

# USF Sarasota-Manatee

## Campus Police Department

### 2011-2012 SAFETY GUIDE, CRIME STATISTICS, AND ANNUAL FIRE SAFETY REPORT

- [Mission and Values](#)
- [Prevention Service And Education Programs](#)
- [Crime Prevention](#)

#### **Department Mission and Values of the Campus Police Department**

The Campus Police Department proudly serves USF Sarasota-Manatee and New College of Florida. Our mission is: To protect life and property; to identify and prevent any criminal activity that may occur; to apprehend and assist in the prosecution of any person who commits a crime on our campus; and to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community. The department values to accomplish our mission are: to provide a safe environment in which the community can work and live; to provide service to all people in a manner that demonstrates respect and dignity for each person; to recognize that we serve a diverse community; to treat all persons fairly and equally; and to provide a strong commitment for the development of our employee's knowledge, training, abilities, and professionalism.

#### **The Campus Police Department:**

The Department is located at 501 College Drive on the New College of Florida Campus. The department provides a full range of police services 24 hours a day, throughout the year. All Campus Police Officers are certified by the State of Florida in accordance with Florida State Statute, Chapter 943. General services provided include: mobile and foot patrol, criminal investigation of all misdemeanors and felony crimes committed on campus, traffic enforcement, crash investigation, emergency response for all type emergencies, and crime prevention programs.

The Department has an excellent working relationship with all federal, state, and local law enforcement agencies, which assures the delivery of professional police services. The Department has Combined Voluntary Cooperation and Operational Mutual Aid Agreements with the Manatee County Sheriff's Department, and all Sarasota County law enforcement agencies. All agencies are available to assist upon request. Communications and coordination with all agencies are maintained via computer, radio, and telephonic communication capabilities.

The USF Sarasota –Manatee South program held on the State College of Florida Venice campus ended on August 6<sup>th</sup>, 2010, and this report contains statistics secured from that campus. Security services on that campus were provided by the State College of Florida Department of Public Safety, and all criminal investigations on that campus were conducted by the Sarasota County Sheriff's Office. On August 9<sup>th</sup>, 2010, the USF Sarasota-Manatee at North Port program began at 5920 Pan American Blvd., North Port, FL. The North Port Police Department and Sarasota County Sheriff's Office provide police services for that campus. Crime statistics were secured from all of the aforementioned agencies to complete this report.

## **Campus Security Act:**

In 1990 President Bush signed into law the “Student Right to Know and Campus Security Act”. This act requires all post secondary institutions to prepare, publish, and distribute certain information regarding campus crimes and policies. The information that follows is provided to support the “**Student Right to Know and Campus Security Act**”.

The Campus Police Department Annual Security & Fire Safety Report/Safety Guide may be viewed at <http://www.ncf.edu/usfpolice/safety-guide>. A hard copy of the report may be obtained by request at the Campus Police Department, CPD, 501 College Drive, Sarasota FL 34243, which is located on the New College of Florida campus. All members of the campus community receive an annual notice of the release of the Annual Security & Fire Safety Report and Safety Guide via campus email.

The Campus Police Department also maintains a daily Crime Log that is available for public inspection. All entries, additions, or modifications to the Crime Log are made within two business days of report of the information to the Campus Police, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse effect is no longer likely, the information will be made available.

The entire Crime Log for both USF Sarasota – Manatee and the New College campus (for the last sixty days as well as previous incidents) and both campuses Fire Log are available for public inspection 24 hours a day in the Campus Police Department Communications Section.

## **Procedures to Report Criminal Acts or Emergencies On Campus:**

Any emergency situation involving a threat to life or property should be reported immediately to the Campus Police. The caller should stay on the line until the dispatcher terminates the call. Do **not** hang up. Emergency police, fire, or medical assistance can be obtained by calling **9-1-1**. All campus phones, **including pay phones**, may be used to dial **9-1-1**. All other business with the Campus Police can be conducted by calling **487-4210**. All campus personnel are urged to immediately report any suspicious person(s) or incident to the Campus Police.

## **Confidential Crime Reporting**

The Campus Police Department encourages members of the community to come forward and report all criminal or suspicious activity. A victim or witness who is willing to testify greatly increases the probability that an offender will be successfully prosecuted; and it is the duty of the Campus Police to aggressively pursue the prosecution of all offenders. However, persons can report criminal and suspicious activity anonymously by telephoning the Campus Police and requesting anonymity. Campus Police will investigate the complaint and fully document the results of their investigation.

The Campus Police work closely with Student Services and other members of the Campus Administration to ensure our campus remains safe. Members of the campus community may confidentially report criminal activity to Student Services or other members of the Campus Administration, and those complaints will be investigated as thoroughly as possible. Pastoral and professional mental health counselors may refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. All reports of criminal activity received that meet reporting criteria will be included as statistical data in this annual report.

### **Contacting The Campus Police Department:**

Department contact numbers are: Police Dispatcher/Emergency Number: (941) 487-4210

Chief: (941) 487-4211

Patrol Coordinator Lieutenant: (941) 487-4212

Department Location: 501 College Drive ( On the New College of Florida campus).

Campus Mailing Address: CPD

Visit our web page: <http://www.ncf.edu/usfpolice>

### **Services Offered by the Campus Police:**

Response to all emergencies – police, fire, medical.

Investigate all misdemeanor and felony crimes.

Assist all victims of crime.

Investigate traffic crashes.

Monitor alarms for intrusion, robbery, and fire.

Maintain police records.

Provide motorist and citizen assist.

Provide “Safety Escorts”.

Contact and refer individuals to other campus and community services agencies.

Assist and cooperate with other emergency service agencies.

Assist with planning and management of special events.

Handle special security request.

Conduct physical security surveys.

Receive and return lost and found property.

Provide engravers for the marking of personal property.

### **Campus Emergency Telephones:**

There are emergency telephones located around the USF Sarasota-Manatee campus. They are painted blue and labeled as emergency telephones. Some have blue lights to delineate their location. These phones may be utilized to **report any emergency** directly to the Campus Police Dispatcher, **or to request police assistance or service**. A campus map identifying locations of the emergency telephones is available on the Campus Police web site, <http://www.ncf.edu/usfpolice> , or may be picked up at the Campus Police Department.

### **Emergency Response and Evacuation Procedures:**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community, the community will immediately be personally notified by USF security staff, Campus Police, the Emergency Action Coordinator, or designated Emergency Action Marshalls. Those members of the community that have subscribed may be notified by an emergency text message via USF’s MoBull emergency notification system. Evacuation of the campus

buildings for fire or other environmental threats may be initiated by activation of the campus fire alarm system. Campus Police or security staff may use vehicle or hand held public address speakers to communicate more effectively during an emergency.

Any member of the Emergency Action Team or any Campus Police Officer is authorized to call for or initiate an emergency notification or evacuation once a significant threat or emergency has been confirmed. The content of the notifications, and the course of action taken, will be based on the particular circumstances, nature, and location of the incident. All or only a portion of the campus community may be alerted or affected, depending on the circumstances of the incident. Every effort will be taken to ensure that notifications or evacuations are conducted in a manner that does not compromise efforts to contain or mitigate an emergency, nor interfere with assistance to victims. Members of the community will be notified to take the appropriate action at the time of the emergency notification. Community members may be directed to evacuate or shelter in place, depending on the circumstances of the incident. Should evacuation be necessary, designated Emergency Action Marshalls will assist in ensuring there is an orderly and safe evacuation of the facilities to designated evacuation relocation points. Selected members of the Emergency Action Team and the Campus Police have the capability to remotely lock all exterior doors, as well as interior classroom and lab doors during an emergency.

Per the Emergency Action Plan, emergency action drills will be performed a minimum of three times annually. The campus community will be notified via campus email prior to any such drill or test.

USF Sarasota-Manatee conducted three announced Emergency Action (evacuation) Drills of the main campus on the following dates and times in 2009: 01/28/09 at 6:18 PM, 06/25/09 at 10:08 AM, and 09/03/09 at 6:17 PM.

### **Campus Sexual Assault Policy:**

The Campus Police Department is responsible for the investigation of campus sexual offenses, to include sexual battery. The Department provides immediate assistance to the victim and initiates investigative processes and apprehension of the perpetrator of the crime. It is very important that any evidence that would aid in the apprehension and conviction of the assailant be preserved. The Campus Police Department works closely with the State Attorney's Office in all investigations of sexual battery/rape investigations.

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

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

### **Sex Discrimination, Harassment, and Battery: USF Title IX Coordinators**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program

or activity receiving federal financial assistance.” Legal citation: Title IX of the Education Amendment of 1972, and its implementing regulation at 34 C.F.R. part 106 (Title IX).

Sexual discrimination includes sexual harassment and sexual battery.

While it is often thought that of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs as the University of South Florida. While compliance with the law is everyone’s responsibility at USF, listed below are the staff members who have primary responsibility for Title IX compliance:

### **Title IX Coordinator**

Ted Williams  
Associate Vice President  
Department of Diversity & Equal Opportunity  
4202 E. Fowler Avenue, ADM 172  
Tampa, FL 33620  
(813) 974-0537  
[williamst@admin.usf.edu](mailto:williamst@admin.usf.edu)

Duties: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and coordinating the review processes for faculty, staff, students, and other members of the University community.

### **Title IX Deputy Coordinators**

#### **Complaints Against Student’s**

##### **Sarasota-Manatee:**

Mark Bukowski  
Assistant Director of Academic Advising  
8350 N. Tamiami Trl, SMCC 107  
Sarasota, FL 34243  
(941) 359-4577  
[mbukowski@banshee.sar.usf.edu](mailto:mbukowski@banshee.sar.usf.edu)

##### **Tampa:**

Winston Jones  
Director, Office of Student Rights & Responsibilities  
4202 Fowler Avenue, RAR 233  
Tampa, FL 33620  
(941) 974-9443  
[WinstonJones@usf.edu](mailto:WinstonJones@usf.edu)

##### **St. Petersburg:**

Kay Lynn Taylor  
Director of Student Services  
140 Seventh Avenue S. , RHO 116  
St. Petersburg, FL 33701  
(727)873-4823  
[kaylynn@mail.usf.edu](mailto:kaylynn@mail.usf.edu)

##### **Polytechnic:**

Jan Lloyd  
Assistant Vice President of Student Affairs  
3433 Winter Lake Road, LTB 2116  
Lakeland, FL 33803  
(863) 667-7049  
[jllloyd@poly.usf.edu](mailto:jllloyd@poly.usf.edu)

The offices designated above are responsible for Title IX compliance for matters involving students; including training, education, communication, and administration of complaints against USF students. To file a complaint against a USF student for sexual harassment, sex discrimination, or sexual battery, you should contact the designated officer or offices listed above. All sexual crimes, including sexual battery, should also be reported to the Campus Police.

### **Complaints Involving Athletics:**

If you have a complaint against a USF student, coach, or administrator for sexual harassment, sex discrimination, or sexual battery, you may contact one of the offices listed above, and/or you may contact the Associate Athletics Director, Amy Perkins, who will facilitate the handling of the complaint with the appropriate office.

Amy Perkins

Associate Athletic Director

4202 E. Fowler Avenue, ATH 100

Tampa, FL 33620

(813) 974-3007

[ahaworth@usf.edu](mailto:ahaworth@usf.edu)

### **Rights of Victims of Campus Related Sexual Batteries:**

USF Sarasota-Manatee and New College of Florida understand and commit their efforts towards successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow. The same shall be accorded to victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements. University policies provide:

The right to request a University directive forbidding the alleged perpetrator from contact with the victim.

The right to request an immediate change in the residence hall arrangements and/or transfer of classes/workplaces.

\*\* The right to have an advisor (which may be a legal counsel) present throughout the disciplinary process.

The right to remain present during the entire hearing.

The right to have irrelevant sexual history excluded from the hearing.

The right to submit a list of related questions for consideration prior to the hearing.

The right to submit a victim impact statement.

If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

\*\* The right to know the outcome of the proceeding.

**\*\*Note: These rights are also rights of the accused.**

These are but a few of the rights that are mandated by University policy and Florida state law. For more information contact the Campus Police Department at (941) 487-4210, the Office of Student Services at (941) 359-4577, or the Victims Advocate at (941) 504-8599

### **The Victim's Advocacy Program:**

The Victim's Advocacy Program will assist students or employees who are victims of actual or threatened violence including but not limited to assault, battery, dating violence, stalking, sexual

battery, and attempted sexual battery. Services are available 24 hours a day, seven days a week, and are available for incidents that occur on or off campus.

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

While reports are strongly encouraged, reports are not required for information and referral assistance. If a victim does make a report, every effort by the victim to preserve evidence of the crime is very important. All information shared with the Advocate is considered confidential and will go no further without the permission of the victim. The **Victim Advocate's** number is: **(941) 504-8599**.

The USF Center for Victim Advocacy & Violence Prevention also offers education and prevention programs. More information pertaining to services can be found at: [www.sa.usf.edu/advocacy](http://www.sa.usf.edu/advocacy).

### **Off Campus Victim Services:**

State Attorney Victim Rights Advisory Program – Manatee: (941) 747-3077,

Sarasota: (941) 951-5248/5429

Hope of Manatee - (941) 755-6805

Safe Place and Rape Crisis Center (SPARCC) – Sarasota (941) 365-1976

First Call for Help- Manatee: (941) 708-6488, Sarasota, Northport: (941) 366-5025

### **Counseling:**

The Campus Counseling and Wellness Center provides professional counseling services to students and employees. These services include intake evaluation, short-term personal counseling, psychiatric consultation, group counseling, and referral services. Pastoral and professional mental health counselors may refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

For more information call 487-4254. The Counseling & Wellness Center (CWC) is located at 5805 Bay Shore Road. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Emergency after hours service can be obtained by contacting the Campus Police at 487-4210.

### **Employee Assistance Program:**

The Employee Assistance Program (EAP) on the Sarasota-Manatee Campus is provided jointly by the Campus Counseling & Wellness Center and the USF Department of Human Resources. The Wellness Center provides professional counseling and referral services for all USF S-M employees. The services offered include: intake evaluation, short-term personal counseling and referral services. For more information or an appointment, call 487-4254. The Campus Counseling & Wellness Center (CWC) is located on the New College campus at 5805 Bay Shore Road. Office hours are from 8 a.m. to 5 p.m., Monday through Friday. Employees may also coordinate assistance through the USF Department of Human Resources. The number for Human Resources on the USF Sarasota – Manatee Campus is:

(941) 359-4775. For more information on other USF EAP resources please see:  
[usfweb2.usf.edu/human-resources/eap/index.asp](http://usfweb2.usf.edu/human-resources/eap/index.asp)

**Student Health Services:**

The Campus Counseling and Wellness Center provides medical services for students Monday through Friday, 1:30 p.m. to 4:30 p.m. during the Fall and Spring terms. Standard office visits are free and students receive a discount on lab and other tests. There are no health services available during the summer term. The location and telephone number for the Counseling and Wellness Center is indicated above.

**Prevention Service And Education Programs**

**Crime Prevention Programs:**

The Campus Police Department encourages all students and employees to be involved in campus crime prevention. Information on security and safety concerns and precautions are provided to students and employees regularly through briefings, orientation presentations, bulletins, crime alerts, posters, brochures, and residential bulletins, as well as student and employee publications. Those wishing to schedule a crime prevention presentation should contact the Campus Police at 487-4210.

The USF Center for Victim Advocacy & Violence Prevention also offers education and prevention programs on a variety of topics. More information is available at [www.sa.usf.edu/advocacy](http://www.sa.usf.edu/advocacy)

**Crime Prevention and other programs provided by the University include:**

Program	When Offered
Date Acquaintance Rape Presentation.	(Annual presentation)
Personal Safety Presentations.	(Weekly through Crime Prevention Bulletins)
Drinking and Driving – DUI Information.	(Annual presentation)
Drugs – Health Risk, Liabilities.	(Annual presentation)
Burglary and Theft Prevention.	(Weekly through Crime Prevention Bulletins)
Operation ID – Engraving of personal property.	(Available at all times.)
Police Escort Services.	(Available at all times.)
Bicycle Engraving/Decal Program and Theft Prevention.	(Ongoing program.)
Police Department Who We Are and What We Do.	(Annual student orientations.)
Counseling and Wellness Center Alcohol Programs.	(Annual presentation)

Mandatory Orientation programming for all new students and employees includes information on Campus Safety and Wellness issues.	(Annually)
The Counseling & Wellness Center offers a variety of outreach programs on an annual or as needed basis, which include such issues as:	
Date/Acquaintance Rape	(Annual and as Needed)
Sexually Transmitted Diseases	(Annual and as Needed)
Sexuality; and AIDS Education	(Annual and as Needed)
Substance Abuse and Awareness	(Annual and as Needed)

Counseling and Wellness and Campus Police provide individual and group presentations on issues of personal safety, health, and wellness to individuals and/or groups upon request or on one-on-one opportunities.

### **Security of Campus Facilities :**

The campus is a public institution and is open to the public during the day and evening hours when classes are in session. After these hours, campus buildings are generally locked and only faculty, staff, and students with proper identification are allowed admittance. Campus Police provide regular patrol of campus grounds, buildings, and parking lots. There are no recognized off-campus student organizations or residential facilities that are monitored by Campus Police.

The best security system is one in which every member of the community takes personal responsibility for self-protection, the protection of their property, and community awareness and active participation to benefit the welfare of all community members.

Campus Police officers regularly patrol the USF Sarasota-Manatee campus and are readily available to assist on a 24-hour basis. USF Security Officers are on duty at all times classes are in session for assistance and security purposes. These personnel are representative of the College's concern for the protection of your person and property. Students are encouraged to call the USF Security Office at 2-4545, USF Campus Security Cell number 993-8548, or the Campus Police Department at 487-4210 to promptly report any security deficiencies or concerns.

Facilities Planning & Management maintains campus buildings and grounds with a concern for the safety and security of all persons and property. Inspections are routinely conducted and repairs are promptly made to ensure that appropriate safety and security standards are met. The USF Security staff and Campus Police monitor for any safety and security concerns and report any deficiencies noted. Campus Police routinely report any lighting outages, conduct periodic lighting surveys, and report their findings to Facilities Management for corrective maintenance as required.

The Campus Police Department periodically conducts physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarms, devices, or procedures that will serve to reduce the opportunities for crime to occur in or around campus building/residential areas.

Selected members of the Emergency Action Team and the Campus Police Department have the capability to remotely lock all exterior doors, as well as interior classroom and lab doors during an emergency. There are also surveillance cameras monitoring activity in selected areas.

## **Timely Warning and Crime / Security Alerts:**

The Campus Police Department issues crime or security alerts promptly to the campus community upon the discovery of a crime or incident that is determined to pose a threat to public safety on campus, or that is in the public interest. These alerts are routinely placed on the campus police website at <http://www.ncf.edu/usfpolice>, and will also be issued to all members of the campus community via campus email. These alerts may also be distributed to individual campus departments to post in their respective areas.

## **Annual Fire Safety Report:**

All fires should be immediately reported by dialing **911**. The Campus Police should also be notified as soon as possible at 497-4210. All fires on campus will be investigated by the Campus Police Department, with the assistance of the State Fire Marshall's Office.

**Fire Log:** The Campus Police Department maintains a written fire log that records any fire that was reported on the USF Sarasota–Manatee and New College campuses for the last three calendar years. The log contains the date, time, location, nature, cause, and damage or fatality information. **USF Sarasota-Manatee has no student housing facilities.** The following statistics pertain to areas owned by, controlled, or shared with USF Sarasota-Manatee:

### **2010**

There were no incidents involving fire anywhere on the USF Sarasota-Manatee campus or in areas shared with New College of Florida in 2010.

### **2009**

04/02/09, 8:11 AM: Vehicle fire in the east parking lot, 8350 N. Tamiami Trail, \$2,500.00 damage . No injury or fatality. Apparently caused by electronic or mechanical malfunction.

### **2008**

01/21/08, 9:47 AM: Windsurfing board and sail burned at Sail & Trail Club, rear of 351 Caples Drive on the New College campus. \$ 1,200.00 damage. No injury or fatality. **Arson.**

All USF Sarasota-Manatee facilities on the main campus have a NFPA-72 and NFPA -101 approved detection and notification system (alarms). Fire extinguishers are located in strategic locations throughout the facility. Evacuation notices and routing placards are in all classrooms and public spaces, and all staff and faculty are provided training in fire procedures. Main campus buildings are equipped with a fully automatic fire suppression sprinkler system. Fire prevention and suppression equipment and procedures are periodically inspected and reviewed by Facilities staff, The USF Department of Environmental Health & Safety, and the State Fire Marshall's Office. There are currently no plans to enlarge the fire alarm and suppression system.

Smoking is not allowed in any structure on campus. Open flame burning of any kind is prohibited within the buildings. Appliances such as coffee pots and microwave ovens are restricted to designated break room or dining areas. The use of heaters or other heat producing devices are prohibited within the buildings, and extension cords or other multiple outlet devices are prohibited. However, a heavy duty power strip with minimum of 16 gauge, 3 wire, grounded three-prong and internal breaker protection are authorized for limited use.

In 2010, USF Sarasota-Manatee conducted three announced Emergency Action Drills at the main building on 02/16/10, 10/11/10, and 11/09/10. On 08/24/10, an unannounced fire drill was conducted at

the campus Library, which is shared with New College of Florida. Per the USF Sarasota-Manatee Emergency Action Plan, emergency action drills, to include fire evacuation drills, will be conducted a minimum of three times annually.

### **Drug Free Schools and Community Program:**

USF Sarasota-Manatee is committed to providing an orderly and safe environment for all students, staff, and faculty. To this end, the institutions advise all community members that it is unlawful to manufacture, distribute, dispense, sell, possess and/or use illegal drugs on its premises. Any violation of state and federal drug laws may be cause for disciplinary action and criminal prosecution.

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

**Please refer to the following policies for more detail:**

- \* **USF's Alcohol Policy:** [generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf](http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf)
- \* **Drug-Free Workplace Policy:** [usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp](http://usfweb2.usf.edu/human-resources/employee-relations/drug-free.asp)
- \* **Student Code of Conduct:** [www.sa.usf.edu/srr/page.asp?=88](http://www.sa.usf.edu/srr/page.asp?=88)

### **Drug and Alcohol Counseling:**

Programs are available to assist students and employees who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Campus Counseling and Wellness Center located on the New College campus at 5805 Bay Shore Road will provide or coordinate these services upon the self-referral of a student or employee. The Campus Counseling and Wellness Center may also receive referrals from USF S-M Student Affairs administrators and the Campus Police for alcohol or drug related problems.

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

Further information pertaining to education, prevention, and awareness programs are also available on line at [www.wellness.usf.edu](http://www.wellness.usf.edu) , and from The Center for Addiction and Substance Abuse at:

[usfweb2.usf.edu/counsel/Addiction\\_and\\_Substance\\_Abuse/index.asp](http://usfweb2.usf.edu/counsel/Addiction_and_Substance_Abuse/index.asp)

or from the USF Employee Assistance Program at: [usfweb2.usf.edu/human-resources/eap/index.asp](http://usfweb2.usf.edu/human-resources/eap/index.asp)

### **Weapons:**

Florida State Statute 790.06(12) forbids any person from carrying a firearm on a university campus.

Florida State Statute 790.115 forbids any person from possessing a firearm on university property. The Campus Police do not have any facilities for securing any personal firearms for students, staff or faculty members, and cannot provide weapons storage for individuals.

### **Sexual Predators/Offenders:**

The federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning sexual predators and offenders. It also requires sexual predators and offenders to provide notice, as required under State law of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student at that institution. The Campus Police Department maintains a list of sexual offenders on this campus at the Campus Police station located at 501 College Drive (CPD) on the New College Campus. That information is available at anytime, and can also be secured via phone by calling our Communications Division at 487-4210.

More sexual predator or offender information can be obtained by visiting the Campus Police Department website at: <http://www.ncf.edu/usfpolice>, or by visiting the Florida Department of Law Enforcement website at: <http://www.fdle.state.fl.us/>.

## **Crime Prevention**

No community is 100% crime free. A college campus is not unlike any other community with the same problems and concerns. Although the incidence of serious crime at USF Sarasota-Manatee is relatively low, the Campus Police Department encourages all members of the college community to learn good crime prevention habits. Most crimes of opportunity can be avoided with a little planning and common sense. Good crime prevention is simply teaching people how to avoid becoming victims. The Campus Police Department recognizes the types of problems that commonly occur on campus, and is involved in presenting information on a number of safety and security topics.

### **Personal Safety and Security**

Many crimes occur because people are in the wrong place at the wrong time. Avoid people and situations which may create problems. Solicitation and sales by nonaffiliated vendors or sales persons is not allowed on campus. Report attempted solicitation to the Campus Police at 487-4210. Trust your instincts and trust your college authorities. **When in doubt-call the Campus Police.**

- Walk with another person after dark or call the Campus Police at 487-4210 for an escort. You can also call from any emergency blue light callbox, which rings directly into the police station. Make sure you familiarize yourself with their locations around the campus.
- Stay in well-lighted areas. Avoid shortcuts and isolated areas. Walk away from alleys, dark corners and bushes whenever possible.
- Trust your instincts if you suspect you are being followed. Change directions, head for a campus building, a group of people, or an emergency callbox.
- Be aware of your surroundings at all times and convey confidence through body language. Have keys ready upon entering, dormitory or office buildings.
- If a driver stops and asks you for directions, keep your distance from the vehicle to avoid the risk of being pulled inside.
- Don't carry credit cards or large sums of cash unless necessary.

- Purses are an attractive target for thieves...don't carry one if it isn't necessary.
- DO NOT risk injury if someone attempts to forcibly take your purse, wallet or personal belongings.
- Don't attach your I.D. to your keys or mark your keychain with your name and address.
- Mark valuable property with an engraver to increase your chances of recovering the property if it is stolen. The Campus Police provide this service free of charge.
- Report suspicious persons or activities to Campus Police. Be prepared to describe the person by gender, race, color, length of hair, body size, scars, identifying marks, tattoos, clothing, facial hair, if any, mode of travel, and if by vehicle, the type, color and license plate.
- Do not attempt to rectify any situation that could possibly endanger you. Notify the Campus Police as soon as possible.
- Solicitation or sales by nonaffiliated vendors or sales persons are not authorized

### **Office Security**

Faculty, staff, and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. Opportunistic crime occurs when security awareness and crime prevention fall by the wayside.

The best plan is to be a good ambassador for your department and the University. If you see someone who appears lost, out of place, or loitering, approach and offer assistance or directions. If their business is legitimate, you have created a good impression. If it is not, you have put the person on notice that security awareness is priority. You have also taken the opportunity to get a good description. If the answer you get seems evasive, hostile or otherwise unsatisfactory, call the Campus Police. If the person is clearly a threat to safety or property, or is acting in a strange or bizarre fashion, **avoid** contact and call Campus Police immediately. Other tips for a safe office include:

- Do not loan out office keys or allow them to be copied.
- Keep your purse, wallet or other valuables locked in a cabinet or drawer.
- If your office will be unattended, even for a minute, lock the door.
- Record the description and serial numbers of office equipment--especially highly portable computer equipment.
- Keep petty cash locked up at all times and make periodic checks of the amount.
- Lock doors and windows at the end of the working day.
- Never prop open exterior doors. Don't hold the door open for anyone that you don't know.
- Call the Campus Police for a security escort if leaving your office late at night, or anytime you feel unsafe.

### **Bike Security and Safety**

- Ride defensively, with the flow of traffic, and always use hand signals. Florida law mandates that if you ride your bike between sunset and sunrise you must have a white light on the front that is visible 500' to the front, and a red light on the rear that is visible from a minimum of 600'. We strongly recommend that you wear a helmet.
- When cycling, be AWARE, VISIBLE and PREDICTABLE.
- Be considerate of pedestrians and aware of vehicular traffic. A small bell or horn may assist in moving through pedestrian traffic on sidewalks and the U.S 41 pedestrian overpass. Realize that using a marked crosswalk is no guarantee that vehicle traffic will see or stop for you!!!

Ride as close to the right curb as possible, with the flow of traffic.

- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, stairwells etc.
- Keep your bike maintained--especially the brakes.
- Register your bike and record the serial number with Campus Police free of charge. You may also engrave the bicycle.
- Use a U-lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen.
- When locking your bike, secure both the frame and front wheel to the bike rack.
- Report suspicious activity or loitering around bike racks to the Campus Police.

The Campus Police also offer the Bicycle Anti-theft Program (B.A.T.). By registering your bicycle and affixing a New College of Florida B.A.T. decal to the bike, the owner of the bike is authorizing any officer of the Campus Police to stop anyone operating the bike to confirm ownership, or permission to possess should the officer suspect that the operator is not the owner. This is a completely voluntary program, and participation is not required in order to register your bike with the Campus Police.

### **Auto Security and Safety**

Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:

- Lock all doors while driving and after parking.
- Store valuables out of sight or locked in the trunk.
- Help secure your vehicle against theft or burglary with an electronic alarm or steering wheel locking bar.
- If you don't use your car regularly, check on it every day or two.
- Keep a copy of your registration, insurance and title in a safe place separate from your vehicle.
- Immediately report all thefts, as well as any suspicious activity in parking lots to the Campus Police.

### **Identity Theft**

Identity theft is growing at an alarming rate. It effects on average between 2 & 3 million people a year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit/debit cards, and information is received or sent via mail or telephone. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly:

- Don't leave credit information lying around in your vehicle.
- Shred voided checks, unused deposit/withdrawal slips and credit card offers received through the mail.
- Keep the number of credit cards to a minimum.
- If you keep a receipt, black out the account number.
- Never give out personal information to strangers on the phone.
- Be conscious of your surroundings at ATM's or when giving out information over the phone (i.e. making a credit card purchase or discussing your account with a legitimate financial institution). Make sure your pin # or conversation can't be seen or overheard by someone who may be

“lurking” in the area.

- Check your credit report once a year with a credit bureau.
- If you become a victim, or suspect you might be, contact Campus Police immediately for assistance.

Ask a campus officer for more personal safety tips. We are happy to address any questions or concerns that you have about safety in the residence facilities, academic buildings and administrative buildings.

Please visit our website at <http://www.ncf.edu/usfpolice> for more information regarding the Campus Police Department. You can also find links to other helpful resources including:

- **Sarasota Campus Victim’s Advocate:** (941) 504-8599
- **SPARCC (Safe Place and Rape Crisis Center, Inc of Sarasota)**  
24 hour Crisis hotline (941) 365-1976
- **Counseling and Wellness Center**  
5805 Bay Shore Road  
(941) 487-4254

The Campus Police Department is committed to supporting the philosophy of building partnerships, proactive problem solving and fostering positive community interaction with the goal of reducing crime and enhancing the quality of life for all students, faculty and staff. We are dedicated to creating an atmosphere of safety and to deliver quality police service with the utmost integrity, fairness and professionalism.

## USF S - M Campus Crimes Reported to New College of Florida Police Department (See Footnote)

(Reported in accordance with Uniform Crime Reporting Program)

Offense Type (includes attempts)	Total Uniform Crimes Reported Sarasota Campus						Non-Campus Building or Property			On Public Property			Total Uniform Crimes Reported		
	2008 Res - Othr		2009 Res - Othr		2010 Res - Othr		2008	2009	2010	2008	2009	2010	2008	2009	2010
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
<b>Larceny/Theft</b>	0	3	0	6	0	8	0	0	0	0	0	0	3	6	8
<b>Arson</b>	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes (by prejudices)</b>															
<b>Race</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Gender</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Religion</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disability</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Arrests/Referrals – Select Offenses</b>															
	Arrest	Referral	Arrest	Referral	Arrest	Referral									
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Weapons Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

This chart reflects offenses that have been reported to the New College of Florida Police Department that have been filed with the Florida Department of Law Enforcement. NCFPD began maintaining UCR statistics for both the New College of Florida and University of South Florida, Sarasota-Manatee campus effective January 1, 2002. USF Sarasota - Manatee shared a campus with New College of Florida until September of 2006, when USF moved to its new campus at 8350 N. Tamiami Trail. As USF Sarasota-Manatee continues to share certain facilities on the New College campus, some of the above incidents may have occurred on that campus in areas frequented by USF students. O:/crimeact/CSAform2

## USF S - M Crimes Reported by USF University Officials or by Other Law Enforcement Agencies

Offense Type (includes attempts)	Total Crimes Reported for USF Sarasota-Manatee						Non-Campus Building or Property			On Public Property			Total Crimes Reported						
	2008 Res Othr		2009 Res Othr		2010 Res Othr		2008	2009	2010	2008	2009	2010	2008	2009	2010				
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Non-Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Larceny/Theft</b>	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0				
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Hate Crimes (by prejudices)</b>																			
<b>Race</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Gender</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Religion</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Disability</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Number of Arrests/Referrals – Select Offenses</b>																			
	Arrest	Referral	Arrest	Referral	Arrest	Referral													
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Drug Law Violations</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0				
<b>Weapons Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

This chart includes offenses that were reported to local law enforcement agencies or to any official of the University of South Florida Sarasota-Manatee campus who has significant responsibilities for student and campus activities. They were not reported to the New College of Florida Police Department. Crimes reported by local authorities reflect incidents that may not have happened on campus, but occurred in immediate proximity to campus. Uniform Crime Reporting criteria for crime classification was utilized. Arrest information data was secured from law enforcement agencies responsible for areas immediately surrounding the campus.

**USF S-M South(SCF Venice till 08/10,then North Port Center):Crimes Reported by University Officials or by Other Law Enforcement Agencies**

Offense Type (includes attempts)	Total Crimes Reported USF S-M South						Non-Campus Building or Property			On Public Property			Total Crimes Reported						
	2008 Res Othr		2009 Res Othr		2010 Res Othr		2008	2009	2010	2008	2009	2010	2008	2009	2010				
<b>Murder</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Non-Forcible Sex/Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Larceny/Theft</b>	0	2	0	0	0	0	0	0	0	0	0	0	2	0	1				
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Hate Crimes (by prejudices)</b>																			
<b>Race</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Gender</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Religion</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Disability</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Number of Arrests/Referrals – Select Offenses</b>																			
	Arrest	Referral	Arrest	Referral	Arrest	Referral													
<b>Liquor Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Drug Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
<b>Weapons Law Violations</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

This chart includes offenses that were reported to local law enforcement agencies or to any official of the USF Sarasota-Manatee campus, SCF Venice, or USF North Port campus who has significant responsibilities for student and campus activities. Statistics also include information supplied by SCF Department of Public Safety. They were not reported to the New College of Florida Police Department. Crimes reported by local authorities reflect incidents that may not have happened on campus, but may have occurred in an area in immediate proximity to campus. Uniform Crime Reporting criteria for crime classification was utilized. Arrest information data was secured from law enforcement agencies responsible for areas surrounding the campus. The USF Sarasota-Manatee south campus program moved from the SCF Venice campus to North Port in August of 2010.