University of South Florida
Police Department

Security and Fire Safety Report
Tampa Campus

www.usfpd.usf.edu
From the Chief of Police

As an accredited law enforcement agency in the State of Florida, the University of South Florida Police Department meets or exceeds over 200 standards set by the Commission for Law Enforcement Accreditation. USF is one of over 100 law enforcement agencies in the state to meet these strict standards. What this means for the community we serve here at USF is they have a professional, value-based law enforcement agency working for them.

The USF Police Department employs only sworn and non-sworn professionals willing to carry out the agency’s mission:

To protect life and property, to understand and serve the needs of any and all persons within the university community, to actively seek to identify community problems and solutions to those problems, to identify and prevent any criminal activity which may occur, and to improve the quality of life in this community

By having a mission statement, we are committed to ensuring a safe environment in which to learn and work. My role as Police Chief is to provide the tools and professional growth needed to fulfill this mission. We train many of our officers to provide crime prevention advice and training to the community. Some of these programs include Rape Aggression Defense, Burglary and Theft Prevention, Date/Acquaintance Rape, Office Safety and Security, and Alcohol Awareness to mention a few.

The USF Police Department also provides a full range of police services. Routine patrol of the campus and residential areas, traffic law enforcement, accident investigation, criminal investigations, dignitary protection and crowd control at special events are some of the services the USF Police Department provides.

As in any community, a safe environment is dependent upon the partnering of the community and law enforcement agency of jurisdiction. It is with this in mind that I encourage you to contact the USF Police Department whenever you need to report a crime, want crime prevention programming or have a suggestion as to how we can work together to make the University of South Florida a better place to learn and work.

Sincerely,

Thomas G. Longo, JD
Chief of Police

SERVICES OFFERED BY UNIVERSITY OF SOUTH FLORIDA POLICE DEPARTMENT

The University of South Florida Police Department strives to meet the needs of the University community by providing these services to you:

- Response to all emergencies—police, fire, medical
- Investigation of all misdemeanor and felony crimes
- Assistance to all victims of crime
- Investigation of traffic crashes
- Monitoring of alarms for intrusion, robbery and fire
- Maintenance of police records information
- Contact and referral of individuals to other campus and community human services agencies
- Assistance and cooperation with emergency service agencies
- Planning and management of special events
- Handling of special security requests
- Security consultations and surveys
- Receipt and return of lost and found property
- Provide fingerprints for job applicants
- Off-Campus Housing - A Guide to Apartment Safety
Emergency Blue Light Phones are located throughout campus and are equipped with automatic location indicators and have instruction for the hearing and speaking impaired.

Security of Campus Facilities/Residence Halls

The University of South Florida is a public institution and, with the exception of campus police services, the University Police Department provides all law enforcement services, including the investigation of criminal acts, on a routine basis by the Polk County Sheriff’s Office in Lakeland. Specific crimes can be reported to the following web address: www.polk.edu/businessandcommunitySafety/Documents/PCC/2020AnnualUniversityPoliceReport.pdf in Lakeland.

USF Polytechnic (Lakeland)

USF has a campus located at Polk State College in Lakeland. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis by the Polk County Sheriff’s Office in Lakeland.

Sarasota-Manatee

USF Sarasota-Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides law enforcement services for USF Sarasota-Manatee, which is an independent college and a part of the New College of Florida, including the investigation of criminal acts. Crime statistics reported to the New College of Florida Police Department can be obtained by accessing their website at: www.newcollege.edu/Police or by calling (941) 487-2410.

USF St. Petersburg

The USF St. Petersburg Campus conducts classes on the campus site of St. Petersburg College. The University of South Florida St. Petersburg Campus provides all law enforcement services, including the investigation of criminal acts, on a routine basis by the Polk County Sheriff’s Office in Lakeland. Crime statistics reported to the University of South Florida St. Petersburg Police Department can be obtained by calling (727) 870-3400.

Pascalo/Hernando Campus

USF offers classes on the campuses of the Pasco/Hernando Community College. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis by the Pasco Sheriff’s Office located in New Port Richey, and on the Brooksville Campus by the Hernando County Sheriff’s Office, and on the Citrus Campus by the Citrus County Sheriff’s Office. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis by the Pasco Sheriff’s Office located in New Port Richey, and on the Brooksville Campus by the Hernando County Sheriff’s Office, and on the Citrus Campus by the Citrus County Sheriff’s Office. Law enforcement services, including the investigation of criminal acts, are provided on a routine basis by the Pasco Sheriff’s Office located in New Port Richey, and on the Brooksville Campus by the Hernando County Sheriff’s Office, and on the Citrus Campus by the Citrus County Sheriff’s Office.

Sarasota-Manatee

USF Sarasota-Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides law enforcement services for USF Sarasota-Manatee, which is an independent college and a part of the New College of Florida, including the investigation of criminal acts. Crime statistics reported to the New College of Florida Police Department can be obtained by accessing their website at: www.newcollege.edu/Police or by calling (941) 487-2410.

Crime Statistics

The University Police Department submits semi- annual Uniform Crime Reports to the Department of Law Enforcement for the Tampa 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 on the next page reflects the number of charges filed for all crimes listed in this report that were reported by federal law. These numbers also reflect crimes reported to campus security authorities during the same time period. These numbers were compiled with the numbers of crimes reported to law enforcement officials, Florida Department of Law Enforcement officials, and local law enforcement officials are available by contacting the University Police Department.

Timely Warnings and Crime Alerts

The University of South Florida Police Department issues campus “Crime Alerts” promptly to the University community when a situation that is determined to pose a threat to public safety on campus, or that are in the public interest. Crime statistics are published biennially by the Department of Justice at www.uspd.usf.edu. Emergency alerts are also sent to members of the campus community via the “Mobiley” messaging system.
The University of South Florida offers a number of programs intended to reduce the potential for personal injury and loss of property. Presentations on Safety are included in the orientation of incoming students and residence hall students, and are held frequently during fall and spring semesters for the benefit of students, faculty, and staff.

Crime Prevention Programs

The University Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on safety and security concerns and precautions are provided to students, faculty, and staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures and university staff and student newspapers. In an on-going effort to facilitate this process, University Police officers provide crime prevention programs each semester on the following topics:

- Date/Acquaintance Rape Programs for Both Men and Women
- Rape Aggression Defense (RAD) [Self Defense for Women]
- Personal Safety – Reducing Your Risks
- Drinking and Drugging – DUI Information
- Drugs – Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID – Engaging
- USF Police Department – Who we are and What we do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions
- Child Safety Programs
- Violence in the Workplace
- Alcohol Programs

Additional programs are provided by the University to include:

- All incoming first-year students learn how alcohol use impacts academic and personal success through an online education program, AlcoholEdu for College. During orientation, all students are exposed to information about the USF alcohol policy, crime prevention, and safety awareness.
- Alumni Police officers provide crime prevention programs each semester in USF housing facilities. To assist persons who may desire to have access to firearms for recreational purposes, the University Police Department provides weapon(s) storage.
- The University of South Florida is committed to providing an orderly academic and professional environment for all students, faculty, and employees. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the University Community is at all times subject to the alcoholic beverage laws of the State of Florida and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years-of-age or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresented or misstate his or her age or the age of any other person for the purpose of inducing any license or his agents or employees to sell, give or deliver any alcoholic beverage to a person under 21 years-of-age. A violation of the proceeding may be cause for disciplinary action and criminal prosecution.

Please refer to the following policies for more detail:

- USF’s Alcohol Policy: generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf
- Drug-Free Workplace Policy: usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp

Drug and Alcohol Counseling

- The Center for Addictions and Substance Abuse (CASA), housed in the Counseling Center, offers free assessment and brief treatment for students who may have alcohol and substance abuse problems. Students may be referred or referred by the Office of Student Right and Responsibilities or other campus departments. CASA also offers group counseling. Students need more intensive help will be referred to community providers. For more information, see usfweb2.usf.edu/counsel/Addiction_and_Substance_Abuse/student-relations/drug-free.asp
- Alcohol Anonymous groups are offered on campus
- The Employee Assistance Program (EAP), under the direction of the Department of Human Resources, offers free substance abuse screening, assessment, and referral to employees who self-refer or who are directed by their supervisor. For more information, see usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp

Weapons

Florida State Statute 790.06(12) and USF Policy forbid any person from carrying a firearm on a university campus. Firearms are not allowed in USF housing facilities. To assist persons who may desire to have access to firearms for recreational purposes, the University Police Department provides weapon(s) storage.
First-year students: The first 6 weeks of enrollment faculty, students, staff, visitors and guests reflect a concern for the health and safety of the campus community and apply to University of South Florida. These policies and rules prohibit the consumption of alcoholic beverages and drugs on the University of South Florida. The University of South Florida has established standards of conduct concerning the possession, sale, serving and consumption of alcoholic beverages and drugs on the University of South Florida campus. These policies and rules reflect a concern for the health and safety of students fail to enroll for their second year. State of Florida statutes dictate that it is unlawful for a person under 21 years of age to possess or consume alcoholic beverages. Consequently, anyone under the legal drinking age may not consume, distribute or possess alcohol on University properties or as part of any University Activity. It is unlawful to sell, give, serve or permit alcoholic beverages to be served to anyone under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages. It is unlawful to be under the influence of, use, possess, distribute, sell or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescriptions or law. Violations of these laws are dealt with in both criminal prosecution and with administrative sanctions, including permanent expulsion from the University of South Florida. (Note: The Student Handbook should be consulted for further information. View it online at www.sa.usf.edu/srr/page.asp?id=88.)
What is R.A.D.? The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance while progressing to the basics of hands-on defense training. **R.A.D. is not a martial arts program.** Members of the University Police Department are currently teaching the RAD System of Physical Defense at the University of South Florida. The RAD System is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

Safety and survival in today’s world require a definite course of action. We provide effective options by teaching women to take an active role in their own self-defense and psychological well-being.

**USFPD offers RAD as a 12-hour basic self-defense course or as a 2-hour credited semester course through the Physical Education Department at USF.** For information and class registration, contact Sgt. Charlotte Domingo: 974-2859 or cdomingo@admin.usf.edu.

Don’t Become the Victim of Identity Theft & Fraud!

- Avoid carrying blank checks.
- Only carry what you might need.
- Do not have your social security number printed on your checks or carry the card in your wallet or purse.
- Never provide personal information over the telephone unless you are familiar with the business.
- Do not put checks in the mail from home. Use a U.S. Mailbox or Post Office.
- Do not put your telephone number on your checks.
- Review your bank statements as soon as you receive them. Notify the bank when discrepancies are found.
- Obtain a copy of your credit report once a year to check for errors. Additional information can be obtained by calling 974-2859.

Missing Student Policy

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

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

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

III. DEFINITIONS
A. Student – For purposes of this policy, any student who is currently enrolled.
B. Resident Student – For purposes of this policy, a student who resides in on-campus housing and under a housing contract and is currently enrolled.
C. Missing – For purposes of this policy, a student is presumed missing if he or she is overdue in reaching home, campus, or another specific location past his/her expected arrival for more than 24 hours, or additional factors lead USF staff to believe he or she is missing.

IV. NOTIFICATION AND INVESTIGATION PROCEDURES
Any USF System employee or student who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the designated Police Department, Dean for Students Office, and/or the Office of Housing and Residential Education is the missing student is a resident student.

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

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

If the student is not located, notification to the student’s emergency contact (parent or guardian) indicated in the Banner OASIS system and/or Housing Emergency Contact Information will be made within 24 hours of the designated Police Department’s receipt of the initial report.

V. STUDENT EMERGENCY CONTACT INFORMATION
Students are provided an opportunity to designate emergency contact information through the Banner OASIS system and are encouraged to keep their detailed emergency contact information updated through the Banner OASIS system.
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 (same as Cleary Report). The Building Fire Systems and Components Report document that lists the fire safety systems devices in each housing building.

(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 first reporting year is calendar year 2009 and will report from on the. 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 (www.housing.usf.edu/hallpolicies.html). Additionally the Resident Handbook (www.housing.usf.edu/forms/0809handbook.pdf) has this information. The University has a Non-Smoking Areas Policy (number 0-606).


(7) Fire Reporting. To reduce the response time to a fire incident, USF requires students and employees to telephone 911 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.

The Higher Education Opportunity Act (34 CFR, 668.49) also known as Campus Fire to Know, published October 29, 2009 and effective July 1, 2010, requires all Universities that maintain on campus student housing to develop and publish an Annual Fire Safety Report. Only campuses within the University system that have student housing must publish an Annual Fire Safety Report. This document outlines the University compliance efforts to HEOA Campus Right to Know requirements.

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 as a 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 Cleary Report).
• Receives fire statistics annually from Housing and compiles Annual Fire Safety Report with Cleary Report crime statistics.
• Submits Annual Fire Safety Report along with Cleary Report as one report for compliance to HEOA/Campus Right to Know.

HEOA CAMPUS RIGHT TO KNOW
FIRE REPORTING FLOWCHART

Fire alarm activates in Housing
UPD receives and records alarm and then dispatches officer to building

Is there a fire?

NO

UPD informs Housing of alarm and cause

YES

Fire Department extinguishes fire and determines cause

Housing compiles reporting information, i.e., alarm, cause, injuries, death and cost of damages

UPD reports fire statistics and crime statistics in same format in one report for HEOA compliance

Fire Department provides cause information to USF

October of each year, Housing compiles fire data for annual report and submits to EH&S for review and then UPD

Fire alarm activates in Housing
UPD receives and records alarm and then dispatches officer to building

UPD calls Fire Department for response

Fire Department provides cause information to USF
### Building Fire Systems and Components Report (A description of Fire Safety Systems for Each On-Campus Student Housing Facility)

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<th>Dry Standpipes</th>
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### Building Fire Systems and Components Report, con't.

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## Housing & Residential Education Building Address

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1. Emergency notification procedures are contained within the USF Emergency Operations Plan (July 2010) and list USF officials authorized to activate the emergency notification systems during emergency or dangerous situations.

2. The USF Emergency Operations Plan lists standing priorities for all incident Commanders. Life Safety is the primary responsibility, followed by incident stabilization and property preservation. The EOP clearly indicates that nothing shall inhibit or create a delay in saving lives, and that immediate warnings shall be issued for all incidents that pose an immediate threat to public safety.

3. The USF Emergency Operations Plan delineates internal communication notification procedures and the individuals responsible for initiating the notification.

4. The USF Emergency Operations Plan lists the titles of persons/organizations responsible for initiating internal communication notification and emergency notification systems.

5. The USF Emergency Operations Plan lists the responsible parties charged with disseminating emergency information to the larger community.

6. USF Policy 6-025 covers Fire and Emergency Evacuation Drills (generalcounsel.usf.edu/policies-and-procedures/1pdf/policy-6-025.pdf). The University of South Florida conducted two exercises to test emergency response and evacuation procedures. Both exercises were announced.

a. The first exercise was conducted on June 7, 2010 and involved the activation of the Emergency Operations Center, members of the Critical Incident Planning/Management Group and Executive Policy Group. The exercise incident incorporated a hypothetical localized explosion at a dining facility due to a natural gas leak. The incident resulted in the activation of the emergency notification system, the evacuation of a resident hall and offices in the immediate area, and relocation of students to temporary housing. The scenario also contained elements that involved student tracking (as some students were hypothetically transported to nearby hospitals) and parent/next of kin notification.

b. On June 23, 2010, the University of South Florida conducted an exercise that focused on post-incident activities and affected from a Category-4 hurricane incident. The exercise involved the activation of the Emergency Operations Center, Critical Incident Planning/Management Group, Executive Policy Group, and select members of the Campus Emergency Preparedness Committee. Exercise activities included, but were not limited to business continuity, sheltering, debris management, campus security and law enforcement, search and rescue, resource management, and mass notification processes.

7. The USF Division of Public Safety, Emergency Management, and University Police have been engaged in presenting campus shooter scenario protective actions awareness training since April 2010. The training involves a presentation of the “Shots Fired on Campus” video with an open discussion of protective actions, an overview of emergency management program initiatives, and a description of the USF Emergency Notification System. The video is available for online viewing to all students, faculty, and staff with valid USF credentials. A total of 31 presentations and open forums have been conducted across the USF Tampa, Sarasota/Manatee, St. Petersburg, and Lake-Land campuses.

8. The USF Division of Public Safety and Emergency Management in cooperation with the USF Provost Office and Faculty focus group developed a Protective Actions ready reference card. The double-sided laminated card provides professors ready reference within their classrooms of recommended protective actions that should be considered for the myriad of hazards that could affect the campus population.

9. The USF Division of Public Safety and USF Emergency Management launched a public education campaign in April 2010 to increase subscribership to the USF’s cellular phone notification system “MoBull” and pilot test software components Guardian911 and Smart911 enhancements. Incorporated into the “Shots Fired on Campus” awareness initiative, the public education campaign also included articles and stories in the USF newspaper Oracle, posters, mass emails, and sidewalk chalkings.
The SAFE Team is an on-campus escort program that provides members of the USF community a safer option for getting to their car or residence hall after class or heading to or from the library to study. SAFE Team patrols the campus at night and provides assistance to students in a variety of ways. SAFE Team’s first priority is to reduce students’ risk when they are most vulnerable—while walking by themselves or waiting for someone to pick them up. The SAFE Team (in one of their golf carts) can provide a safe escort for these students. In addition, as SAFE Team patrols the campus, their presence deters criminals from having an opportunity to commit a crime without being observed. All suspicious activities are reported to the University Police. Finally, SAFE Team creates awareness around campus about how to avoid violent crimes and ensures your personal safety while on-campus through programs and showcases. If you feel uncomfortable walking alone at night while on campus call 974-SAFE (7233) for a safe escort to your destination. SAFE Team Staff plays a vital role in USF Tampa Campus’ distinction as one of the safest college campus in the entire State of Florida.

USF Parking & Transportation Services offers the USF community a FARE-FREE, year-round bus service on the Tampa Campus. See our Web site (www.usf.edu/bullrunner) for more information or call (813) 974-6902.

The Bull Runner offers you:
• a convenient ride around campus
• clean, comfortable, air-conditioned buses
• friendly, knowledgeable drivers
• the BullTracker™ online bus location service
• ability to park in inexpensive Park-n-Ride Lots

In addition, the student-supported Mall Express provides continuous service (via the Route D shuttle) to the University Mall as well as the University Area Transfer Center (UATC) that will connect you to many routes of the Hillsborough Area Regional Transit Authority (HART).

View the BullTracker™ online or from your hand-held mobile device at: www.usfbullrunner.com