

**USF** University of South Florida **POLICE DEPARTMENT**  
**SAFETY GUIDE**



Visit our web page: <http://upolice.up.usf.edu/>

**FALL 2002**

# POLICE DIRECTORY

## University Police, Tampa Campus

Corner of Fletcher and Maple Drive

### Tampa Campus

Emergencies ..... 911

Non - Emergency ..... 974-2628

### USF Police, St. Petersburg

Corner of 5th Avenue South and 2nd .....  
Street

Non-emergency ..... (727) 553-1140

### New College of Florida Police at Sarasota

Viking-C121

Non-emergency ..... (941) 359-4210

On-campus ..... 2-4210

### Victims' Advocate Program

Tampa Campus ..... 974-5757

St. Petersburg Campus .. (727) 553-1129

Sarasota Campus ..... (941) 252-5156

### Counseling Center

Tampa Campus ..... 974-2831

St. Petersburg Campus

DAV115 ..... (727) 553-1129

Sarasota Counseling and

Wellness Center ..... (941) 359-4254

on Campus ..... 2-4254

### Judicial Services

Tampa Campus ..... 974-9443

St. Petersburg Campus . (727) 553-1162

Sarasota Campus ..... (941) 359-4348

### Employee Assistance Program

Tampa Campus ..... 974-5649

St. Petersburg Campus (727) 553-1129

Sarasota Campus ..... (941) 359-4254

### Student Health Services

Tampa Campus ..... 974-2331

St. Petersburg ..... Call 911

Sarasota Campus ..... (941) 359-4254

**SAFE Team** ..... 974-SAFE

### Hillsborough County

**Sheriff's Office** ..... 247-8000

**Tampa Police Department** ..... 273-3200

### Temple Terrace

**Police Department** ..... 989-7100

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
-

To the USF Community:

The University of South Florida's Police Department's primary concern is for the safety and security of all members of the University community.

The University Police, through constant patrol and special programs, make every effort to ensure you won't become a victim of crime. However, by keeping yourself aware of your surroundings and being informed on issues of safety, you will have armed yourself with the two most effective weapons against crime and reducing the opportunity for

### Campus Security Act

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

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

### The University Police Department

On the Tampa Campus the University Police Department is located at the corner of Fletcher Avenue and Maple Drive. The University of South Florida Police provide a full range of public safety services to the community 24 hours a day, seven days a week on the Tampa Campus. All University Police officers are certified by the State of Florida after completing minimum standards training from the Regional Police Training Academy.

General services provided by the University Police include car patrol, foot patrol, bike patrol, criminal investigation of all misdemeanors and felonies, traffic enforcement, crash investigation, special events management and crime prevention programs.

The University Police Department has an excellent working relationship with all local law enforcement agencies, which assures the delivery of professional police services. The Florida Department of Law Enforcement and other state and federal agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks, such as the Florida Crime Information Center and the National Crime Information Center.

The University Police Department routinely publishes a Daily Police Activity Report that is available through USF News or upon request.

### Procedures to Report Criminal Acts or Emergencies on Campus

Any emergency situation involving a threat to life or property should be immediately reported to the University Police. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire or medical assistance can be obtained by calling **9-1-1**. All campus phones, including pay phones may be used to dial **9-1-1** at no charge. All other business can be conducted by calling **974-2628**.

residence hall arrangements and/or transfer of classes/workplaces.

- The right to have present throughout the disciplinary process an advisor, which may also be a legal counsel.
- The right to remain present during the entire hearing.
- The right to have irrelevant sexual history excluded from the hearing.
- The right to submit a list of related questions for consideration prior to the hearing.
- The right to submit a victim impact statement.
- The right to know the outcome of the proceeding.

### Victims' Advocacy Program

The Victims' Advocacy Program will assist USF students or employees who are victims of actual or threatened violence including assault, battery, sexual battery and attempted sexual battery. Services are available 24 hours a day, seven days a week.

Victim services include assistance in contacting professors or supervisors about absences, assistance with referrals and follow-up medical treatment and counseling services on and off campus; assistance with immediate changes in residence hall arrangements if needed for victims living on campus; assistance with immediate safe housing; transportation and assistance in disciplinary proceedings and/or the criminal justice system. Follow-up counseling services or other trauma assistance will be arranged for the victim as needed.

While reports are strongly encouraged, reports are not required for information and referral assistance. The Victims' Advocate telephone number is **974-5757** and is located in **ADM 273**. Office hours are Monday through Friday 8 a.m. to 5 p.m. An on-call advocate can be reached anytime by contacting the program telephone number at **974-5757**.

### Counseling

The Counseling Center for Human Development provides professional counseling services to USF students. These services include: intake evaluation, short-term personal counseling, psychiatric consultation, group counseling and referral services.

For more information or an appointment, call **974-2831**. The offices are located in the Student Services Building, **SVC 2124**. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Emergency, after hours services can be obtained by contacting the University Police at **974-2628**.

### Employee Assistance Program

The Employee Assistance Program provides... serher asist TJ

**Emergency Blue Light Phones** are located throughout campus and are equipped with automatic location indicators and have instruction for the hearing and speaking impaired.

### Campus Sexual Assault Policy

The USF Police Department is responsible for the investigation of campus sexual offenses. The USF Police Department provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The USF Police Department works closely with the Hillsborough County State Attorney's Office in all investigations of sexual battery/rape investigations.

Complaints of sexual battery/rape are serious criminal offenses that will be processed within the criminal justice system. Sexual battery/rape committed by students is also a violation of the USF student conduct rule. Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by the USF rules in addition to those stated above in accordance with State law.

Campus related sexual battery/rape committed by employees is also considered misconduct as provided by applicable rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

### Rights of Victims of Campus Related Sexual Batteries

The University understands and commits its efforts toward successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow. The same shall be accorded to victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements. USF policies dictate that:

- The right to request a University directive forbidding the alleged perpetrator from contact with the victim.
- The right to request an immediate change in

# Crime Prevention Services/Education Programs

*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, staff members regularly through seminars, films, bulletins, crime alerts, posters, brochures and university staff and student newspapers. In an ongoing 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 Driving – DUI Information
- Drugs – Health Risks, Liabilities
- Burglary and Theft Prevention
- Operation ID - Engraving
- 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:

- The Campus Alcohol and Drug Resource Center sponsors National Collegiate Alcohol Awareness Week in the Fall and National Collegiate Drug Awareness Week in the Spring.
- Mandatory Orientation programming for all new students includes a session on Campus Safety and another on Wellness issues. Through these programs, student awareness is increased about health and safety issues for their personal life.
- The Health Education Department offers a variety of outreach programming which includes:
  - Introduction to Women's Health
  - Sexually Transmitted Diseases
  - Substance Abuse Awareness
  - Sexuality
  - AIDS Education.

## USF's Drug Free Schools and Community Program

The University of South Florida is committed to providing an orderly and safe environment for all students, faculty and employees. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation may be cause for disciplinary action and criminal prosecution. (Please refer to: **USF, A Drug-Free Workplace and University of South Florida Student Handbook.**)

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 misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any license or his agents or employees to sell, give, serve or deliver any alcoholic beverage to a person under 21 years-of-age. A violation of the proceeding may be cause for disciplinary action and criminal prosecution.

## Drug and Alcohol Counseling

Programs are available to assist students and employees who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Counseling Center receives referrals from Housing, the Student Health Services, Campus Alcohol and Drug Resource Center, DUI Counter Attack School, Student Affairs administration, University Police and self-referrals from individuals for alcohol and drug related problems.

The Counseling Center provides psychological assessment and screening, short-term treatment of appropriate cases or referral to other treatment resources as needed. An Employee Assistance Program (EAP) is available in the Counseling Center for faculty or staff who may be experiencing drug or alcohol related difficulties. Supervisors may refer staff members or individuals may independently contact EAP.

## Weapons

Florida State Statute 790.06(12) forbids 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.

### Security of Campus Facilities/ Residence Halls

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

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

University Police (UP) officers regularly patrol the residence halls and are readily available to assist on a 24-hour basis. The University Police Department also has a satellite office in the residential area with two officers assigned to the residential facilities to specifically deal with the needs of residential students. A Resident Assistant or Night Clerk is on duty in residence hall complexes every night for security purposes. These security measures and personnel are representative of our concern for the protection of your person and property. Maintenance personnel make security inspections and corrections as needed. Students are encouraged to call the housing office or the police department to promptly report security deficiencies.

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

A representative of the University Police department is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before contractors begin working. The University Police Department also conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarms or procedures that will serve to reduce the opportunities for crime to occur in or around campus buildings.

### Off-Campus Student Residence

At the Tampa campus, many of our students live in privately owned fraternity houses or apartments located near the campus. The local law enforcement agency of jurisdiction is responsible for providing police services to these students. The University Police Department offers crime prevention programs emphasizing security measures that these residents can take to protect themselves.

The University Police initiates regular contact with local law enforcement agencies regarding criminal activity occurring at off-campus student housing complexes. The University Police Department meets regularly with the managers of off-campus housing complexes to discuss specific concerns and recommendations for improving security precautions.

The University Police Department annually provides the Student Government sponsored Off-Campus Housing Office with a brochure which assists students in evaluating the security of off-campus apartments. This brochure identifies high crime rate areas, security features that should be available in off campus complexes, steps for forming a neighborhood watch group and other basic prevention precautions.

### USF Sarasota-Manatee

USF Sarasota Manatee conducts classes at the Sarasota Campus. The New College of Florida Police Department provides all law enforcement services for USF Sarasota-Manatee as well as New College of Florida, including the investigation of criminal acts. Crime statistics reported to the New College of Florida Police Department for the Sarasota Campus can be obtained by accessing their website at: [www.ncf.edu/UniversityPolice/](http://www.ncf.edu/UniversityPolice/) or by calling (727) 553-4210.


### USF St. Petersburg

The USF Tampa Campus conducts classes on the campus of USF St. Petersburg. The University of South Florida St. Petersburg Police Department provides all law enforcement services, including the investigation of criminal acts at the USF St. Petersburg location. Crime statistics reported to the University of South Florida St. Petersburg Police Department can be obtained by calling (727) 553-1140.

### Pasco/Hernando Campus

USF conducts 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 as follows: on the New Port Richey Campus by the Pasco County Sheriff'

*The crimes reported on each chart are separated by crimes reported directly to USF Police Department in Tampa and crimes reported by University Officials or by other local law enforcement agencies in Tampa. The locations are identified as: on-campus, either in the residential area (Res) or other areas of the campus (Othr); non-campus*



**Wear a Helmet** - Nearly 75% of all bicycle-related deaths are the result of head injuries. Children under age 16 are required to wear helmets.

**Make Yourself Visible – Night Riding** - Nearly 60% of all adult fatal bicycle accidents in Florida occur during twilight and nighttime hours even though only 3% of bicycle usage takes place during that time period. While riding between sunset and sunrise the law requires the use of a lamp on the front of the bicycle exhibiting a white light visible from a distance of 500 ft. and a lamp on the rear exhibiting a red light visible from a distance of 600 ft. to the rear.

**Observe Traffic Laws, Signs and Signals** - In the state of Florida, the bicycle is legally defined as a vehicle. Bicyclists have the same rights and duties on the roadway, and must obey the same traffic laws, as an operator of any other vehicle.

**Bicycle laws you may not have known:**





***Theft is the biggest crime problem facing the university community. Most thefts can be prevented or made more difficult if attention is paid to the following:***

- Be certain that all doors are not a thief's best friend. Even if you are going out for only a few minutes ... **Lock Your Door!**
- At night – all office equipment – both personal and the University's should be placed in a locked desk or cabinet whenever possible. Items such as typewriters and computers should be bolted to desks. Money and stamps should be stored in a locked cash box which is kept inside a locked cabinet or desk.
- Each office should have an inventory of both the University's and personal effects that are kept on the premises. Serial numbers and USF I.D. numbers should be recorded because they make recovery and identification of stolen items easier. An up-to-date record of all equipment out on repair, out on loan, or replaced should be kept.
- When in libraries or other public places (dining halls, University Center and the like), backpacks, books, purses and wallets should not be left unattended, even for a few minutes. In the time it takes to get a book or a meal, a purse or wallet can be stolen easily. Faculty and staff members should lock purses and other valuables in their desks. Valuable items should never be left out in the open.

### **TEXTBOOK RECOVERY**

- In addition to writing your name in your textbook, pick a special page and

## **ROAD SAFETY**

### ***We need your help!***

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

### **Please Drive Safely...**

- Always use your seat belt, make sure everyone else is buckled up.
- Don't drink and drive.
- Designate a driver.
- Drive defensively.
- Avoid rear-end collisions.
- Check brake lights often, signal before turning or changing lanes.
- Follow at a safe distance.

### **Please Walk Safely...**

- Cross streets at crosswalks.
- Walk on sidewalks.
- If there are no sidewalks, walk on shoulder facing traffic.
- Watch out for all moving vehicles.
- See and Be Seen.



# R.A.D.: Basic Physical Defense

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



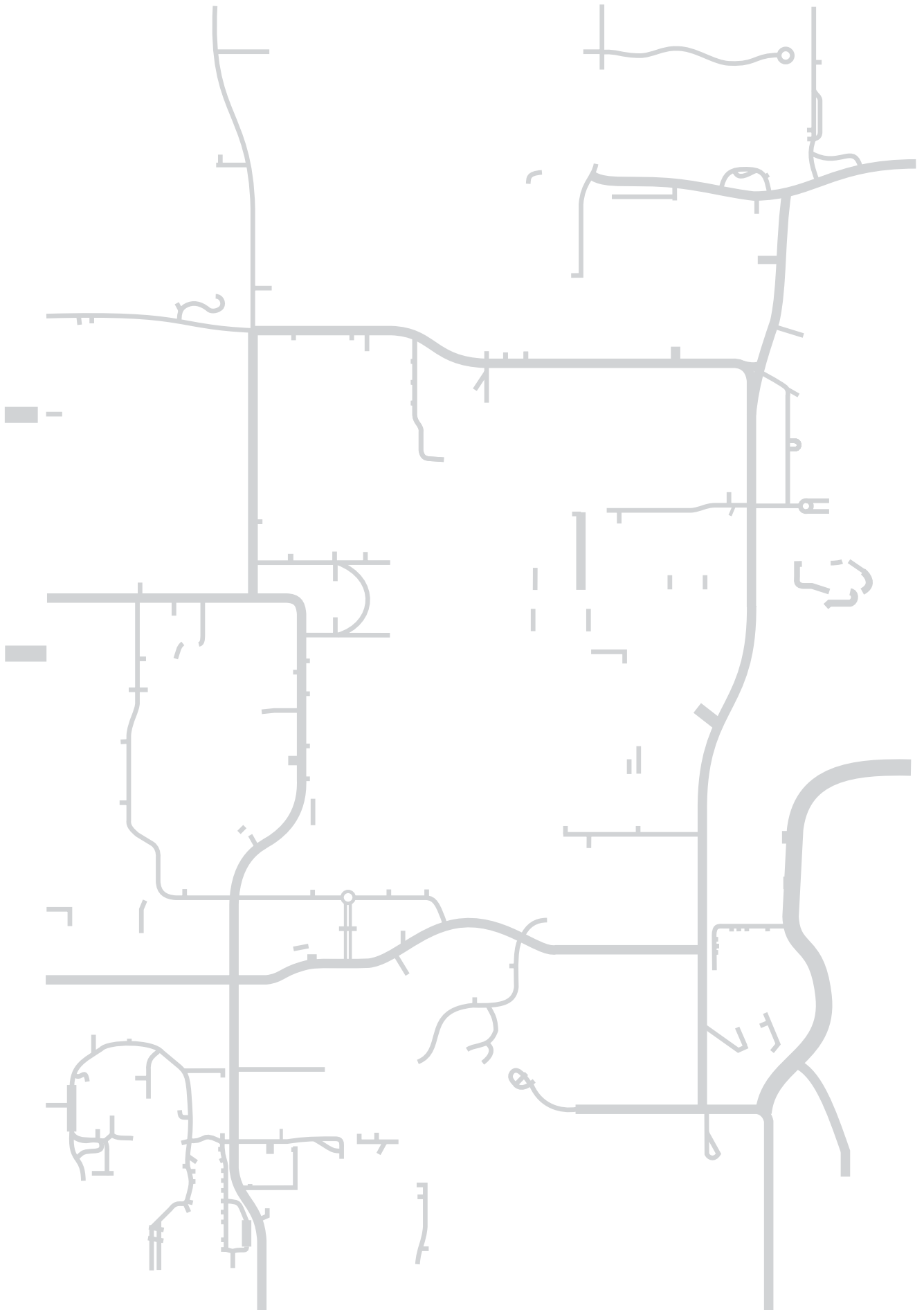
system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

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 14-hour basic self-defense

## RAD Objectives

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





## SAFE TEAM

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** 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.

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The USF Bull Runner Shuttle System, offered by the USF Parking and Transportation Services Department, provides service to the Tampa Campus as well as to designated off-campus locations. All USF students, faculty, staff members and visitors can ride the shuttle fare-free. (For security reasons, riders must show their USF I.D. Card to the driver when boarding.) The shuttle system provides an air-conditioned ride to anywhere on campus. (Look for the many designated shuttle stop signs and/or covered shelters both on and off campus.) Operating hours are Monday through Thursday from 7:00 am until 9:30 pm and Friday from 7:00 am until 5:30 pm, with shuttles running continuously. Shuttles are ADA-compliant, and are equipped with bike racks.

The Mall Express offers continuous