to provide victims of sexual assault, domestic violence, dating violence, and stalking (the “VAWA Flyer”) with written information about the following:

- The importance of preserving evidence that may assist in proving that the alleged criminal offence occurred or may be helpful in obtaining a protection order.
- How and to whom the alleged offense should be reported.
- Options about the involvement of law enforcement and other individuals required to report these crimes.
- The rights of victims and our institution’s responsibility for orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the USF System and in the community.
- Options for, and available assistance in, changing academic, living, transportation, and working situations.
- The student’s or employee’s rights and options in the event of these crimes.

Protecting the Confidentiality of Victims and Other Necessary Parties

Protecting Confidentiality

The USF System will protect 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, without the inclusion of identifying information about the victim. All criminal reports are redacted per Florida State Statute 119 and are reviewed by USF General Counsel prior to release to any requesting party not involved in the report.

Accommodations and Protective Measures

Depending on the specifics of the incident and the victim’s wishes, the USF System can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking. The USF System will maintain as confidential any such accommodations or protective measures provided to the victim, to
the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures; and to the extent permissible under local, state, and federal law. Such accommodations and protective measure can include, but are not limited to class changes and on-campus housing moves, ordering a respondent to not have contact with you, excluding a respondent from parts of campus, or providing an escort to accompany you on campus. Any accommodation made or measures taken will be designed to minimize the burden on the victim’s educational program. It is important to understand that our institution makes such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The USF System provides written communication to its students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community via several means:
- Annual Security & Fire Safety Report
- VAWA Trainings for students and employees
- VAWA Crimes Victim Flyer
- Victim Guide
- Employee Assistance Program

The above list is not exhaustive. For more information about the confidential and non-confidential resources located on campus and off campus for victims of sexual assault, dating violence, domestic violence, and stalking, contact the Dean of Students or visit their web site at: http://www.usfsp.edu/dos/sexual-misconduct/

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

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

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

In addition to the OSC and DIEO proceedings and processes, a federal civil rights law called Title IX is implicated when sexual assault, dating violence, domestic violence, or gender-based stalking involves our students, employees, visitors, vendors, or other persons participating in our educational programs or activities. Title IX prohibits sex (gender) discrimination in any federally-funded education program or activity. The crimes of sexual assault, dating violence, domestic violence, and gender-based stalking fall under Title IX because these forms of sexual violence are a type of sexual harassment, which is itself a form of gender discrimination. The USF System has a team of Title IX officers who receive Title IX complaints and work to investigate allegations of such sexual harassment in a prompt, fair, and reasonable manner. Both the Dean of Students (DOS) and DIEO offices have authority to address complaints of sexual harassment and sexual violence under Title IX. DOS and DIEO proceedings are within the oversight and administration of the Title IX Coordinator when the incident involves sexual assault, dating violence, domestic violence, and gender-based stalking.

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

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

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

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

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

Additional Rights for Complainants in Cases Involving Sexual Harassment
When an allegation involves sexual harassment, including but not limited to, sexual violence, sexual assault, dating violence, domestic violence, and gender-based stalking, the Official receiving the allegation (DIEO, OSC, and Title IX) provides the Complainant with the following additional rights:

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

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

- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
- How and to whom the alleged offense should be reported
- The victim’s options to —
1. Notify proper law enforcement authorities, including on-campus and local police; 
   Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

2. Decline to notify such authorities.

- Their rights to and the institution’s responsibilities for orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

- How the institution will complete publicly available recordkeeping and, for purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim.

- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

- Information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community;

- Option for, and available assistance in, changing academic, living, transportation, and working situations.

Typically this is accomplished by providing the victim with a Violence Against Women Act (VAWA) flyer and Victim’s Guide, along with a discussion of these documents when possible. Current versions of these resources are housed and maintained on the web pages of the Title IX Office as follows:


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

Sanctions may be imposed on employees found to have violated USF System policies and regulations via DIEO/Title IX institutional proceedings and processes. The results of the DIEO/Title IX proceedings are provided to Human Resources and the Office of the General Counsel, who implement sanctions as warranted. This is done in accordance with the following provisions of USF System Policy 0-004 which states,
“The designated office [DIEO/Title IX] will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System.” The following USF System regulations address disciplinary actions our institution may impose on employees found to have violated USF System regulations and policies:

- USF System Regulation 10.112-Misconduct and Incompetence (Faculty) available on the Office of the General Counsel's web site at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.112.pdf


Not all employee sanctions or disciplinary actions are appropriate for all cases. For example, possible employee sanctions for an allegation of dating violence, domestic violence, sexual assault, or stalking (which constitute forms of sexual harassment under USF System Policy 0-004) are limited to the following disciplinary actions:

- Suspension
- Dismissal

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

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

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

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

**OSC Institutional Disciplinary Proceedings and Actions**

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

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

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

**Initial Intake and Review**

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

Notification of OSC Initial Review Results and Outcomes

Once the Initial Review is complete, the Conduct Officer issues a Disposition Letter to
the Respondent and simultaneously sends a copy to the Complainant. This letter
indicates whether or not the referral is accepted and, if the referral is accepted, the
Respondent has five class days to take one of the following actions:

1. **Admit Responsibility** – This means the Respondent admits responsibility and
   agrees to the imposition of any sanctions detailed in the letter. At this point, the
   Disposition Letter becomes the final determination and official record of the
   matter.

2. **Request a Formal Hearing** – This means the Respondent does not accept
   responsibility and wishes to exercise their right to have a Formal Hearing. If the
   no response is received from the Respondent in the allotted time, the Disposition
   Letter becomes the final determination and official record of the matter.

Formal Hearing

The purpose of a formal hearing under the Student Code of Conduct process is to
determine whether or not a violation of the Student Code of Conduct occurred based on
the preponderance evidence standard. Respondents electing to have a formal hearing
under the Student Code of Conduct must do so in writing, designating their choice of
one of two hearing types:

1. Administrative Hearing; or
2. University Conduct Board Hearing

An Administrative Hearing is conducted by a full-time USF System employee who is
also a member of the University Conduct Board (UCB). In contrast, a University
Conduct Board Hearing is conducted by a panel of UCB members where 50% are
university employees and 50% are students.

Notification of DOS Formal Hearing Results and Outcomes

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

- The result of the Hearing
- The procedures for the Respondent and the Complainant/victim to appeal the
  result of the Hearing
- Any change to the result of a Hearing
- The date proceeding results become final.
Right to Appeal
The Respondent and the Complainant have equal rights to appeal the decision of the Formal Hearing in writing within five class days of the date of the letter describing the decision. The appeal must be written to the Office of Student Conduct or appropriate designee at the separately accredited institution within the USF System. The Office of Student Conduct may adopt, modify, or reject the decisions and/or sanctions from the Formal Hearing. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Office of Student Conduct. The Office of Student Conduct is authorized to contact any participants in the initial hearing for clarification and the Respondent and Compliant are entitled access to the record when appealing. The decision made by the Office of Student Conduct will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Office of Student Conduct. The decision made by the Office of Student Conduct is considered final. If the appeal is not upheld, the matter is considered final and binding upon all involved.

OSC Process Resources
For more information about the Student Code of Conduct Process, consult the following resources and offices:
- Office of Student Conduct
  [http://www.usfsp.edu/dos/sc/](http://www.usfsp.edu/dos/sc/)
- USF System Student Code of Conduct, USF System Regulation 6.0021:

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

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

Initial Intake & Review
The DIEO office is typically notified via one of the following modalities
- DIEO Incident Report Form, available on the DIEO web site at
  [http://www.usf.edu/diversity/forms-policies/index.aspx](http://www.usf.edu/diversity/forms-policies/index.aspx)
Title IX Incident Report Form, available on the Title IX pages of the DIEO website at http://www.usf.edu/diversity/title-ix/reporting.aspx

EthicsPoint, the USF System’s anonymous reporting hotline: www.ethicspoint.com

Emails
Calls
Walk-ins

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

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

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

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

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

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

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

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

**Notification of DIEO Investigation Results and Outcomes**
The DIEO Office simultaneously mails to both the Complainant and the Respondent a copy of the Determination Letter and the Final Investigative Report. These documents are mailed to the Complainant and Respondent either on the same day or within 24 hours of each other. If there is no appeal, the finding in the Determination Letter and the Final Investigative Report stands as the final result of the DIEO process.

**Right to Appeal**
The Respondent and the Complainant have equal rights to appeal the results of the DIEO Investigation. These are submitted as appeals of the Determination Letter under one or more of the following circumstances:

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

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

When the determination is appealed, the President or designee:
   a) will review the information presented by the person appealing that meets the criteria for appellate submission;
   b) will review the information gathered by the DIEO Office during the investigation; and
   c) may conduct or order any further investigation or discussion deemed necessary to reach a final decision on behalf of the University.

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

**DIEO Process Resources**

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

• Diversity, Inclusion & Equal Opportunity (DIEO) Office
  4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
  Office 813.974.4373 | Fax 813.974.4375 | TDD 813.974.5651
  [http://usfweb2.usf.edu/oea/default.asp](http://usfweb2.usf.edu/oea/default.asp)

• USF DIEO Compliance Process & Forms: [http://www.usf.edu/diversity/forms-policies/index.aspx](http://www.usf.edu/diversity/forms-policies/index.aspx)

• DIEO Complaint Process:  
  http://www.usf.edu/diversity/documents/dieo_complaint_process.pdf

**Title IX Institutional Disciplinary Action under Title IX**

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

When sexual assault, dating violence, domestic violence, or gender-based stalking involves our students, employees, visitors, vendors, or other persons participating in our educational programs or activities a federal law called Title IX is implicated. Title IX prohibits sex (gender) discrimination in any federally-funded education program or activity. The crimes of sexual assault, dating violence, domestic violence, and gender-based stalking fall under Title IX because these forms of sexual violence are a types of sexual harassment, which is itself a form of gender discrimination.

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

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

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

Once the DIEO Office has been made aware of an allegation of sexual misconduct including sexual harassment/violence, the Complainant is contacted by the Intake Coordinator and offered an opportunity to speak with the Coordinator about the allegation. During this meeting, the Intake Coordinator will determine jurisdiction, interview the Complainant, and provide to the Complainant information on filing a complaint, about USF resources, and about their rights under Title IX.
If the Complainant files a complaint with the DIEO Office, then the complaint is assigned to an Investigator for investigation. Generally, if the Complainant does not file a complaint with the DIEO Office, then an investigation of the allegation will not take place. However, depending on the specifics of the allegation, the DIEO Office may have an obligation to proceed with an investigation, regardless of a complainant’s wishes, in order to ensure campus safety. Complainants are not required to participate in the investigation, but if they choose not to this may limit the university’s ability to respond to the incident.

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

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

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

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

Notification of Title IX Investigation Results and Outcomes
The DIEO Office simultaneously mails to both the Complainant and the Respondent a copy of the Determination Letter and the Final Investigative Report. These documents
are mailed to the Complainant and Respondent either on the same day or within 24 hours of each other.

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

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

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

- Title IX Office location and web site
  4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620-6150
  Office 813.974.4373 | Fax 813.974.4375 | TDD 813.974.5651

- How to Report a Title IX Incident: [http://www.usf.edu/diversity/title-ix/reporting.aspx](http://www.usf.edu/diversity/title-ix/reporting.aspx)


Range of Protective Measures for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking*¹

Students
For student victims, Complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence, and stalking, the range of interim measures may include:

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

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

Employees
For employee victims, complainants, or witnesses to an incident of sexual assault, domestic violence, dating violence, and stalking, the range of protective measures may include:

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

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

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

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

¹ The term "protective measures" used throughout this report is solely used in the context of the provisions cited in the reauthorization of Violence Against Women Act (VAWA) in 2013.
How to Obtain Information about Registered Sex Offenders

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

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

Annual Fire Safety Report

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

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

(2) Building Fire Safety Systems. Housing has developed the Building Fire Systems and Components Report document that lists the fire safety systems devices in each housing building.
(3) **Fire Drills.** The law requires reporting of a three year period, beginning with calendar year 2009. USF Fire and Emergency Drill Policy number 6-025 addresses procedures and responsibilities.

(4) **Policies on Open Flames, Portable Electrical Appliances.** The Housing and Residential Education website, Resident Hall Policies page, contains this information (http://www.usfsp.edu/housing/) Additionally the Resident Handbook (http://www.usfsp.edu/housing/files/2015/05/Updated-Handbook.pdf) has this information. The University has a Non-Smoking Areas Policy (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-606.pdf).


(6) **Policies on Fire Safety Education and Training.** The Resident Handbook (http://www.usfsp.edu/housing/files/2015/05/Updated-Handbook.pdf) contains this information. Additionally the USF Fire and Emergency Evacuation Drill Policy (number 6-025) addresses procedures and responsibilities.

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

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

**ROLES AND RESPONSIBILITIES**

**Environmental Health and Safety**

- Coordinates University system compliance efforts and reporting requirements.
- Assists Housing and UPD with annual reporting of fire safety statistics.
- Reviews policies and rules regarding fire safety in Housing buildings and provide recommendations for compliance.
- Reviews fire statistics for annual fire safety report.
- Investigates fire cause and origin in Housing buildings and acts as liaison with State Fire Marshal Office and Fire Rescue agencies.
- Serves as university system resource for fire safety procedures and policy development.
- Provides fire safety education and training to students and employees.
Housing
- Maintains and updates the Building Alarms and Fire Report document.
- Maintains and updates the Building Fire System and Component document.
- Maintains policies in Resident Housing Publication that address open flames, smoking and electrical appliances.
- Maintains policies in Resident Housing Publication that address procedures that students should follow in case of fire.
- Compiles fire statistics annually from Building Alarms and Fire Report and submit to EH&S and UPD for reporting in October.

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

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

<table>
<thead>
<tr>
<th>RESIDENCE HALL ONE (RHO)</th>
<th># Drills</th>
<th># Alarms</th>
<th># Fires</th>
<th>Related Injuries</th>
<th>Related Deaths</th>
<th>Cause of Fire</th>
<th>Property Damage Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>$0.00</td>
</tr>
<tr>
<td>2013</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>$0.00</td>
</tr>
<tr>
<td>2014</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Intentional*</td>
<td>$200.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY STUDENT CENTER (USC)</th>
<th># Drills</th>
<th># Alarms</th>
<th># Fires</th>
<th>Related Injuries</th>
<th>Related Deaths</th>
<th>Cause of Fire</th>
<th>Property Damage Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012*</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Fire Log
Residential Life and Housing maintains a Fire Log of all fire related incidents occurring within the residence halls. Inquiries regarding the fire log should be directed to the Assistant Director of Residence Life and Housing, (727) 873-5101.

<table>
<thead>
<tr>
<th>Date of Fire</th>
<th>Time of Fire</th>
<th>Nature of Fire</th>
<th>Location of Fire</th>
<th>Cost of Repairs</th>
<th>Fire Alarm Sounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2014</td>
<td>7 PM</td>
<td>Minor burn marks to Building Sign</td>
<td>3rd Stairwell South</td>
<td>300.00</td>
<td>NO</td>
</tr>
</tbody>
</table>

Building Fire Safety Systems
The USFSP Facilities Services Department has developed the Building Fire Systems and Components Report document that lists the fire safety system devices in the housing buildings.

<table>
<thead>
<tr>
<th>Building Floors</th>
<th>Sq. Ft.</th>
<th>Wet Pipe Sprinkler System</th>
<th>Wet Standpipes</th>
<th>Dry Standpipes</th>
<th>Manual Standpipes</th>
<th>Fire System Panel</th>
<th>Pull Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>125,000</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Siemens MXLV</td>
<td>16</td>
</tr>
</tbody>
</table>
Emergency Response and Evacuation Procedures

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

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

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

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

If an emergency occurs, UPD will be responsible for sending emergency text messages through the MoBull system. In the event UPD are not able to initiate a MoBull message, authorized users in Emergency Management or University Communications may broadcast messages. Such emergency notifications will include information that will enable members of the University community to take actions to protect themselves, including information about the type of incident, location, instruction on what actions to take, and other safety information or tips.

**Process for Disseminating Emergency Notification Information**

In the event of an emergency, the USFSP home page (usfsp.edu) will display emergency information. New information is posted as updates are provided by the appropriate responding public safety authority. The USFSP website is the best place to receive the most thorough, accurate and up-to-date information during an emergency. Emergency alerts are sent to members of the campus community via the “MoBull” text messaging system, and on desktop computers in labs and classrooms. In addition, there is a siren and loud speaker system that may also be used to reach those in open air places.

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

**How to Sign Up for Emergency Notifications**
MoBull Messenger was established to notify our community in the event of a campus emergency through text messaging. The service is free; however, standard text messaging rates may apply. For instructions on registering, please visit [www.mobull.usf.edu/](http://www.mobull.usf.edu/).

**Procedures for Testing Emergency Response and Evacuation Procedures**
In accordance with USF System Policy 6-025, Fire and Emergency Evacuation Drills, the USF St. Petersburg Campus has procedures in place to test our emergency response and evacuation procedures on at least annual basis. These procedures include the following:

- Tests that may be announced or unannounced
- We publicize our emergency response and evacuation procedures in conjunction with at least one test per calendar year
- For each test we conduct, we document a description of the exercise, the date, time, and whether it was announced or unannounced.

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

**Summary of Tests Conducted of Our Emergency Response and Evacuation Procedures in 2014**
The Emergency Notification System was tested on February 26, 2014 and October 1, 2014.

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

**Active Shooter Incident**

**What to Report**
- Your specific location: building name and office/room number
Secure Immediate Area

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

Missing Student Policy & Notification Procedures

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

Investigation of a Missing Student Report

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

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

Notifying a Missing Student’s Emergency Contacts

If the student is not located, notification to the student’s emergency contact (parent or guardian) –indicated in the OASIS system and/or Housing Emergency Contact Information–will be made within 24 hours of the USFSP Police Department’s receipt of the initial report. In addition, if the student is under 18 years of age and not emancipated, notification will also be made to the custodial parent or guardian.
Students’ Emergency Contact Registration & Updating
Students have the option of providing an emergency contact person or persons 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. On-Campus resident Students may choose to designate an alternative emergency contact in the event of a Missing Person Report as a part of their documentation to live on campus or at any time by contacting the Office of Residential Housing. Emergency contact information registered with the USF System is confidential and will not be released—except in the event of an emergency to individuals that are legally authorized to obtain it.

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

Definitions under the Clery Act and VAWA

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
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<tbody>
<tr>
<td>Aggravated Assault</td>
<td>An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.</td>
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<tr>
<td>Arson</td>
<td>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. Note: Do not classify fires of suspicious or unknown origin.</td>
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<tr>
<td>Burglary</td>
<td>The unlawful entry of a structure or conveyance to intent to commit a crime therein.</td>
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<td>Business Day</td>
<td>Monday through Friday, excluding any day when the institution is closed.</td>
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<tr>
<td>Campus</td>
<td>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).</td>
</tr>
<tr>
<td>Campus security authority</td>
<td>There are four types of individuals or organizations that are considered a CSA under the Clery Act: 1) A campus police department or a campus security department of an institution. (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who...</td>
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</table>
is responsible for monitoring entrance into institutional property.

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

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

<table>
<thead>
<tr>
<th>Clery Geography</th>
<th>There are four types of geographies under the Clery Act.</th>
</tr>
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<tbody>
<tr>
<td>1) On-Campus</td>
<td>means buildings and property that are part of our institution's campus, including areas within the patrol jurisdiction of the USF Police Department including areas within the patrol jurisdiction of the campus police or the campus security department</td>
</tr>
<tr>
<td>2) On-Campus Housing</td>
<td>this is subset of the on-campus geography</td>
</tr>
<tr>
<td>3) Non-Campus</td>
<td>means our institution's non-campus buildings and property.</td>
</tr>
<tr>
<td>4) Public Property</td>
<td>means public property within or immediately adjacent to and accessible from our campus.</td>
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<tr>
<th>Dating Violence</th>
<th>Under the Clery Act, dating violence is defined as follows:</th>
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<tr>
<td></td>
<td>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For the purpose of this definition— (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence. (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.</td>
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Under State of Florida Statutes, **dating violence** is defined as follows: Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

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

| Destruction or Damage or Vandalism of Property | To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. -Crime is only reported if it was motivated, in whole or in part, by the offender's bias. |
| Domestic Violence | Under the Clery Act, domestic violence is defined as follows: (1) A felony or misdemeanor crime of violence committed-- |
(i) By a current or former spouse or intimate partner of the victim;
(ii) By a person with whom the victim shares a child in common;
(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of 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.

(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.

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

Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another 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.

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<tr>
<th><strong>Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) program</strong></th>
<th>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 the definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.</th>
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<tr>
<td><strong>Hate crime</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Hierarchy Rule</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>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.</td>
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<td><strong>Larceny-Theft</strong></td>
<td>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</td>
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**Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
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<tr>
<th><strong>Crime is only reported if it was motivated, in whole or in part, by the offender’s bias.</strong></th>
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</table>
| **Motor Vehicle Theft** | The theft or attempted theft of a motor vehicle.  
*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.* |
| **Murder and Non-negligent Manslaughter** | The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime.  
*Note: Murder/Non-negligent Manslaughter does not include deaths caused by negligence, assaults/Attempts to murder, suicides, fetal deaths, traffic fatalities, accidental deaths, or Justifiable homicides (defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).* |
| **Negligent Manslaughter** | The killing of another person through gross negligence (defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another).  
*Note: Negligent manslaughter does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or traffic fatalities.* |
| **Professional counselor** | A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor’s license or certification. |
| **Programs to prevent dating violence, domestic violence, sexual assault, and stalking** | (1) Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that--  
(i) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and  
(ii) Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.  
(2) Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (j)(2). |
| **Public property** | All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. |
| **Referred for campus disciplinary action** | The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. |
| **Robbery** | The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear. |
| **Sexual assault** | Under the Clery Act, sexual assault is defined in accordance with the FBI’s UCR Program, Sexual Assault is defined as.... Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim |
**Under State of Florida Statutes, sexual battery is defined as follows:**
Oral, anal, or vaginal penetration by, or union with, 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 bona fide medical purpose.

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

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

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

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   - Fear for the person’s safety or the safety of others; or
   - Suffer substantial emotional distress.

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

Under State of Florida Statutes, **stalking** is defined as follows:
A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking.

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

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

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

**Unfounded**
Crimes that were investigated and determined to be unfounded.

**SOURCE:** The definitions contained herein (excluding those for dating violence, domestic violence, and stalking) are based on the definitions provided in Chapter 3 of The Handbook for Campus Safety and Security Reporting (the “Clery Handbook”) published by the U.S. Department of Education, Office of Postsecondary Education, Washington, D.C., 2011, and is available on the Department’s website at:
http://www.ed.gov/lead/safety/campus.html. The definitions of dating violence, domestic violence, and stalking are based on the definitions cited in the Violence Against Women Act of March 2013. A link to this resource will be provided once the U.S. Department of Education completes its final rule making process anticipated to be completed by the end of the 2013 calendar year.