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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 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. This act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

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

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

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

USF Health in South Tampa does not have its own police department. Our campus is within policing jurisdiction of the City of Tampa and, as such, is within the policing jurisdiction of the Tampa Police Department (TPD). TPD is comprised of declared law enforcement officers who have the right to arrest, in accordance with the laws of this state, within its policing jurisdiction. Our downtown campus including USF Health contracts for Security Officers through a private corporation to conduct basic credential checks upon arrival on our campus. Security Officers do not have any sworn law enforcement authority. TPD also has mutual aid agreements or memorandums of understanding with surrounding law enforcement agencies within Hillsborough County:

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

These agreements request the voluntary assistance of others in matters of routine law enforcement that do or may cross jurisdictional lines, including, but not limited to, the continuation of investigations; the development of intelligence; the collection of investigations; the development of intelligence; and other necessary parties, including how our institution will continue to be used. Reports involving USF Health in South Tampa Clery Coordinator because, under the Clery Act, they are Campus Security Authorities (CSAs). Employees who are not sure whether or not they are a CSA should contact their institution’s Clery Coordinator whose contact information is provided above.

In an emergency situation, CSAs should always call 9-1-1. In a non-emergency situation, CSAs should call TPD at (813) 276-3200 or by visiting their main office located at 411 N Franklin St., Tampa, FL 33602.

Mandatory Reporters of Clery-VAWA Crimes or Incidents

All members of the USF System community are encouraged to promptly report known or suspected crimes to TPD. Any emergency involving theft or loss of property should be immediately reported by calling 9-1-1. All campus phones may be used dialing 9-1-1 at no charge. The caller should stay on the line until the dispatcher terminates the call. Do not hang up.

To report an incident of sexual activity, potential emergencies, or dangerous situations on campus, TPD will take the appropriate action by either dispatching an officer, or asking the caller to report to TPD headquarters for an incident report. Incidents should be reported even when the victim of a crime elects to or is unable (physically, mentally, or otherwise) to make such a report. The TPD investigators will investigate to report whether or not the appropriate incident to TPD important to facilitate timely determination of the existence of a significant emergency or dangerous situation and assess for timely warning notices to aid in the prevention of similar crimes. It also allows criminal offense information to be appropriately included in our annual disclosure of crime statistics. If all other police business (crimes not in progress, suspicious persons, questions, etc.) may be directed to TPD at 813-276-3200 or by visiting their main office located at 411 N Franklin St., Tampa, FL 33602.

How to Report Crimes or Other Emergencies on Campus

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Prohibition on Retaliation

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

In support of an environment of open communication within the USF System community, the USF System will not tolerate retaliation, retribution, or reprisals against an employee or student who submitted such a good faith filing. Employees and students who learn of retaliation should report it immediately. For more information, consult USF System Policy 0-020: Retaliation, Retribution or Reprisals Prohibited, available online at regulationspoli icies.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 and including dismissal from employment. Students who engage in retaliation in violation of USF System Policy 0-020 will be referred to the Office of Student Rights and Responsibilities for potential adjudication under the Student Code of Conduct process.

How to Report Retaliation

Any employee or student who believes retaliation may have been taken against them as a result of filing a grievance, complaint, or report of violation of law, rule, regulation, policy, or other misconduct should immediately report the retaliation to their next level supervisor, if feasible. If not, reports of retaliation should be made as shown in the chart below. An appropriate, timely review and response will be provided to an employee or student who alleges retaliation consistent with USF System policy, rules, and regulations.

Report Retaliation Based on the Type of Retaliation Being Experienced

<table>
<thead>
<tr>
<th>Type of Retaliation</th>
<th>Report to This Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment or Discrimination</td>
<td>Office of Diversity, Inclusion &amp; Equal Opportunity</td>
</tr>
<tr>
<td>Response to filing or a grievance</td>
<td>Division of Human Resources</td>
</tr>
<tr>
<td>Perpetrator is faculty or student</td>
<td>Office of the Provost</td>
</tr>
<tr>
<td>Other (or you’re just not sure which unit)</td>
<td>University Audit &amp; Compliance</td>
</tr>
</tbody>
</table>

Our Institution issues timely warnings for any Clery Act crime that occurs on our Clery Geography. These warnings are issued for any Clery Act crime that is:

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

The intent of timely warnings is to enable members of the USF System campus community to protect themselves. Timely warnings are issued as a result of awareness and prevention bulletins to the USF System community.

USF Health decides to issue timely warnings on a case-by-case basis in light of all facts surrounding a crime, including factors such as:

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

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

USF Health issues timely warnings to any USF System campus community member, including students, faculty, staff, and visitors, who have an institutional email address. All enrolled USF System students and employees are provided an active email account. USF Health will also use these email accounts to issue updates to timely warnings.

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

USF Tampa Information Technology
Help Desk: help@usf.edu
Phone: (813) 974-1222
Web: usf.edu/it

For more information concerning timely warnings, policies, and procedures, please consult USF Emergency Management Policy 6-010, available at the Office of General Counsel’s website: regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf.

The Family Educational Rights and Privacy Act (FERPA) and the Clery Act

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The Family Educational Rights and Privacy Act (FERPA) and the Clery Act

The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is general precluded from disclosure, such information may be released in an emergency situation.
Security of and Access to Campus Facilities

During the day and during evening hours when classes are rescheduled, facilities within the USF System (excluding housing facilities) are generally open to the public—such as students, parents, employees, contractors, guests, and invitees. Outside of these hours, all facilities are generally locked, and only those who require access are admitted. TPD provides regular patrol of university buildings and well-patrolled lots. During periods of extreme closings, only those with appropriate authority will be admitted into our buildings.

Our buildings and grounds are monitored 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. USF Health Safety & Preparedness assists Facilities Management personnel by reporting potential safety and security hazards, which include conducting campus lighting surveys and reporting outages. Students, faculty, and staff are also encouraged to contact Facilities Management to report any safety or security hazards.

USF Health in South Tampa Facilities
wilsonCompGroup@health.usf.edu

A representative of USF Health Safety & Preparedness 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. USF Health Safety & Preparedness also conducts physical security surveys of campus facilities that may be vulnerable to

Programs About Campus Security Procedures

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

Emergency Protective Actions
The Emergency Protective Actions course provides a self-hazards overview of protection actions that students, staff, and faculty may take when faced with potentially hazardous situations.

Active Threat
Active Threat prevention and response training provides valuable information about the characteristics, prevention tools, and response techniques that may be used before and during active threat situations. This course is an interactive experience with emergency management and law enforcement officials.

Visit usf.edu/em for more information.

Crime Prevention Programs for Students and Employees

Our institution offers a number of programs intended to educate and raise the potential for personal injury and loss of property. Presentation on safety are included in incoming students and residence hall student 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 other publications.

The USFPD provides crime prevention programs each semester on the following topics:
- Date/Acquaintance Rape (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
- Violence in the Workplace
- Alcohol Awareness
- Prevention programs, visit the USFPD website at usf.edu/police/
your-safety/educational-programs.aspx.

The Center for Victim Advocacy offers training on a variety of

Alcohol and Illegal Drugs

Alcohol and Drug-Free Workplace Policy Statements

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

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

Alcohol Standards of Conduct

These 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 underaged drinking laws of the State of Florida by:
  - Possessing or consuming alcoholic beverages if you are
Sanctions for Violating Our Alcohol Policy

Any criminal violation of State of Florida alcohol laws may be cause for prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court costs. All criminal prosecutions and incarcerations are addressed by the Hillsborough 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. Violation of any USF System alcohol policy by any employee or student will be reason for reevaluation of treatment or for drug abuse disorder for disciplinary actions up to and including termination or expulsion in accordance with applicable collective bargaining agreements, policies, and procedures, or for referral to treatment or reevaluation consistent with local, state, and federal law.

In order to comply with federal law, 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 drug abuse assessment or rehabilitation program.

Sanctions for Violating Our Drug-Free Workplace Policy

Any employee or student determined to have violated USF System policies regulating the use of illegal drugs may be cause for prosecution. Criminal prosecution may include incarceration, criminal probation, fines, and court costs. All criminal prosecutions and incarcerations are addressed by the Hillsborough 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 controlled substances (“illegal drugs”) or the unlawful manufacture, distribution, possession, use, or sale of controlled substances (“illegal drugs”) by any employee or student will be reason for reevaluation of treatment or drug abuse disorder for disciplinary actions up to and including termination or expulsion in accordance with applicable collective bargaining agreements, policies, and procedures, or for referral to treatment consistent with local, state, and federal law.

Alcohol and Drug-Free Workplace Policy Resources

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

- USF System 30-023 – Alcohol Policy: regulations.policies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf
- USF System 6-010 – Drug-Free Workplace Policy: regulations.policies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf
- USF System Regulation 6.0021 – Student Code of Conduct: regulations.policies.usf.edu/regulations/pdfs/regulation-6-0021.pdf

Illegal Drug or Alcohol Abuse Prevention Programs

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

Prevention and Education Programs for Students

As part of the university’s alcohol education program, all incoming students are required to complete an online course called AlcoholEd for College. This course uses science-based research to educate participants about alcohol and its effects. Whether students drink or not, the course will provide information to help them make informed decisions about alcohol and negotiate the drinking behavior of their peers.

Counseling for Students

The USF Tampa Counseling Center offers free assessment and treatment to currently registered students who have alcohol or substance abuse problems. Students may be self-referred or referred by the Office of Student Rights and Responsibilities 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 CounselingCenter@usf.edu or visit their website at usf.edu/counseling-center.

Counseling for Employees

The Division of Human Resources (DHR) has partnered with Magellan Health Services to provide all USF System employees with an Employee Assistance Program (EAP). Magellan EAP programs offer confidential alcohol and substance abuse screening, assessment, and referral to all USF System employees, in addition to the solution-focused help and resources for all types of life issues. The Magellan program is available for all USF system employees free-of-charge, 24 hours a day, seven days a week online at MagellanHealth.com/member or by calling 1-800-327-8705.

The Magellan program includes comprehensive online resource libraries of articles, screening and referral assessment tools, tip sheets, calculators, resource guides, on-demand learning, and personalized improvement plans. Employees and their families have access to three counseling sessions. If an employee needs additional assistance beyond the scope of what the Magellan program provides, the employee may refer to other resources such as the benefits or community resources like Alcoholics Anonymous. USF System managers and supervisors can provide referrals for their employees through the Employee Assistance Program (EAP). An employee’s use of EAP services is confidential. They do not have to provide information back to USF about who uses the program. For more information about alcohol and drug abuse prevention and other services provided to USF System employees through the EAP, visit the Division of Human Resources EAP webpage at usf.edu/hr/benefits/eap.aspx.

Health Risks Associated with Alcohol Abuse and the Use of Illicit Drugs

The information below was extracted from the publication “What Works: Workplaces Without Drugs,” U.S. Department of Labor, 1991. This information is also available online at https://usfacweb.usf.edu/human-resources/resources/showfile/1/38.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the occurrence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol severely alter a person’s ability to learn and remember information. Very high doses, or low doses combined with other depressants of the central nervous system, can cause respiratory depression and death.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Alcohol withdrawal can be frightening. Long-term consumption of large quantities of alcohol, particularly when combined with poornutrition, 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, behavioral, and mental retardation.

In addition, research indicates that children of alcoholics are at greater risk than children of nonalcoholics for becoming alcoholics.

Anabolic Steroids

Anabolic steroids are powerful full compounds that are closely related to the male sex hormones testosterone. Developed in the 1930s, steroids may be abused for their current legitimate medical uses, such as treating certain kinds of anemia, severe burns, and hormone deficiencies. When combined with programs of muscle-building exercise and diet, steroids may contribute to changes in body weight and muscular strength. Athletes have used steroids since the 1950s, hoping to improve their performance. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging from infertility and sterility to mental or emotional side effects.

The physical side effects include:

- 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: weight gain; muscle gains; behavioral changes, particularly increased aggression and combative ness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling of the skin and persistent, unpleasant breath odor.

Cannabis

All forms of cannabis have negative physical and mental effects.

Physical effects of cannabis include: decreased heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana damages the lungs and respiratory system. Thetan marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and learning, increase anxiety, and reduce the ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge of the above may be a factor 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 use 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 an elevation of the mood, increase the sense of well-being, and produce other effects such as restlessness, nervousness, and insomnia. Continued use may lead to tolerance and dependence.

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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 tachycardia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain’s control of the heart and respiration.

Depressants

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce a sense of well-being and relaxation, 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 to increased resistance to the drug’s effects. When regular users stop taking depressants, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death.

Babies born to women who abused depressants during pregnancy may be physically dependent on the drug and show withdrawal symptoms shortly after birth. 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 legal drugs to produce analogues known as “designer drugs.” These drugs are considered some of the most dangerous substances because of their ease of manufacture.

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 changes in space perception, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users or 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 experience paranoid and violent behavior.

Lysergic acid diethylamide (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 significantly. 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

Avary of psychoactive substances have been inhaled directly or as volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances. Inhalants cause shortness of breath, dizziness, and loss of coordination and awareness. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart rate and respiratory rate and cause dizziness. Amyl nitrate causes a rapid heartbeat and may cause death. Inhalants may cause unconsciousness, coma, and death. The use of inhalants can lead to permanent damage of the nervous system.

Narcotics

Narcotics are illegal substances that cause a sense of well-being and relaxation. They cause a sense of well-being and relaxation. They are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as tachycardia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use may lead to death through disruption of the brain’s control of the heart and respiration.

Sexual Assault

Sexual Assault is called “Sexual Battery” under Florida law. The crimes of sexual assault, domestic violence, and stalking are prohibited under UF System Policy 0-404: https://rules.policies.usf.edu/policies-and-procedures/pdfs/policy-0-404.pdf. These crimes are prohibited in all academic, educational, extracurricular, athletic, and other programs of the UF System, whether those programs take place in university facilities, at a class or training program sponsored by the university at another location, or elsewhere. Below are the definitions of these crimes and the term “consent” in the context of sexual activity as provided under Florida statutes.

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

Theorala or anogenital penetration by, or union with, the sexual organ of another as a part of the anogenital penetration of another

b) Any other person in a position of control or authority in an employment relationship, custodial, or other relationship, and such person directs or urges the sexual assault.

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

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

Policy Prohibitions and Definitions

The crimes of sexual assault, dating violence, domestic violence, and stalking are prohibited under UF System Policy 0-404: regulations.policies.usf.edu/policies-and-procedures/pdfs/policy-0-404.pdf. These crimes are prohibited in all academic, educational, extracurricular, athletic, and other programs of the UF System, whether those programs take place in university facilities, at a class or training program sponsored by the university at another location, or elsewhere. Below are the definitions of these crimes and the term “consent” in the context of sexual activity as provided under Florida statutes.

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b) Any other person in a position of control or authority in an employment relationship, custodial, or other relationship, and such person directs or urges the sexual assault.

For more information about Florida sexual battery statutes, visit leg.state.fl.us/statutes (Chapter 794).
Domestic Violence is defined under Florida statutes as:

1. Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in injury or death of a 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 have resided together as if a family, and persons who have 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 previously resided together in the same single dwelling unit.

Dating Violence is defined under Florida Statutes as:

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

1) A dated relationship must have existed within the past 6 months;
2) The nature of the relationship must have been characterized by a pattern of interaction based on domesticity, intimacy, and self-definition;
3) The frequency and type of interaction between the parties must have been included in the activities of one or both of the persons involved in the relationship;

Stalking is defined under Florida Statutes as:

A stalking incident is one in which a person willfully, maliciously, and repeatedly follows, harasses, or otherwise commits an act that would cause a person to reasonably believe that they have been followed or are threatened with harm.

Prevention and Awareness Trainings and Campaigns

The USF System provides programs and trainings to prevent sexual assault, dating violence, domestic violence, and stalking. These programs and trainings are offered to USF System students and employees, as well as to the broader community. The USF System also collaborates with external organizations to provide training and prevention programs. The USF System's prevention and awareness trainings and campaigns address the following key topics:

- VAWA Training: The USF System provides training on the Violence Against Women Act (VAWA) and the Clery Act, which requires institutions of higher education to provide training on sexual assault, dating violence, domestic violence, and stalking. The training includes information on the definitions of these crimes, how to recognize the signs of abuse, and how to seek help.
- Sexual Assault Prevention for Undergraduates: This program provides education on sexual assault prevention and response, including information on consent, bystander intervention, and the role of the community in preventing sexual violence.
- The Center for Victim Advocacy: The Center for Victim Advocacy offers a variety of programs and resources to support survivors of domestic violence, sexual assault, and stalking. These programs include counseling, support groups, and advocacy services.

Key Topics Covered in Prevention and Awareness Trainings and Campaigns

The following topics are covered in the USF System's prevention and awareness trainings and campaigns:

1. The USF System's policies prohibiting sexual assault, dating violence, domestic violence, and stalking.
2. The definitions of consent (in reference to sexual activity).
3. The importance of bystander intervention in preventing sexual assault.
4. The role of law enforcement in sexual assault cases.
5. The importance of recognizing the warning signs of domestic violence.
6. The importance of seeking help for survivors of domestic violence.

One Love Student Organization

Escalation Workshop: A powerful, film-based workshop that opens people's eyes to the warning signs of relationship abuse. The workshop consists of a film, Escalation, that opens people's eyes to the warning signs of relationship abuse. The workshop also includes a discussion of the importance of recognizing the warning signs of relationship abuse and how to seek help for survivors.

For more information on VAWA trainings and campaigns for USF System students and employees, including how to schedule these trainings and campaigns for your area or group, contact the Center for Victim Advocacy and Violence Prevention (CVAVP) at va@usf.edu. Below is a brief overview of the VAWA trainings and campaigns provided during the 2017 calendar year.

Sexual Assault Prevention for Undergraduates

The Center for Victim Advocacy and Violence Prevention provided an interactive bystander intervention training program to USF-Tampa students throughout the year. The goal of the Bystander Intervention training program is to equip USF students with the tools and confidence to safely intervene to decrease instances of interpersonal violence on USF's campus. This program of bystander intervention training is offered monthly in an open format, as well as by request. It lasts approximately 1.5 hours and is facilitated by trained student facilitators.

Spitting Game: The College Hook Up Culture Screening

On October 29, 2018 the Title IX Office hosted a screening of the film Spitting Game: The College Hook Up Culture. The screening was followed by a discussion about the implications of the film and its connection to real-life experiences of students, including occurrences of sexual violence.

'Got Consent?' Campaign

The 'Got Consent?' campaign is a marketing campaign aimed at increasing visibility of the importance of informed consent in sexual relationships. The campaign educates students about the importance of obtaining consent.

Red Flag Campaign

The Red Flag Campaign is a national campaign. CVAVP hosts bi-weekly pop-up Red Flag displays at different target areas around campus with 500 red flags, resources, and education. The campaign also utilizes social media as a platform for red flag messages, and facilitates red flag/healthy relationship workshops.

Addendum Trainings Provided

The Center for Victim Advocacy and Violence Prevention delivers ongoing training sessions and educational programs to USF Tampa (including USF Health) students and employees. These sessions and programs include topics such as bystander intervention, consent, sexual violence, domestic violence, and crime prevention to students, staff, and faculty.

Information on how to schedule these sessions and programs for your unit, group, or area is available on the Center for Victim Advocacy website: usf.edu/advocacy.
“incoming” students to demonstrate healthy, mutual consent in sexual and romantic relationships. This was hosted as a large scale event at the beginning of the fall semester, and by request throughout the year.

Coffee and Consent
The overall goal of Coffee and Consent is to equip students to demonstrate healthy, mutual consent in sexual and romantic relationships. These are offered throughout the year as pop-up events by request.

Consent Concoctions
The overall goal of Consent Concoctions is to equip students to demonstrate healthy, mutual consent in sexual and romantic relationships, specifically involving alcohol. These are offered throughout the year as pop-up events by request.

Survivor Love Letters
The goal of USF’s Survivor Love Letters campaign is to increase the perception of a survivor-supportive campus so that students feel comfortable preventing violence and seeking out resources.

For more information on our violence prevention education, workshops, and trainings please visit usf.edu/advocacy or email va@usf.edu.

Safe and Positive Options for Bystander Intervention
Bystander Intervention Steps
The five steps of bystander intervention (adapted from Darley & Latane) are provided below and are incorporated into our prevention and awareness trainings and campaigns:

1. Notice a situation – pay attention to your surroundings.
2. Interpret the situation as being in danger or requiring immediate attention.
3. Take action. There are many ways to take action.
4. Decide to safely intervene.
5. Use effective techniques.

Bystander Intervention Techniques. (We give you some examples below.)

Warning Signs of an Abuser

- Intimacy: “Too much, too soon”
  - Pushes for quicker relationship—wants to move toge-ther or marry soon after meeting
  - “Sweeps you off your feet”—expensive gifts; constant messaging and calling; wants to be with you all the time

- Power and Control:
  - “Jealousy (It is not a sign of love but of possessiveness)”
  - Demands your undivided attention; even at inappropriate times
  - Use of violence that is inappropriate

Risk Reduction

The following warning signs are given in the form of a flyer to all students in Freshman English classes and all 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. An additional risk reduction flyer is also widely distributed. Key concepts are provided below.

Risk Reduction Tips

1. Consent is necessary regardless of sex, gender identity, or sexual orientation of the parties involved.
2. Know your sexual intentions and limits. You have the right to say “No” to any unwanted sexual act. If you are uncertain about what you want, state your feelings (“I don’t like that you are pressuring me”) and get out of the situation.
3. Believe in your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately.
4. Be aware that having sex with someone who is mentally or physically incapacitated 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.
5. Be especially careful under these circumstances:
   a. Ingroup 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.
6. Take action. It 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 being prosecuted for a crime.

Procedures Victims Should Follow

The Center for Victim Advocacy and the Title IX Coordinators have created a one-page, two-sided flyer to provide victims of sexual assault, dating violence, domestic violence, and stalking (the “VAWA Flyer”) with written information about the following:

1. The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
2. How and to whom the alleged offense be reported.
3. Options about the involvement of law enforcement and campus authorities, including victim options to:
   a. Notify law enforcement authorities, including on-campus and local police;
   b. Be assisted by campus authorities in notifying law enforcement authorities, if the victim chooses; or
c. Decline to notify law enforcement authorities.
4. 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.
5. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both on and off campus.
6. Options for, and available assistance in, changing academic, living, transportation, and work situations (“protective measures”).
7. Students’ or employees’ rights and options in the event of these crimes.

When a student or employee reports to the institution that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, or when the offense occurred on or within the geographic area of the campus, the institution will provide the student or employee with the VAWA flyer and the Victim’s Guide, as a written explanation of the student’s or employee’s rights and options.

An example of the VAWA flyer used for our institution during this reporting period is provided in APPENDIX D. In addition, the Center for Victim Advocacy has developed a Guide for Victim of Sexual Assault & Harassment; Domestic, Relationship, & Dating Violence and Stalking that provides more in-depth details about the above topics as well as the steps below. This guide is provided in its entirety in APPENDIX D.
Victim Resources: Confidential, Non-Confidential, On-Campus and Off-Campus

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

- Annual Security & Fire Safety Report
- VAWA Trainings (online and live) for students and employees
- VAWA Crimes Victim Flyer (see APPENDIX C)
- Victim’s Guide (see APPENDIX D)
- 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 Center for Victim Advocacy by calling (813) 974-5756; for immediate after-hours support call the Victim Helpline at (813) 974-5757; or visit their website at usf.edu/advocacy.

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

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

The Title IX Office is responsible for investigating allegations of sexual assault, domestic violence, dating violence, or stalking reported to them as having occurred within our Clery Geography. The results of Title IX investigations are provided to the USF System Office responsible for performing an institutional disciplinary proceeding and/or taking appropriate institutional action depending on the identity of the accused individual (the “Respondent”) as follows:

- When the Respondent is a USF System student, Title IX investigatory results are forwarded to Student Rights and Responsibilities (SRR). This unit applies processes detailed in the Student Code of Conduct and determines whether to formally charge the student. If a formal charge is made, the case will be heard at a formal hearing by a trained hearing panel or an administrative conduct officer. More details about institutional proceedings, actions, and the associated appeals process under the Student Code of Conduct are provided in the SRR section below.

- When the Respondent is a USF System employee, vendor, visitor, or third party, the Title IX Final Investigative Report is forwarded to Human Resources (HR), the Office of the General Counsel, and, if the Respondent is a faculty member, the Office of the Provost for institutional disciplinary action.

- When the Respondent is both an USF System employee and a student, or their status as such is not clear, the Title IX Office, SRR, and HR work together to ensure the Title IX investigatory results are forwarded to the appropriate office.

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

Title IX Investigations

The following information summarizes the general procedures used to investigate allegations of sexual assault, domestic violence, dating violence, and stalking. More information on Title IX investigation are found in the University of South Florida’s Policy 0-004, located on the USF’s Title IX website.

The Title IX Office is responsible for administrative investigations into allegations of sexual assault, domestic violence, dating violence and stalking when the Respondent is a USF affiliate-student, employee, vendor, visitor or third parties in certain circumstances.

Both the Complainant(s) and the Respondent(s) have the right to have one support person/advisor of their choice (barring no conflict of interest) accompany them to any meeting related to a report or investigation.
Complainants also have the right to file an external complaint with an applicable state or federal agency. All records pertaining to investigations in these matters are maintained by the Title IX Office. The privacy of investigative records is governed by Florida Statute 119, the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable University recordkeeping policies.

Investigations are conducted by individuals who have received specialized training in these types of investigations on an annual basis. All investigations are conducted in a thorough, fair, neutral and impartial manner. The University strives to conclude each Title IX investigation within 60 days. For various reasons, this may not be feasible. The University reserves the right to extend investigations beyond this timeframe based on various circumstances (i.e., breaks between academic semesters, holidays, emergency University closings, compliance of involved parties, etc.).

Title IX Initial Assessment

The Title IX Office performs an initial assessment of the report via the following steps:

a. The Title IX Office will review any report made to its office to determine whether it has jurisdiction to investigate. If not, Title IX will advise the reporting person and refer to the appropriate office (if applicable).

b. The Title IX Office will contact the Complainant (victim), to discuss interim remedial and protective measures, support resources, and reporting options.

c. The Title IX Office will contact the Complainant to invite them in for an informational meeting “info session” to discuss their rights and options. Options may include informal resolution or formal resolution through alternative resolution or investigation.

d. If the Complainant does not respond to the Title IX Office’s outreach, or responds and indicates a desire to not participate in the University’s investigative process, or responds and requests that an investigation not be conducted, the Title IX Office staff will consult with the Title IX Coordinator regarding whether Title IX requires the University to continue with the investigation despite the Complainant’s decision to not participate in the process or request that an investigation not be conducted.

Title IX Investigation Process

If the Complainant requests a formal disciplinary resolution through investigation the Complainant will write a statement outlining the allegations. The Title IX Office will conduct an assessment of the merits of the allegation(s) to determine whether the conduct at issue, if it occurred as alleged, would constitute a violation of University policies or regulations. This determination is guided by state and federal law; if after an initial assessment, the Title IX Office determines that the conduct would not violate University policies and procedures even if all the allegations are credited, the Title IX Office will advise the Complainant of its determination to not proceed.

The Title IX Office may notify other individuals (including the Respondent) or offices within the University of the reported allegations in order to mitigate the impacts of any potentially discriminatory conduct (such as implementing interim measures). If, based on the allegations, the Title IX Office determines that the alleged conduct may violate University policies or regulations, the investigation will proceed as follows:

1. The Title IX Office will notify the Respondent of the investigation and allegations including any interim or protective measures that have been put in place. An invitation will be extended to the Respondent to meet with a member of the Title IX team for an information session to review the University’s investigative process, interim remedial and protective measures, support resources available to them, and their rights throughout the process.

2. The Title IX Investigators and/or the Title IX Coordinator (or Deputy) will conduct individual interviews with the Complainant, Respondent, and witnesses (if applicable), and collect all relevant evidence. The Complainant or the Respondent will not be permitted to participate in each other’s interview process.

3. All interviews will be recorded in written form and each party will be provided with the opportunity to review their respective interview summaries to ensure accuracy and provide any additional information.

Notification of Title IX Investigative Report

At the conclusion of a Title IX Investigation, the Title IX Coordinator will review the Final Investigative Report to ensure compliance with Federal Law and associated guidance; and institutional policies and procedures.

Student Respondents

When the Title IX Office completes an investigation involving a student Respondent, the Title IX Office makes a conduct referral to Student Rights and Responsibilities (SRR). This office applies the processes detailed in the Student Code of Conduct and will determine whether to formally charge a student. If a formal charge is made the case will be heard before a trained hearing panel or an administrative conduct officer. More information is provided in the Student Code of Conduct Regulation 6.021, available online at the following link and summarized in the below SRR section: http://regulationspolicies.usf.edu/regulations/pdfs/regulationusf6.021.pdf

Employee Respondents

When the Title IX Office completes an investigation involving an employee Respondent, the Title IX Office prepares a Final Investigative Report with outcomes which is sent to the Respondent, Complainant, and appropriate office(s), most commonly to the Human Resource Office (for employees) or the Provost Office (for faculty) or other supervisor. In cases where there is a finding of responsibility, the appropriate offices will review and impose disciplinary action. Both the Respondent and the Complainant may appeal the finding in the Final Investigative Report. All appeals should be sent to the Title IX Coordinator (or as otherwise designated) within thirty (30) days of the appeal.
date of receipt of the Title IX Final Investigative Report. The Title IX Coordinator will forward the appeal to the President’s Office for Final Determination and will notify the Complainant and Respondent that the appeal has been filed and the outcome of that appeal.

Right to Appeal Title IX Investigative Report
Both the Respondent and the Complainant may appeal the finding in the Final Investigative Report. All appeals should be sent to the Title IX Coordinator (or as otherwise designated) within thirty (30) days of the date of receipt of the Title IX Final Investigative Report. The Title IX Coordinator will forward the appeal to the President’s Office for Final Determination and will notify the Complainant and Respondent that the appeal has been filed and the outcome of that appeal.

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

- USF System Policy 0-004: Sexual Misconduct/Sexual Harassment (including Sexual Violence):
  regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf
- USF System Policy 1-022: Consensual Relationships:
  regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf
- How to Report a Title IX Incident:
  usf.edu/diversity/title-ix/reporting.aspx
- USF System Title IX Coordinator:
  Araina Muniz
  arainamuniz@usf.edu
  4202 E. Fowler Ave., ALN 172, Tampa, FL 33620-6150
  Phone: (813) 974-8651
  Fax: (813) 974-4375
  TDD: (813) 974-5651
  Website: usf.edu/diversity/title-ix

Student Rights & Responsibilities (SRR) 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. SRR 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 www.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 SRR 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, dating violence, domestic 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, SRR 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”), 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.

Notification of Initial Review Results and Outcomes
At the conclusion of the Initial Review Process, the Initial Review Officer will either dismiss the referral or issue a Charge Letter (for the purposes of the Student Code of Conduct, the Referred Student now becomes the Charged Student) and, in cases involving sexual assault, dating violence, domestic violence, or stalking, simultaneously sends a notice to the Complainant. Outcomes of the Charge Letter will include the recommended charges and sanctions and the choices available to the Charged Student which are:

- Accept Responsibility – The Charged Student accepts responsibility for the formal charges of the Student Code of Conduct and agrees to complete the recommended sanction(s).
- Request a Formal Hearing – The Charged Student does not accept responsibility for the formal charges of the Student Code of Conduct and elects to have a formal hearing.

If the Charged Student fails to respond to the Charge Letter within the allotted time, the charges and sanctions will become final and the Charged Student will be found responsible and may have a limited right to appeal.

Formal Hearing
The purpose of a formal hearing under the Student Code of Conduct is to determine whether or not a violation of the Student Code of Conduct occurred based on the preponderance of evidence standard. The Charged Student may elect to have one of the following formal hearing types:

1. Administrative Officer Hearing – a hearing conducted by a full-time USF System Employee who is also a trained University Conduct Board (UCB) member.
2. University Conduct Board Hearing - a hearing conducted by USF System student, faculty, or staff who are trained members of the UCB, where 50% of the hearing panel is comprised of students.

Outcomes
The Hearing Officer shall render a decision.

Notification of Formal Hearing Results and Outcomes
The Charged Student and Complainant are simultaneously notified in writing of the outcome of the formal hearing in writing within 10 days of the hearing; that is, unless there are extraordinary circumstances that delay such notice. The Hearing Outcome Letter indicates the finding rendered at the conclusion of the formal hearing, as well as the procedures for the Charged Student and Complainant to appeal the outcome of the formal hearing. The Hearing Outcome Letter includes the following information:

- The results of the hearing;
- The procedures for the Complainant and the Charged Student to appeal the hearing results;
- Any change to the results of the hearing; and
- The date the results of the proceedings become final.

Right to Appeal
The Charged Student or Complainant may appeal in writing the outcome of a formal hearing within 5 days of the date of the Hearing Outcome Letter. The appeal must be written to the Dean of Students, or appropriate designee, at the member institution or separately accredited institution. The burden of proof rests with the Charged Student or the Complainant to show, by a preponderance of the evidence presented, that the grounds for an appeal have been met. The Dean of Students, or designee, may adopt, modify, or reject charges and/or sanctions from the Hearing Outcome Letter. The record of the formal hearing may be considered on appeal as well as any new information from the Charged Student and/or Complainant that comes to the attention of the Dean of Students or designee. The Dean of Students, or designee, is authorized to contact any participants in the formal hearing for clarification or request additional information as necessary to render a decision.

Except as required to explain the basis of new information, the Dean of Students, or designee, shall limit the review
1. To determine if there were due process errors involving the University’s failure to provide the Charged Student or Student Organization with notice or an opportunity be heard.

2. To determine whether the sanction(s) imposed was extraordinarily disproportionate for the violation of the Student Code of Conduct, which the Charged Student or Student Organization was found to be responsible.

3. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the formal hearing, because such information and/or facts were not known to the person appealing at the time of the formal hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.

When the appeal is submitted, the Charged Student or Complainant must state the reason(s) for the appeal and must supply the supporting facts and the recommended solution. This is not a re-hearing of the conduct case. An appeal will not be accepted simply because a Student is dissatisfied with the decision from the formal hearing. Failure to describe the nature of the information in full detail and/or failure to list and explain at least one of the above-listed three bases of acceptable appeals will result in the denial of the appeal.

The Dean’s Decision on Appeal Letter will be rendered within 10 days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students, or designee. The decision made by the Dean of Students, or designee, is to be rendered in the Dean’s Decision on Appeal Letter and the decision of the Dean of Students, or designee, is considered the final University decision. If an appeal is not upheld, the initial decision will stand, and the matter shall be considered final and binding upon all involved.

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

- Student Rights and Responsibilities (SRR):
  - Address: 4202 E. Fowler Ave., ALN 109, Tampa, FL 33620
  - Phone: (813) 974-9443
  - Fax: (813) 974-7383
  - Website: www.usf.edu/student-affairs/student-rights-responsibilities/

Potential Student Sanctions

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 regulation (www.regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf). Not all of the sanctions provided in the Student Code of Conduct are appropriate for all cases. For example, possible sanctions for students found responsible for sexual assault, dating violence, domestic violence, or stalking are not limited to, but more than likely include, the following:

- Restriction — Conditions imposed that would specifically dictate and limit future presence on campus and participation in University activities. The restrictions involved will be clearly identified and may include but are not limited to a University order forbidding the Charged Student from all contact with the Complainant. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of University services, and presence in certain buildings or locations on campus. These restrictions can include the inability to hold leadership positions or not as a part of a University Organization.

- Conduct Probation - An official sanction that places the student’s enrollment or Student Organization recognition dependent upon the maintenance of satisfactory citizenship during the period of probation. When conduct probation is imposed as a sanction, the Student or Student Organization should be advised of the consequences of violation of probation. Under conduct probation, a Student may continue to attend classes and a Student Organization may or may not be able to operate or remain active and with an opportunity to demonstrate a capability and a willingness to live in accordance with University rules. Any Student or Student Organization placed on conduct probation may be restricted from participating in certain University activities as specified by the Dean of Students, or designee, as regulated by other University departments. For the duration of the conduct probation, the Student or Student Organization is not considered in “good disciplinary standing” with the University.

- Deferred Suspension - Suspension that will be imposed at a defined future date or time unless sanctions are completed as described by the hearing officer and there are no further policy violations.

- Suspension - Termination of a Student’s privilege to attend the University for a specified period of time. This may include a restrictive order that would exclude the Student or Student Organization from campus. In cases where the Student or Student Organization resides on campus, the Student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours). A transcript overlay will be placed on the academic transcript during the period of suspension. Further, while on suspension, a hold will be placed on a Student’s registration ability until all sanctions are complete. The record of suspension will be maintained in a permanent file in SRR.

- Expulsion – Permanent termination of a Student’s privilege to attend the University, without the possibility of re-admission. This may include a restrictive or no trespass 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). A transcript overlay will be placed on a Student’s academic transcript. Further, a hold will be permanently placed on the Student’s ability to register for classes. The record of expulsion will be maintained in a permanent conduct file in SRR. In cases of Student Organizations, a sanction may be permanent and prevent the Student Organization from returning to campus.

- Other Appropriate Sanctions - such as mandated community service, educational program (payment of associated fees), and written assignments.

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 two years. It does not take into account multiple violations during a single incident.

Potential Employee Sanctions

Sanctions may be imposed on employees found to have violated USF System policies and regulations via Title IX processes. The results of Title IX processes are provided to Human Resources and the Office of the General Counsel, who implement employee sanctions as warranted. This is done in accordance with the following provisions of USF System Policy 0-004 which states, “The designated office 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 10.212: Discipline, Misconduct, and Incompetence (Staff) – available on the Office of the General Counsel’s website at regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.212.pdf.
- USF System Regulation 10.112: Discipline, Misconduct, and Incompetence (Faculty) – available on the Office of the General Counsel’s website at regulationspolicies.usf.edu/regulations/pdfs/regulation-usf10.112.pdf.
Employee disciplinary actions are governed by Human Resources pursuant to HR Procedure – USF Progressive Steps for Disciplinary Action, available on the HR website at usf.edu/hr/pdfs/employee-relations/progressive-steps-disciplinary-action.pdf.

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

Confidentiality and Protective Measures

Protecting Confidentiality

The USF System will protect the confidentiality of victims and other necessary parties in accordance with applicable federal and State of Florida laws. Our institution complies publicly available recordkeeping and, for purposes of Cliff Act reporting and disclosure, with the inclusion of identifying information about the victim. All criminal reports are redacted per Florida State Statute 1 119 and are reviewed by USF General Counsel prior to release to any requesting party not involved in the report.

Range of Protective Measures

Depending on the specifics of the incident and the victim’s wishes, the USF System can implement protective measures and other accommodations to victims of sexual assault, dating violence, domestic violence, and stalking, regardless of whether the victim is a student or employee. The 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. It is important you 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 TPD.

Protective Measures for Students

For student victims, Complainants, or witnesses relating to an incident of sexual assault, dating violence, domestic violence, and stalking, the range of interim measures to stop, prevent, and remedy sexual harassment may include, but is not limited to, the following:
- Changing the shift hours of the Respondent so they do not overlap with the Complainant’s;
- Issuing a no contact, non-retaliatory directive preventing communication and interaction between the Respondent and Complainant or Witnesses;
- Changing the work environment in some other manner so the Complainant and Respondent do not have any work-related contact;
- Providing the Respondent on administrative leave with pay pending the conclusion of the investigation; and/or
- Providing the Guardian “precautionary timer” for use when traveling from one area of campus to another.

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

Protective Measures for the 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 sexual assault, dating violence, domestic violence, and gender-based stalking across the USF System.

Such measures include ongoing education and prevention training, awareness training, and the detailed and mandatory “Responsible Employee” training for all employees designated as “Responsible Employees” under the USF System Policy 0-006: Sexual Misconduct/Sexual Harassment.

FERPA and Institutional Disciplinary Action

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

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

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

- A violent crime that constitutes an imminent threat to the campus community (including, but not limited to, homicide, sex offenses, robbery, aggravated assault, and aggravated battery); and
- Our institution issues Emergency Notifications in accordance with the emergency response and evacuation procedures outlined in our Emergency Operations Plan (EOP). Each institution within the USF System has an EOP. Each EOP is written in accordance with the framework outlined in USF System Policy 6-010: Emergency Management. This policy is available on the Office of the General Counsel’s website at regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf. Each institution’s EOP contains specific policies regarding emergency response and evacuation procedures, including procedures for immediate notification of their respective campus community via Emergency Notifications. These plans require emergency notifications to be issued for confirmed significant emergencies or dangerous situations which pose an immediate threat to the health or safety of students or employees, as long as doing so would not compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Our institution utilizes a multi-step process to confirm and issue emergency notifications to our community as follows:

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

More information regarding the Emergency Notification System (ENS) can be found in USF System Policy 6-010: Emergency Management. This policy is available on the Office of the General Counsel’s website at regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-010.pdf.
Confirming Significant Emergencies or Dangerous Situations

There are multiple methods for members of the community to report an incident to university public safety officials; however, confirming whether or not a significant or dangerous situation exists is the responsibility of trained professionals in either Tampa Police Department, Emergency Management, and Environmental Health and Safety.

For law enforcement issues, the Tampa Police Department is responsible for confirming whether a significant emergency or dangerous situation on campus exists through information received by anonymous report; threat; or victim, witness, or officer observation.

For non-law enforcement situations, other departments may also confirm that a significant emergency exists. These departments include USF Health Facilities and Operations Management, the Office of Educational Affairs, the USF Health Office of Research, or the Office of the Senior Vice President. While multiple departments are identified, it is only necessary for one department to confirm the emergency or dangerous situation exists. Confirmation of these hazards occurs through observation by public safety officials, witness statements, or alerts received by federal, state, or local agencies.

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

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

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

Our Institution would not immediately issue a notification for a confirmed significant emergency or dangerous situation if doing so would compromise efforts to:
- Assist a victim;
- Contain the emergency;
- Respond to the emergency; or
- Otherwise mitigate the emergency; e.g., not compromising efforts to mitigate an emergency might be agreeing to a request of local law enforcement if this would cause harm to the campus community.

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

Determining the Content of Emergency Notifications

Our Emergency Notification procedures require emergency notifications issued by our institution to include information that will enable members of the campus community to take actions to protect themselves, including information about the following:
- Incident type;
- Incident location;
- Instructions on what actions to take; and
- Other safety information or tips, if necessary.

Initiating Emergency Notifications

Upon confirmation of a significant emergency or dangerous situation occurring on campus involving an imminent threat to the health or safety of the campus community, a site administrator will initiate an emergency notification. In the event a site administrator is not able to initiate an AlertUSF message, authorized users in Information Technology, or the Office of the Vice President for USF Health or USF Emergency Management may broadcast messages via AlertUSF. Initiating emergency notifications will occur as outlined in our institution’s EOP.

When the emergency notification system is activated, multiple systems are activated simultaneously. The following tools are used to facilitate incident communications:
- USF Health Homepage – Emergency messages will be broadcast to the USF Health Homepage. The website is the best place to receive the most thorough, accurate, and up-to-date information during an emergency.
- Text Message – Faculty, staff, and students are encouraged to sign-up to receive alerts through text messages at USF-System campuses. For more information visit the USF Emergency Management homepage.
- Desktop Alert – Desktop Alerts will appear on desktop computers that are maintained by USF IT and activate when messages are issued at USF Health. If you encounter issues or do not receive Desktop Alerts on your USF desktop computer, contact IT at help@usf.edu.
- AlertUSF Website – This website provides information on active incidents or events that could impact the USF system. For more information visit the USF Emergency Management homepage.
- Desktop Alert – Desktop Alerts will appear on desktop computers that are maintained by USF IT and activate when the messages are issued at USF Health. If you encounter issues or do not receive Desktop Alerts on your USF desktop computer, contact IT at help@usf.edu.
addressing a wide range of possible emergencies. These messages require only minor updates to address specifics of an incident in order to allow emergency notifications to be sent out without delay. In most cases, the standard pre-scripted messages will be able to address emergencies from initial communication to “all-clear.” For situations that require unique messaging or communication over an extended period of time, the Media/Public Affairs Team or, if activated, the Joint Information Center (JIC), may assume the responsibility for sending out communications using the system. The main website for our institution will be utilized to provide situation updates and should be considered the best place for the campus community and general public to find the most thorough, accurate, and up-to-date information during an emergency.

Organizational Units Responsible for Emergency Notification Procedures

The chart on the next page summarizes organizational units with designated individuals responsible for, or authorized to, determine the appropriate segments of the campus community to receive a notification; determine the content of the notification; and initiate the notification. This is indicated via the column headings “Determine Notification Segment,” “Determine Notification Content,” and “Initiate Notification,” respectively. Responsibility is determined based on the type of hazard (emergency or dangerous situation) facing our institution. While multiple departments are identified on the chart, it is only necessary for one of these organizational units to initiate each identified step in the Emergency Notification process.

Disseminating Emergency Information to the Larger Community

In the event of an emergency, the USF Health homepage (health.usf.edu) will display emergency information. As updates are provided, new information is posted by the appropriate responding public safety authority. The USF Health website is the best place to receive the most thorough, accurate, and up-to-date information during an emergency. There may be situations or emergencies which warrant communication outside our campus community. For example, our institution may use radio and/or TV alerts for the neighboring community. Typically, when emergency messaging is pushed out by our institution, the local media immediately contact our Media/Public Affairs team for comment. This team is responsible for developing messaging based on information provided by the incident commander or the Emergency Operation Center (EOC) and communicating with the media. Depending on the nature of the emergency, a press release may be sent out and a press conference may be scheduled. For situations spanning a longer period of time, the Media/Public Affairs team will provide the media with regular updates and be responsible for responding to all media inquiries. The Media/Public Affairs team is part of University Communications and Marketing and may pull resources from other groups within that department to assist during an emergency. Depending on the nature of the emergency, JIC may be activated to provide the necessary communications resources for the event. If the JIC is activated, the Media/Public Affairs team will become part of it.

Testing Emergency Notification, Response, and Evacuation Procedures

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

More information regarding tests of our Emergency Notification System (ENS), emergency response, and emergency evacuation procedures can be found in USF System Policy 6-025: Fire and Emergency Evacuation Drills available via the Office of the General Counsel’s website at regulations.usf.edu/policies-and-procedures/pdfs/policy-6-025.pdf.

Emergency Notification System Tests

The university tests its Emergency Notification System once per semester on a scheduled basis to ensure all components are operational and that our policies and plans accurately dictate the procedures utilized. Tests of the Emergency Notification System are coordinated with Emergency Management, University Communications and Marketing, Information Technology, and appropriate university administration. During these scheduled tests, all components of the AlertUSF system are activated by USF Health or USF Emergency Management:

- All tests of the Emergency Notification System are announced and communicated to the university community through the MyUSF Web portal (available to all students, faculty, and staff), the Inside USF faculty and staff newsletter, and the USF calendar (publicly available).
- All fire and emergency evacuation drills are announced in practice, excluding notification of vested parties required to participate in drills.

Emergency Response Procedures Tests

During intersectional emergency response procedures at least annually, ensure that your institution’s plans and procedures are viable and available, while providing relevant and public safety officials an opportunity to practice responding to various emergencies and dangerous situations. These tests are coordinated by Emergency Management and key departments on campus responsible for responding to facilitation of response and recovery operations after an incident.

Emergency Evacuation Procedures Tests

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

Integral components of the USF System policy and associated procedures include the following:

- Annual fire and emergency evacuation drills are required to be conducted for all USF System high hazard buildings equipped with a required fire alarm system. A “high hazard building” designation is defined so that it contains combustible materials and conditions dangerous to the safety of life or property, in which persons are received, conducted, and Evaluation Program (HSEP) guidelines.

More information about our emergency response procedures and their testing can be found on the Emergency Management website (usf.edu/em), within each USF System institutions’ EOP, and on Emergency Situation Protective Action Posters within each classroom on our campus.

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

- Annual fire and emergency evacuation drills are required to be conducted for all USF System high hazard buildings equipped with a required fire alarm system.
- A “high hazard building” designation is defined so that it contains combustible materials and conditions dangerous to the safety of life or property, in which persons are received, conducted, and evaluated.
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evacuation procedures for the USF System. The following organizational units are responsible for implementing and maintaining these procedures:

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

These units work together on the following:

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

For more information about our emergency evacuation procedures, visit the Environmental Health and Safety website at usf.edu/ehs/documents/firesafety-drillprocedure.pdf.

Emergency Evacuation Procedures

Preparation is essential. Determine in advance the nearest exit from your workplace and evacuate accordingly. In the event of an emergency, evacuate all occupants of buildings. Establish an alternate route to be used in the event your route is blocked or unsafe. Never assume that an alarm is a “false alarm.” Treat all fire alarm activations as actual emergencies.

1. Stay inside the building or find a safe place.
2. If you are in a room without a door, make sure the door is closed.
3. In various campus buildings, doors may lock manually, remotely, or not at all. If applicable, time permits, locks doors.
4. If you are in a room with a window, make sure the window is closed and remain clear of the window.
5. Remain where you are until further direction from emergency personnel.

Always follow all directions provided by emergency response personnel.

Fire Alarm Procedures

The general USF System fire and emergency procedures are as follows:

- Immediately evacuate the building at/near the area of evacuation.
- Never assume that an alarm is a “false alarm.” Treat all fire alarm activations as actual emergencies.
- Do not restrict or impede the evacuation.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to mitigate the potential spread of smoke and fire.
- Terminate all hazardous operations and power off equipment.
- Close all hazardous materials containers.
- Remain outside of the building until the building is released for re-entry.
- Do not restrict or impede the evacuation.
- Convene the designated gathering area and wait for instructions from emergency responders or volunteers.
- Avoid parking lots.
- Report the real or perceived threat to the nearest school or public safety officer.
- Evacuate the building.
- Notify all occupants to evacuate the building.
- Do not return.

How to Shelter in Place

During a recognized emergency situation—such as chemical, biological, or radiological material releases—some weather emergencies, or the threat of imminent danger—you may be directed to “shelter in place.”

Depending on the type of emergency situation, directions to shelter in place may be sent using a variety of communication tools, including sirens, loudspeakers, or mass emergency notification systems. For more information, visit the Environmental Health and Safety website at usf.edu/ehs/Documents/firesafety-drillprocedure.pdf.

Communicating Our Emergency Response and Evacuation Procedures

The USF System Environmental Health and Safety (EH&S) and Student Housing Environmental Health and Safety (EH&S) is responsible for preparing, conducting, and documenting emergency and evacuation drills. In addition to the Clery Act documentation requirement, EH&S also maintains documentation of any outstanding after-action items, respectively, for these tests.

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

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For more information on what to do during a building evacuation, visit the Environmental Health and Safety website at usf.edu/ehs/documents/firesafety-drillprocedure.pdf.

Emergency Evacuation Notification, Response, and Evacuation Procedures

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

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

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

For more information about our emergency evacuation procedures, visit the Environmental Health and Safety Emergency Evacuation website at usf.edu/ehs/documents/firesafety-drillprocedure.pdf.

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## Clery and VAWA Crime and Incident Definitions

### Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

### Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc. Note: Do not classify fires or suspicious or unknown origin.

### Burglary
The unlawful entry of a structure or conveyance to intent to commit a crime therein.

### Business Day
Monday through Friday, excluding any day when the institution is closed.

### Campus
1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution’s education 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 by controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Campus Security Authority (CSA)
There are four types of individual or organizations that are considered a CSA under the Clery Act:

1. A campus police 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 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.

### Clery Geography
Clery crime and incident statistics are reported according to the following Clery Act-defined geographical categories: on campus; on-campus residential; non-campus building or property; and public property.

#### On Campus
The on-campus category of Clery Geography encompasses the following:

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s education purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in the above paragraph that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Non-Campus Property
The non-campus category of Clery Geography encompasses the following:

- 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
- Any building or property that is within or reasonably contiguous to 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).

### Public Property
The public property category of Clery Geography encompasses the following:

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### Dating Violence
Under the Clery Act, dating violence is defined as follows:

1. The existence of 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. 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.

### Deconstruction 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 is 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—
   a. By a current or former spouse or intimate partner of the victim;
   b. By a person with whom the victim shares a child in common;
   c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   d. 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
   e. 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 the 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 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.

### Federal Bureau of Investigations (FBI) Uniform Crime Reporting (UCR) Program

A nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for definitions of crimes in Appendix A to this subpart and the requirements for classifying crimes in this subpart.

### Hate Crime

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.

### Hierarchy Rule

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.

### Intimidation

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.

### Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

### 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.

### 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).

### Professional Counselor

A person whose professional 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 Sexual Assault, Dating Violence, Domestic Violence, and Stalking

1. Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, dating violence, domestic violence, and stalking that—
   a. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcomes:
   b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

2. Programs to prevent sexual assault, dating violence, domestic violence, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees, as defined in paragraph (g)(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 the 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.
**APPENDIX A**

**Clery and VAWA Crime and Incident Definitions, page 5**

### 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 with the sexual organ or another 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—
   - A 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 an action, method, device or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   - 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.

**Test**
Test.

- Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.
APPENDIX B
Clery Geography Map for USF Health in South Tampa Campus

APPENDIX C
Confidential and non-confidential on-campus and off-campus resources for victims of sexual assault, dating violence, domestic violence, and stalking for the USF Tampa and USF Health in South Tampa.

VAWA
VIOLENCE AGAINST WOMEN ACT

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING:
WHERE CAN I GO FOR HELP?

CONFIDENTIAL

USF CENTER FOR VICTIM ADVOCACY
SVC 2057 • 813-974-5756
http://www.usf.edu/student-affairs/victim-advocacy

USF COUNSELING CENTER
SVC 2124 • 813-974-2831
http://www.usf.edu/student-affairs/counseling-center

USF STUDENT OMBUDS OFFICE
ALN 191 • 813-974-0939
http://www.usf.edu/student-affairs/ombuds

USF STUDENT HEALTH SERVICES
SHS 100 • 813-974-2331
http://www.usf.edu/student-affairs/student-health-services

USF STUDENT WITH DISABILITY SERVICES
SVC 1133 • 813-974-4309
http://www.usf.edu/student-affairs/victim-disabilities-services

CRISIS CENTER OF TAMPA BAY
1 CRISIS CENTER PLAZA, TAMPA, FL 33613
813-964-1964 or dial 211

NON-CONFIDENTIAL

USF POLICE DEPARTMENT
UPD 002
813-974-2628
http://www.usf.edu/administrative-services/university-police

USF TITLE IX
ALN 172
813-974-4373
http://www.usf.edu/diversity/title-ix

USF POLICE DEPARTMENT
UPD 002
813-974-2628
http://www.usf.edu/administrative-services/university-police

Certain USF System employees, known as Campus Security Authorities (CSAs), are mandated under federal law to report such crimes and their location per the Clery Act. The victim’s name and identifiers are anonymous. CSAs include, but are not limited to RAs, academic advisors and student activity coordinators.

VAWA IS FOR EVERYONE.
THE VIOLENCE AGAINST WOMEN ACT PROTECTS ALL STUDENTS/FACULTY/STAFF/ADMINISTRATION REGARDLESS OF ORIENTATION/IDENTITY.
APPENDIX C
Confidential and non-confidential on-campus and off-campus resources for victims of sexual assault, dating violence, domestic violence, and stalking for the USF Tampa Campus

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING:
YOUR RIGHTS UNDER VAWA

- You have the right to report the incident (or not) to law enforcement, to the university, or to any of the confidential resources on campus.
- You do not need to report an incident to the police to receive protective measures from the university.
- Protective measures may include, but are not limited to, risk assessment, safety planning, on-campus housing/employment changes, transportation, no contact order, class changes.
- USF will keep your accommodations confidential, as long as doing so doesn’t hinder the ability to provide those accommodations.
- Disciplinary proceedings will be prompt, fair and impartial. Every case is unique and may vary in length.
- Proceedings conducted by officials who receive annual training on these specific crimes, conducting an investigation, protecting victim safety, and promoting accountability.
- The complainant and respondent have the same rights, including the right to be accompanied to any proceedings by the advisor of their choice.
- Possible sanctions for an allegation of sexual assault, relationship violence, or stalking are not limited to but more than likely include restriction, suspension, deferred suspension, expulsion.

Preserve any evidence if you intend to report, depending on the type of incident:

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

Notice of Nondiscrimination: Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protections extend to both employees and students. Any questions or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or any of the University’s Deputy Title IX Coordinators. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity’s website at www.usf.edu/Diversity. When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the complainant and others.

VAWA IS FOR EVERYONE.
THE VIOLENCE AGAINST WOMEN ACT PROTECTS ALL STUDENTS/FACULTY/STAFF/ADMINISTRATION REGARDLESS OF ORIENTATION/IDENTITY.

GET HELP NOW:
813-974-5757

VAWA FOR EVERYONE!
THE VIOLENCE AGAINST WOMEN ACT PROTECTS
ALL STUDENTS/FACULTY/STAFF/ADMINISTRATION REGARDLESS OF ORIENTATION/IDENTITY.

NOTICE OF NONDISCRIMINATION: Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be directed to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or any of the University’s Deputy Title IX Coordinators. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity’s website at www.usf.edu/Diversity. When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the complainant and others.
APPENDIX C
Confidential and non-confidential on-campus and off-campus resources for victims of sexual assault, dating violence, domestic violence, and stalking for the USF Tampa Campus

CAN I TELL SOMEONE?

CAN I TALK TO SOMEONE?

CAN I FILE A TITLE IX COMPLAINT?

The Title IX Coordinator and Deputy Coordinator monitor overall implementation of Title IX compliance for the US System, including coordination of training, education, communications, and the complaint processes for faculty, staff, students and other members of the University System community.

You can disclose a situation to any “responsible employees” also called a “mandated reporter,” who will complete a Title IX incident report. You can also disclose directly.

Students, faculty, and staff can call the Director of Title IX Compliance or make an appointment for an Information Session. During this appointment, you can obtain information and ask questions.

Students, faculty, and staff disclosing sexual harassment, including sexual violence, may file a complaint with the Title IX Coordinator for the University System. Alternatively, you may file an anonymous complaint.

Title IX Reporting:
813-974-8616

Anonymous Reporting:
http://EthicsPoint.com
813-974-8611

Responsible employees must submit a Title IX Report:
http://usf.edu/diversity/title-ix

For more information visit:

Notice of Nondiscrimination: Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities. If you believe you have been subjected to discrimination concerning Title IX policies, procedures, or the application of Title IX to the University, you may file a complaint with the Title IX Coordinator. The Office of Diversity, Inclusion, and Equal Opportunity’s website at www.usf.edu/diverse can provide information regarding Title IX and other University resources, or contact the University’s Title IX Coordinator to file a complaint.

APPENDIX D
Guide for Victims of Sexual Assault & Harassment, Domestic, Relationship, & Dating Violence, and Stalking

Guide for Victims of

Sexual Assault & Harassment

Domestic, Relationship,
& Dating Violence

Stalking
APPENDIX D
Guide for Victims of Sexual Assault & Harassment, Domestic Relationship & Dating Violence, and Stalking

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Victim Disclosure, Employee Obligation to Report, and Confidentiality ..............
  Confidential Campus Resources ........................................................................
  Employees Who Must Report Disclosures ....................................................

Reactions to Victimization ..................................................................................

Center for Victim Advocacy ..............................................................................
  Crimes Served by CVA ..................................................................................
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Reporting Options for Victims ...........................................................................
  Reporting a Crime to Law Enforcement ........................................................
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Confidential Campus Resources .........................................................................

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APPENDIX D
Guide for Victims of Sexual Assault & Harassment, Domestic Relationship, & Dating Violence, and Stalking

INTRODUCTION

This guide is for USF-Tampa students and employees who experience rape or other sexual violence,* sexual harassment, relationship or dating violence, domestic violence, and stalking.

In the immediate aftermath of any of the above interpersonal crimes or situations, victims may feel confused, shocked, and may not know what to do, whom to tell, or where to seek help. Victims are often concerned about their privacy and safety. This guide is intended to assist victims in understanding their options and resources in the event of any interpersonal crime.

IMPORTANT! If in imminent danger, call 911.

Due to the potential for increased risk, victims of intimate partner violence (domestic, relationship, or dating violence) and stalking are urged to consult confidentially with a victim advocate at USF’s Center for Victim Advocacy (see Resources, page 15) for an individualized risk assessment, safety planning, and exploration of options. The advocate will help you pursue any reporting options you choose, as safely as possible.

LGBTQ+ STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their sexual orientation, gender identity, or gender expression. The Center for Victim Advocacy is aware that anyone who is perceived as not conforming to traditional sex and gender stereotypes may be targeted for sexual harassment, assault, and hate crimes. In addition, interpersonal violence does occur in same-sex relationships. All advocates have been trained as LGBTQ+ allies through the USF Safe Zone ally training program.

DISABILITY STATEMENT

USF strives to promote the safety and well-being of all students and employees. The information in this guide is applicable to students and employees regardless of their disability status. The Center for Victim Advocacy is aware that persons with disabilities may be targets of crime, abuse, or harassment and our advocates are committed to providing accessible and available services. For reasonable accommodations, please contact us at 813-974-5756 (FL Relay 711) and/or va@usf.edu.

* There are different terms used by different states to refer to sex crimes, such as sexual assault, rape, sexual violence, or, as in Florida, sexual battery. In this guide, we will refer to these crimes generically as “sexual assault,” since that is the term most commonly used.
**VICTIM DISCLOSURE, EMPLOYEE OBLIGATION TO REPORT, AND CONFIDENTIALITY**

USF encourages victims of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking to talk about the incident or situation with someone they trust to receive needed support and to allow the university to respond appropriately.

**Confidential Campus Resources**

Employees of the following campus resources can provide confidential support and services to you and are not required to report disclosures of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking:

- Center for Victim Advocacy
- Counseling Center
- Student Health Services
- Ombuds Office
- Students with Disabilities Services

You can seek assistance from employees of these services without prompting a Title IX Incident Report to be filed. The only exceptions to this confidentiality are the following circumstances which require employees listed as confidential resources to report a situation to authorities:

- When child abuse is involved.
- When there is potential imminent harm to self or others.
- When a student victim is under the age of 18.

**Center for Victim Advocacy Confidentiality Statement**

The USF Center for Victim Advocacy assures confidentiality to all who utilize the department’s services. All of the advocates are certified by the State of Florida’s Office of the Attorney General as advocates and are considered confidential. Client names, identifying information, and any disclosures of a crime will be kept confidential unless an advocate receives explicit permission from the client to release the information to a specific third party, or the University received a legal directive to release the information, such as a subpoena or an Office of Civil Rights request.

**Employees Who Must Report Disclosures**

With the exception of those USF employees of the departments indicated above, other employees are obligated to report disclosures of sexual violence or harassment, relationship or dating violence, domestic violence, and stalking by students or employees to the Office of Diversity, Inclusion & Equal Opportunity (DIEO).

Employees who are mandated by official university policy to report include:

- Employees who supervise other employees
- All faculty
- Employees or students who oversee student activities and/or who supervise or oversee students
  - Resident assistants (RAs)
  - Academic advisors
  - Student activity coordinators
  - Graduate assistants (GAs)
- University Police Department

As discussed above, for purposes of campus safety, certain employees of USF are required to report instances of sexual violence, or harassment, relationship or dating violence, domestic violence and stalking that come to their attention. In addition, certain USF System employees, known as Campus Security Authorities (CSAs), are mandated under federal law to report such crimes and their location per the Clery Act. The victim’s name and identifiers are anonymous. CSAs include, but are not limited to RAs, academic advisors and student activity coordinators. In some instances, well-intentioned friends or family members of a victim may contact law enforcement or other officials to report the incident or situation, even when the victim does not wish for others to know.

For some victims, when a mandated report is filed, the victim may feel disempowered or as though they have lost control of the situation. The Center for Victim Advocacy can provide an advocate who can help explain your rights under these circumstances and make sure that your privacy and wishes are considered by those responsible for responding to the report. When a mandated report is submitted, it goes directly to the Deputy Title IX Coordinator, who will reach out to the victim to provide resources, explain the victim’s rights to submit a Title IX complaint, and offer the victim the choice to (1) close the report (2) wait on the report to consider their options (3) file a Title IX complaint. The victim is offered an information session with the Title IX Office. This meeting in no way obligates the victim to move forward with a complaint. Rather, this meeting allows the Deputy Title IX Coordinator to answer any questions or concerns the victim may have. Although the Title IX Office is not confidential, steps are taken to protect a victim’s privacy.

**USF cannot require you, as a victim, to participate in any investigation or misconduct proceeding against your will. Title IX officials at USF uphold your rights and wishes in order to help you make the best decision for yourself given the circumstances.**

For more information about the reporting obligations of USF employees, please refer to USF System Policy 0-004: Sexual Misconduct/Sexual Harassment (Including Battery) at [http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf](http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf)
**REACTIONS TO VICTIMIZATION**

Initially you may react to victimization with shock, disbelief, or denial. You may do your best to try to forget the incident and just go on with your life. Perhaps you believe that being strong means trying to recover on your own and not asking for help. This approach may work for a while, but most of us are not prepared for the disruption to our daily lives that traumatic events often bring. You may experience one or more of the following involuntary reactions, which are ordinary reactions to trauma:

- Sleep disturbances and/or nightmares
- Changes in eating behavior: loss of appetite, overeating, nausea
- Inability to concentrate or focus
- Constantly thinking about or visualizing the traumatic event
- Hypervigilance and increased startle reaction
- Emotional outbursts of crying or anger
- Irritability
- Feeling numb
- Loss of interest in school, work, or usual activities
- Inability to push yourself to attend class or work, resulting in unexcused absences
- Flashbacks in which you re-experience sensory moments from the incident

As stated above, these can be normal, involuntary reactions over which you do not have initial control. As unpleasant as these reactions are to endure, they are biochemically triggered as your brain attempts to process the trauma.

Also know that any reaction to trauma is normal and everyone responds to trauma differently – there is no one right way to respond.

Additionally, the offender may be someone you know. If this is true for you, you may:

- Feel betrayed because you trusted this person
- Have difficulty trusting others
- Blame yourself for trusting the offender
- Be grieving the loss of the friendship or relationship in addition to coping with the violence and betrayal

Remember that trust is a good thing – betrayal of trust is not. Learning to trust again is part of your healing process and it may take time.

Advocates at The Center for Victim Advocacy provide trauma-informed care and can help you to understand your reactions and feelings in relation to what has happened to you (see Resources, page 15). USF’s Counseling Center is also a resource for helping you understand and cope. If you find your academic success or employment negatively affected, an advocate may be able to offer assistance in remedying problems in academics and employment due to victimization.
IN THE IMMEDIATE AFTERMATH OF A CRIME
It may be difficult to start thinking about what you need to do next and you may feel overwhelmed trying to sort through all of your available options. Let the following tips guide you in understanding your options.

Sexual Assault/Rape/Sexual Battery
- Sexual battery (rape) – oral, anal or vaginal penetration by, or with union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.
- Do not go to a hospital emergency room unless you have physical injuries requiring immediate medical attention.
  - Forensic medical exams (“rape kits”) are not performed at Student Health Services or at hospitals in Hillsborough County/Tampa, but rather by the Crisis Center of Tampa Bay (See Resources, page 17).
  - Exams can be performed up to 120 hours (5 days) after the assault.
  - The Crisis Center can also provide STI preventative medication and emergency contraception.
  - The Crisis Center’s services are all free of charge and you do not have to file a report to access them.
- Preserve evidence as much as possible until it is collected. If you may want to report in the future, it is important to preserve as much evidence as possible.
  - Avoid bathing or showering, urinating, eating, washing clothes worn during the assault, or washing bedding or towels that were part of the incident. Store items in a brown paper bag.
  - Save all communications to or from the offender or witnesses via voicemail, text, social media, or email about the incident.
  - If you are unsure if you want to report the crime, you may still want to preserve the evidence. However, even if you did not preserve evidence, you may still report the crime.
- The forensic exam process can be distressing, although every effort will be made to make you as comfortable as possible.
  - You may want a friend or family member and/or your advocate from CVA to accompany you to the off-campus location for the exam.
  - Even if you choose not to have a USF advocate accompany you, the Crisis Center of Tampa Bay will have an advocate present.
- An advocate (see Resources, page 16 for USF Victim Advocate contact information) can provide safety planning, help you determine your immediate needs, and assist you in obtaining assistance in areas such as:
  - Housing and relocation
  - Academics
  - Work
  - Injunction for Protection (“restraining order”) – used to restrict offender’s contact with you (see pg. 10 for more information)
- If you would like to report the sexual assault, please see Reporting Options, page 10.
REPORTING OPTIONS FOR VICTIMS

Depending on the circumstances of your situation, you have a number of options if you wish to report what has happened to you:

- Report to local law enforcement.
- Disclose to the Title IX official at DIEO, requesting informal or alternative solutions.
- File a formal Title IX complaint with DIEO that may lead to a formal action.
- Report student misconduct through the Office of Student Rights and Responsibilities (see Resources, page 16). NOTE: Any Title IX related concerns will be forwarded to DIEO for action.
- Report misconduct anonymously through Ethics Point, USF’s third-party resource, by calling 866-974-8411 or online at https://secure.ethicspoint.com/domain/ media/en/gui/14773/index.html.
- Choose not to report.

If you are hesitant to report sexual misconduct to the university because of underage drinking or illegal substance use, please be aware of USF’s Medical Amnesty (Student Reporting) Policy 30-004, which encourages the reporting of sexual assault in such circumstances and helps protect the victim from misconduct sanctions (http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-004.pdf).

If you believe you are in danger, dial 911 immediately.

Reporting a Crime to Law Enforcement

For criminal offenses such as sexual assault, stalking, domestic violence, or relationship or dating violence, a report can be made to the law enforcement agency that has jurisdiction over the location of the incident:

- Campus: University Police Department (UPD)
- City of Tampa: Tampa Police Department
- Temple Terrace: Temple Terrace Police Department
- Unincorporated Hillsborough County: Hillsborough County Sheriff Department

You may contact the appropriate law enforcement agency directly or you may contact an advocate in CVA to assist you in making the report. The benefits of using a USF advocate include:

- An advocate is on-call 24/7, including weekends and holidays, to respond in person to victims reporting a violent crime.
- An advocate can help you determine the jurisdiction.
- An advocate can accompany you to make the report, if you wish.
- The advocate can continue to assist you throughout the investigation.
- If the case results in court proceedings, the advocate can continue to support you throughout the legal process.

The University Police Department (UPD) has a well-deserved reputation for providing a sensitive response to victims of crime. When you contact UPD, you will be offered the services of an advocate from CVA. When you contact off-campus law enforcement agencies, you typically will not be offered an advocate. If you are reporting a sexual assault to any local law enforcement agency, the police officer will contact the Sexual Assault Services of the Crisis Center of Tampa Bay to initiate the forensic exam process. You may find it helpful to contact an advocate in CVA for accompaniment and advocacy through the reporting process. Be aware that once a report has been made to UPD, they must investigate the crime.

A detective/investigator may interview you at the time you make the report and/or in the days following your initial report. Your advocate can accompany you to the interview(s), if you choose.

The State Attorney’s Office in the jurisdiction where the crime occurred has the authority to prosecute crimes when there is enough evidence to pursue the case. The decision to prosecute is made by the prosecutor on behalf of the State of Florida.

Injunctions for Protection

Injunctions for Protection are often referred to as “restraining orders” or “orders for protection” in some states. You do not have to report the crime in order to request an Injunction for Protection. The intention of an Injunction for Protection is to restrict the offender’s access to the victim in an effort to prevent future harm. Some offenders will abide by the terms of the injunction, but others will not. For this reason, Injunctions for Protection, when granted, are not guarantees of safety.

The process for requesting an Injunction for Protection is complex:

- Requires you (the “petitioner”) to complete the correct form
- Requires very specific, detailed information
- Can be denied based on wrong form or omission of details

To increase the chances of a successful petition, you can ask an advocate from CVA to assist you with the documentation and filing. Attending the petition hearing and having to testify can be confusing and frightening, but you do not have to handle this alone. Your advocate can guide you through the process and accompany you to court hearings for the injunction.

Center for Victim Advocacy (CVA) - 813-974-5756
Reporting Sexual Discrimination, Harassment or Assault Under Title IX

Due to the increased risk of danger, victims of intimate partner violence (domestic violence, relationship or dating violence) and stalking are urged to consult confidentially with a victim advocate at CVA for an individualized risk assessment, safety planning, and exploration of options. The advocate will help you pursue any reporting options you choose as safely as possible.

Title IX protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance (20 U.S.C. § 1681). Title IX applies to USF programs and activities, as related both to education and employment. USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual assault. See the USF System Policy 0-004 Sexual Misconduct/ Sex Harassment available at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf.

USF has a central reporting protocol for violations of Title IX, which is housed in the DIEO office. To file a Title IX report you may:

1. Walk in to the DIEO office for an Information Session, learn your options, and then work with Title IX to take the level of action you wish
2. Turn in a Title IX report (found at http://www.usf.edu/diversity/title-ix/reporting.aspx) to TitleIXReports@usf.edu
3. Turn in a Title IX complaint to DIEO (via email, USPS mail, or by dropping it off at DIEO)

It is important to remember that you are the person in control and in charge of what actions will be taken. DIEO Title IX works to ensure that your rights are protected by providing education about the process (Information Session) and consultation to you. Your advocate is always welcome to join you in any meeting held with Title IX.

Title IX also prohibits retaliation against anyone who, in good faith, has made allegations of sexual assault or who has testified, assisted, or participated in any investigation, proceeding, or hearing related to Title IX. If you believe that you have experienced retaliation, contact your advocate or the Title IX Coordinator directly, or contact University Police if you are concerned for your safety.

The USF Title IX Coordinator is:
Mr. Cecil Howard, J.D.
4202 E. Fowler Ave, ALN 172
Tampa, FL 33624
813-974-8615
howardc@usf.edu

If you believe you are in danger, dial 911 immediately.

Misconduct by a Student

If the conduct includes a USF student, the Office of Student Rights and Responsibilities will most likely be involved in the adjudication of a Student Code of Conduct violation. Title IX related issues in the Student Code of Conduct are issues that involve sexual misconduct. Please see the code at: http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

The University works to address policy violations and does not have the authority to legally arrest, charge, or prosecute someone for a policy violation.

NOTE: In cases of crimes, when UPD is involved, actions by UPD fall within their role as law enforcement, thus giving UPD the ability to address the crime.

If you do not wish to report or are uncertain about reporting the incident

Remember, if you do not wish to report the sexual assault, stalking, or other interpersonal crime, USF offers the confidential services of the Center for Victim Advocacy, the Counseling Center, and Student Health Services to you (see Resources, page 15).

You can still access many services including a forensic exam, medical assistance, accommodations, risk assessment, support, injunction for protection, housing, and academic support without filing a report about the crime or incident.
CONFIDENTIAL CAMPUS RESOURCES

Center for Victim Advocacy (CVA)
CVA is staffed by professional victim advocates who are designated Victim Services Practitioners. They are able to provide crisis intervention, ongoing support services, advocacy for academic, financial, housing, conduct, criminal justice or civil justice matters occurring due to crime or abuse, risk assessment and safety planning, accompaniment on and off campus to hearings, court, medical appointments, and other appointments related to victimization and recovery, and offer assistance with completion of documents and forms for filing complaints, applying for State Crime Victims Compensation, and requesting injunctions for Protection.

sa.usf.edu/advocacy/
Student Services Building (SVC) 2057
Office: 813-974-5756
24-Hour Victim Helpline: 813-974-5757

Counseling Center
The Counseling Center provides brief, confidential counseling services to currently enrolled USF students and has licensed mental health clinicians, social workers, psychologists, and board-certified psychiatrists on staff.

usf.edu/student-affairs/counseling-center
Student Services Building (SVC) 2124
Office: 813-974-2831

Student Health Services
Student Health Services provides general health, sexual health, and gynecology services in a supportive, student-centered environment, and has medical doctors, physician assistants, and advanced registered nurse practitioners on staff.

usf.edu/student-affairs/student-health-services
SHS 100 (located east of the USF Bookstore)
Office: 813-974-2331

NON-CONFIDENTIAL CAMPUS RESOURCES

University Police Department (UPD)
usf.edu/administrative-services/university-police
Emergency: 911
Non-Emergency: 813-974-2628

Office of Student Rights & Responsibilities (OSSR)
sa.usf.edu/srr/
ALN 109
Office: 813-974-9443

Title IX
Office of Diversity, Inclusion & Equal Opportunity (DIEO)
http://usfweb2.usf.edu/EOA/
ALN 172
Office: 813-974-4373
OFF CAMPUS RESOURCES

Crisis Center of Tampa Bay (Sexual Assault Services)
The Sexual Assault Services unit at the Crisis Center of Tampa Bay provides victim advocacy for the larger Hillsborough County community and is Hillsborough County’s authorized location for forensic evaluations and treatment, often referred to as “rape kit exams.” The exams are performed by Sexual Assault Nurse Examiners (SANEs) who are Advanced Registered Nurse Practitioners specifically trained to collect evidence from victims of sexual assault. Forensic exams for sexual assault victims from USF-Tampa receive that service free of charge through this program.

crisiscenter.com/content/19/Sexual-Assault-Services.aspx
24-Hour Crisis Hotline: 2-1-1
Contact: 813-234-1234

The Spring
The Spring is the certified domestic violence shelter in Hillsborough County. They provide safe emergency shelter, a 24-hour crisis hotline, safety planning, advocacy, and transitional housing, among other services.

thespring.org/
24-Hour Crisis Hotline: 813-247-SAFE (7233)

Hillsborough County Sheriff’s Office
hcso.tampa.fl.us/
Emergency: 911
Non-Emergency: 813-247-8200

Tampa Police Department
tampagov.net/dept_police/
Emergency: 911
Non-Emergency: 813-231-6130

Temple Terrace Police Department
templeterrace.com/index.aspx?nid=171
Emergency: 911
Non-Emergency: 813-989-7110

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Center for Victim Advocacy
Office: 813-974-5756
Victim Helpline: 813-974-5757
4222 E. Fowler Avenue, SVC 2017
Tampa, FL 33620
usf.edu/advocacy
INTRODUCTION

The University of South Florida System (USF) community strives to provide work and study environments for faculty, staff, students, and visitors that are free of discrimination and sexual misconduct, including sexual harassment. As part of the effort to maintain an environment that is comfortable for all people, the USF System established The Sexual Misconduct/Sexual Harassment (Including Battery) Policy Number 0-004 (http://regulationspolicies.usf.edu/regulations-and-policies/regulations-policies-procedures.asp).

USF is committed to maintaining a positive working, learning, and living environment and will not tolerate acts of sexual harassment, sexual violence, or related retaliation against or by any employee, student, or visitor. When sexual harassment or sexual violence has occurred, and is brought to the attention of USF, the University will take steps to end the harassment or violence, prevent its recurrence, and address its effects.

The USF Guide Regarding Sexual Harassment Under Title IX provides an overview of USF’s policy, the complaint, reporting and review process, and resources available for the involved parties.

USF regulations directly provide process and guidance for the University community and are the controlling documents with regard to the issues regarding Sexual Harassment and Violence. USF regulations may be found online for Sexual Misconduct/Sexual Harassment at www.regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf and for the Student Conduct Code at www.regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf.

This guide is meant to be more user friendly and illustrative, however, it is not meant to establish policy.
NOTICE OF NONDISCRIMINATION

Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, or any of the University’s Title IX Coordinators. The Title IX Officers and resources can be found on the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at www.usf.edu/officeofdiversity. When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the Complainant and others.

WHAT IS SEXUAL HARASSMENT?

Harassment is any verbal or physical conduct that unreasonably interferes with an individual’s work or academic success or creates an intimidated or hostile work or educational environment AND is determined to be gender-based (please see USF System Policy Number 0-007, Diversity & Equal Opportunity: Discrimination & Harassment).

Examples of sexual harassment:

- A supervisor implicitly or explicitly threatens termination if a student or employee submits to sexual advances.
- A vendor serving the campus committee heckles and cat-calls a specific student or students or employee or visitors.
- A student or employee records a person or others engaged in sexual activity without their consent.
- A student, employee, or authorized visitor or campus vendor repeatedly makes unwelcome comments that may be or have an implicit sexual nature in person, on the phone, or in any other way.
- A student or employee or authorized visitor or campus vendor graffiti on the whiteboard on another student’s door.
- A student, employee, or authorized visitor or campus vendor makes sexually-deviant gestures or comments to another student or employee or visitors.
- A student, employee, or authorized visitor or campus vendor repeatedly makes unwelcome comments that may be or have an implicit sexual nature in person, on the phone, or in any other way.
- A student or employee or authorized visitor or campus vendor repeatedly makes unwelcome comments that may be or have an implicit sexual nature in person, on the phone, or in any other way.
- A student or employee or authorized visitor or campus vendor repeatedly makes unwelcome comments that may be or have an implicit sexual nature in person, on the phone, or in any other way.

WHAT ARE CONSENSUAL RELATIONSHIPS AND WHEN USES UF HAVE A POLICY?

The UF System has implemented an “Assumption of Consent Model.” Any member of the UF community, other than persons in a supervisor-subordinate relationship, may engage in consensual behavior, including consensual sex, with another person in an educational program or activity. The UF System prohibits the exercise of supervisory power by anyone over the individual circumstances of the other person in such a relationship. UF has determined that other than persons in a supervisor-subordinate relationship, the consent model should be utilized when the relationship includes supervisory power.

WHO CAN BE INVOLVED?

The UF System includes faculty, staff, students, employees, and others engaged in sexual activity. The UF System prohibits the exercise of supervisory power by anyone over the individual circumstances of the other person.

REPORTING OPTIONS

If a student or employee believes that sexual harassment has occurred, they should report the incident by calling the Office of Diversity, Inclusion and Equal Opportunity at (813) 974-2209 or by emailing diversitycoordinator@usf.edu. The Office of Diversity, Inclusion and Equal Opportunity can be found at 4202 E. Fowler Avenue, ALN 172, Tampa, Florida 33620. The Office of Diversity, Inclusion and Equal Opportunity can be reached at (813) 974-2209 or by emailing diversitycoordinator@usf.edu.

The Title IX Coordinator can be reached at (813) 974-4373 or by emailing jehernan@usf.edu. The Title IX Coordinator is located at 4202 E. Fowler Avenue, ALN 172, Tampa, Florida 33620.

Any questions or inquiries concerning the application of Title IX may be referred to the Title IX Coordinator, or any of the University’s Title IX Coordinators. The Title IX Officers and resources can be found on the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at www.usf.edu/officeofdiversity.
may file the complaint with the Office of Student Rights and Responsibilities (OSRR). Complaints are addressed promptly and relevant USF policy and processes are initiated by either DIEO or OSRR.

You may also file a complaint with the appropriate campus law enforcement agency or other local police department. This type of complaint will initiate a criminal investigation that is outside the purview of the University. USF will not act on a complaint regarding a criminal investigation because the local police department is also investigating. The University will complete its process in addition to what actions are taken by local police in the matter. The Complainant has a right to make a complaint or not make a complaint with either the University and/or the police, or neither. Depending on the details of the complaint, the Office of Student Rights and Responsibilities (OSRR) will be the assigned office to contact.

Third party reporting

USF is committed to ensuring that its campus is safe. As a result, certain employees have been designated as “Responsible Employees” and are trained to report sexual harassment. Any USF employee with supervisory authority on campus must report reports of sexual harassment, sexual violence, or other gender-based harassment to DIEO or OSRR. For an up-to-date list of positions which USF considers “responsible employees” under Title IX, please refer to The Sexual Misconduct/sexual Harassment Policy Number 0-004, located at http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf.

THIRD PARTY REPORTING

USF also provides a means for a complaint to be filed anonymously. To file a complaint in this manner you may call EthicsPoint, a service of The Right to Know Group, located at (866) 974-8411 or access EthicsPoint online at www.ethicspoint.com. The anonymous report will be forwarded to the appropriate USF office (DIEO or OSRR) and once received, the University will act in as much as is possible to address the complaint given the information that has been provided in the complaint.

If you have questions, please visit the websites of these agencies or contact the USF System Title IX Coordinator, Senior Deputy Coordinator, or the Deputy Coordinator nearest you (see Resources).

CONFIDENTIAL RESOURCES

The only exception to the obligation to report described above applies to those employees or service offices who have been deemed to be “confidential resources.” For an up-to-date list of those positions considered confidential resources, please see Section IV of Policy 0-004, Sexual Misconduct/Sexual Harassment (Filing Complaint or Reports), located at http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf. Confidential Resources include the Center for Victim Advocacy and Violence Prevention, the Counseling Center, Student Health Services, the Ombuds Office, and the Employee Assistance Program. Should an employee or student seek assistance with one of the confidential resources, the information shared will remain confidential.

However, when there is an identified risk to the student, employee, or University community at large, a confidential resource may be obligated under law to act to ensure the safety of others and/or the University community.

THE REVIEW PROCESS

If you are a USF employee, student, vendor, or visitor and have been the victim of sexual harassment, sexual violence, or other gender-based harassment, it is important that you read the following information. Although not intended to be a comprehensive explanation of your options and rights, this information may be useful to you. USF suggests you also read the current Guide for Victims of Sexual Assault & Harassment, Domestic, Relationship & Dating Violence, and Stalking available in hardcopy at DIEO, OSRR, the Center for Victim Advocacy and Violence Prevention, as well as the Ombuds Office and online at www.sa.usf.edu/advocacy/docs/VAPP_Victim_Guide_FINAL_web.pdf.

Sexual harassment, sexual violence, and other gender-based harassment occurring in the college setting implicate a federal law called “Title IX” found within the Higher Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex (gender) in education programs and activities and triggers certain responsibilities on the part of USF. The USF System has a team of Title IX officials who can help explain USF’s responsibilities in these cases (see the list of officials and their contact information in Resources). USF has a structure of officials, with the highest authority called the “Title IX Coordinator.” A Senior Deputy and several Deputy Coordinators work throughout the University to provide guidance and access to consultation and links to services. DIEO and OSRR have authority to address complaints of sexual harassment, sexual misconduct, and sexual violence in a non-criminal context. This USF System process is completely separate from the police and courts process and is administrative in nature. That is, the USF process addresses alleged violations of USF policy. Within the USF System, the identity of the Respondent/ applauded perpetrator determines which of the two offices handles a complaint.

When the Respondent is an employee, complaints are handled by DIEO. When the Respondent is both an employee and a student, the two offices may work together to resolve the complaint. When the Respondent is a student at the time of the incident, OSRR provides a student conduct process used for investigating cases, whether they occur on or off campus.

When the Respondent is neither an employee nor student, USF provides guidance to you and can still assist you with counseling and other support services. If you are uncertain about which office to contact, you may call either office and they will ensure your report is addressed in a timely manner and reviewed by the appropriate office. In fact, an employee of the assigned office will contact you to notify you which office has your complaint and to provide guidance in the USF process.
When a complaint is filed with a USF System designated office, the office will review the complaint and provide an appropriate response, which may include consultation, mediation, and/or referral for disciplinary action (up to and including termination from employment and/or expulsion from the USF System).

USF will identify appropriate “interim measures” and ensure such measures are in place to protect a Complainant and/ or Respondent while a case is pending. Depending on the circumstances, examples of such steps include class changes, on-campus housing moves, ordering a Complainant and Respondent not to have contact with each other, excluding a Respondent from parts of campus, or providing an escort to accompany a Complainant on campus. Any adjustments made will be designed to minimize the burden on the Complainant’s educational program while also ensuring a fair and reasonable response that considers the rights of the Respondent. Some of these actions may also be deemed to be permanent “remedies” in those cases resulting in a finding of a policy violation. The goal of interim measures is to stop the harassment, prevent its recurrence, and to identify remedies to limit the effects of such harassment in the future.

DIEO or OSRR will review the allegations and determine an appropriate course of action based on USF policy and defined processes. Some cases can be handled informally and outside of the formal investigative process. Others may result in an investigation. At no time will a case involving sexual violence be sent to mediation. Such cases are referred for investigation.

USF Investigators are individuals who have received specialized training in Title IX types of investigations and who are supervised by the Title IX Office. USF investigations are conducted in a thorough and neutral manner with continued oversight to ensure a timely resolution.

The Equal Opportunity process used by DIEO is outlined on the DIEO website and may be found online at www.usf.edu/diversity/documents/diego_complaint_process.pdf - 2014-12-18.

The Student Conduct process used by OSRR is outlined in the Student Conduct of Code, which can be found online at http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf0021.pdf.

Each process provides a fair and timely review of the complaint that results in a finding and provides both the Complainant and the Respondent a right of appeal. In most cases, information including your name may be shared with the Respondent, witnesses, and with University officials who have a legitimate need to know.

When made aware of sexual violence, USF 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 if they choose not to; however, this may limit the University’s ability to respond to the incident. If you request that your name or other identifying information not be used in an investigation, USF will consider your request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. Beyond that, USF will take steps to protect your identity and the identity of all individuals involved.

During the process, the Complainant and Respondent may be accompanied by an advisor at any complaint-related meeting. The advisor might be an attorney (not acting in the capacity of counsel) or any support person (including a parent or an advocate from the USF Center for Victim Advocacy and Violence Prevention). In USF’s process, the Complainant and Respondent are not permitted to directly question each other and are not required to be present together at any point. Both a Complainant and a Respondent have the right to identify witnesses and provide other information relevant to the investigation. USF will decide the case based on a “preponderance of the information standard” (whether or not it is more likely than not that the conduct occurred). The preponderance of the evidence standard is that which is recommended by the Office for Civil Rights (OCR), the guiding authority for Title IX. The USF process is an administrative process and not a criminal procedure; therefore, the standard of evidence is different.

In most cases, USF will not wait until a criminal case is resolved before proceeding with its administrative case. In addition, if a University official has a reasonable belief that a crime has been committed, she or he may be obligated to report it to law enforcement, if police have not already been notified (such as in cases involving a minor). 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 USF, 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 so as not to interfere with a criminal investigation; however, USF will resume its own investigation as soon as possible. Be aware that a Complainant has the right to report or not to report the incident to the police.

The University will use best efforts to resolve complaints involving sexual violence or sexual harassment following the 80 day guideline provided for by OCR, but depending on the complexity of the case and the availability of the Complainant, the Respondent, and all witnesses, an investigation may be extended. The University will keep the Complainant and the Respondent advised as to the status of the case on an ongoing and reasonable basis.

The Complaintant and Respondent will be simultaneously informed of the outcome of the case in writing.

Because the University’s primary concern is student safety, complaints involving minor alcohol and drug violations by a Complainant will be handled informally whenever possible. USF notes that the use of alcohol or other drugs never makes an individual at fault for sexual violence.

RETAILATION

USF has a policy which prohibits retaliation against any employee or student who reports an incident of alleged sexual harassment or sexual violence, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to those allegations (see Policy 0-020, Retaliation, Retribution, or Reprisal Prohibited, http://regulationspolicies.usf.edu/policies-and-procedures/pdf/policy-0-020.pdf). The Complainant and Respondent are informed of this provision. Any retaliation should be reported immediately to the Senior Deputy Title IX Coordinator.

EQUAl SUPPORT FOR INVOLVED PARTIES

If both individuals involved are USF employees and/or students, USF has a duty to work with/support both individuals through the process. With a few exceptions, USF offers support, guidance, and assistance. Some services, such as those offered by the Center for Victim Advocacy and Violence Prevention are specialized while other services clearly can be utilized by either the Complainant and Respondent. Often services are also offered to others who may have been impacted by the incident or circumstances.

If an incident reaches the level of interfering with the orderly functions of the University or affecting the safety and wellbeing of the community or its individuals, USF may deem it necessary to temporarily restrict either the Respondent and/or the Complainant from campus until the case can be resolved. This type of measure will be taken only as needed and as warranted.
**Glossary**

**Complainant (Victim)**
A person who is subject to alleged Protected Category discrimination, harassment or related retaliation.

**Confidentiality**
The act of maintaining an individual's information in a private or discrete manner as related to a complaint and or an investigation.

**Harassment**
Verbal or physical conduct based on a Protected Category that unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or educational environment (see Hostile Environment as defined below).

**Hostile Environment**
Unwelcome conduct by an individual(s) against another individual based upon his/her Protected Category that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive.

**Preponderance of the Evidence Standard**
The standard used in administrative actions involving complaints under Title IX. This evidentiary standard means that the alleged action is “more likely than not” to have occurred and thus is a violation of policy. In lay terms, it is the difference of one feather on the scale tipping the scale.

**Policy**
Any and all identified and structured rules and regulations administered by the University and/or developed by the University for the purpose of adherence to federal, state, and local statutes, codes, and regulations.

**Protected Category**
The USF System strives to provide a work and study environment for faculty, staff, students, and veterans that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law. The USF System protects its faculty, staff, students, and veterans from discrimination and harassment based on sexual orientation, as well as gender identity and expression.

**Support Services**
Any and all identified, structured, and relevant services provided by the University for the purpose of assisting, supporting, or otherwise helping a student and/or employee.

**Respondent (Accused)**
A person who is accused of Protected Category discrimination, harassment, or related retaliation.

**Responsible Employee**
An employee who has been deemed to be a non-confidential, mandated reporter of any reported or observed act that falls under Title IX. For the most up-to-date list of positions considered “responsible employees” please refer to Policy 0-004, located at http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-004.pdf.

**Retaliation**
Retaliation is an individual(s) taking an adverse action against someone because that person has filed a complaint or participated in a protected class investigation. Retaliation is prohibited by policy 0-004 Sexual Misconduct/Sexual Harassment.

**Sexual Harassment**
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

**Supervisor**
A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff or students. This includes anyone who manages or supervises others, including, but not limited to faculty, teaching assistants, resident advisors, coaches and anyone who leads, administers, advises or directs University programs.

**Title IX Official**
Individual(s) identified within the University system who are authorized to address incoming complaints from students, employees, vendors, or visitors which fall within the University’s policies for sexual harassment, sexual misconduct, and sexual violence as defined by Title IX and the Violence Against Women Act (VAWA) Reaffirmed 2013.
APPENDIX E
USF Guide Regarding Sexual Harassment Under Title IX

Title IX Liaisons

Athletics
Jocelyn Fisher, Associate Athletic Director
813-974-3007

USF World
Ben Chamberlain, International Risk and Security Officer
813-974-4314

Complainant Services

Victim Advocates
If you feel you have been victimized, please contact the victim advocate on your campus. Victim Advocates offer confidential counseling resources and advocacy in a supportive setting. This service is free.

Tampa
Center for Victim Advocacy and Violence Prevention,
813-974-5757,
www.sa.usf.edu/advocacy

Saint Petersburg

Sarasota-Manatee
Victim Advocate, 941-252-515613, www.ncf.edu/crisis-services

Other Helpful Complainant Resources

Tampa
• Emergency, 911
• Employee Assistance Program (employees only), 1-800-327-8705
• Student Health Center, 813-974-2331
• USF Police Department Non-Emergency, 813-974-3238
• Local Rape Crisis Center, 813-964-1964

Saint Petersburg
• Emergency, 911
• Counseling Center, 727-873-4422
• Police, Non-Emergency, 727-873-4140
• Local Rape Crisis Center, 727-531-0482

Sarasota-Manatee
• Emergency, 911
• Counseling Center, 941-487-4254
• Police, Non-Emergency, 941-487-4210
• Local Rape Crisis Center - Manatee County, 941-755-6805
• Local Rape Crisis Center - Sarasota County, 941-365-1976

Respondent Services

Ombuds Office
4202 E. Fowler Avenue
Tampa, FL 33620
MSC 4301
Website to bav@admin.usf.edu
813-974-0835

USF Counseling Center
4202 E. Fowler Avenue,
Tampa, FL 33620, USA
SVC 2124,
813-974-2831