



## **Reporting a Crime or Emergency**

### **A. General Procedures**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Public Safety Department in a timely manner. This publication focuses on the Public Safety Department because it patrols all of the Gulfport and Tampa campuses.

To report a crime or an emergency on the Gulfport campus, call 911 and then call Public Safety at (727) 343-1262.

To report a crime or an emergency on the Tampa campus, call 911 and then call Public Safety at (727) 420-8868.

Public Safety Officers are available at these numbers 24 hours a day. In response to a call, Public Safety Officers take any needed action, including but not limited to dispatching an Officer to the site of the complaint, contacting or coordinating any additional off-campus emergency assistance, and/or asking the victim to report to Public Safety to file an incident report.

Incident reports are forwarded to the appropriate deans and/or administrators as appropriate for any necessary follow-up.

If assistance is required from the Gulfport Police Department or the Tampa Police Department and the agency has not already been contacted, Public Safety will contact the appropriate agency. Crimes should be reported to the Public Safety Department even if the individual does not wish to involve law enforcement to ensure inclusion in the annual crime statistics and to aid in providing Security Alerts to the community, when appropriate. More detail regarding the circumstances under which the College of Law issues a Security Alert is contained in the College policy on this issue, located at [www.law.stetson.edu/policies](http://www.law.stetson.edu/policies).

### **B. Reporting a Crime**

Dial 911 for emergencies. Contact the Public Safety Department 24 hours a day at (727) 343-1262 in Gulfport and at (727) 420-8868 in Tampa, or use the yellow call box phones located in the parking lots, residential areas, recreational facility areas, and near buildings. See Appendix A for a Quick Reference Guide on the location of emergency call boxes.

In addition, you may report crimes to the following areas:

Head of Student Life	(727) 562-7808	Student Center Building
College Dean	(727) 562-7809	Administration Building
College Associate Dean for Academics	(727) 562-7809	Administration Building

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around residential housing should be reported to the local police department by calling 911 and to Public Safety using the above 24/7 phone numbers.

### **C. Limited Confidential Reporting**

The Public Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the Public Safety Department. If you are the victim of a crime and do not want to pursue an action with the College of Law under our internal procedures or through the criminal justice system, you should still consider filing a report. The purpose of a report is to allow the College of Law to take steps to enhance the safety of yourself and others. With such information, the College of Law can keep accurate records of the number of incidents involving students, determine whether there a pattern of crime exists with respect to a particular location, method, or assailant, and alert the campus to any potential danger. Reports filed in this manner are also counted and disclosed in the annual crime statistics for the College of Law. They are also maintained in a confidential fashion with disclosure internally or externally only when deemed reasonably necessary for the safety of the student or others, when disclosure is required by law, or when disclosure and follow up on information contained in a report is warranted under our policies, as part of our ethical obligations in certifying student character and fitness for purposes of bar admission, or as deemed appropriate in the form of referral to the Student Support and Emergency Team (SSET) so that support and assistance efforts can be coordinated.

### **D. Policy Statement Addressing Counselors**

The College of Law employs professional(s) to assist with mental health support on a confidential basis. The College of Law encourages these professional counselors, at their discretion, to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report. The College of Law also allows and encourages individuals to use the limited confidential reporting option detailed above. In this way, the College of Law can provide appropriate support and referrals to counseling sources.

## **E. Policy Statement on Missing Students**

The risk that a student might go missing is a concern for all colleges and universities. A report of a missing student can come from a variety of sources, including family, friends, or fellow students. Because of our concern for student safety, and in accordance with federal law, the College of Law has established a missing student notification policy and procedure. The policy can be viewed on the policies page of the internet at [www.law.stetson.edu/policies](http://www.law.stetson.edu/policies).

*Administrative policy adopted February 20, 2003; revised effective October 1, 2007, October 1, 2008, October 1, 2009, and October 1, 2011; conformed for web posting.*

## Appendix A

### CONTACTING PUBLIC SAFETY

*Gulfport (727) 343-1262 / 24 Hours*

*Tampa (727) 420-8868 / 24 Hours*

The Stetson University College of Law **Public Safety Department (PSD)** staffs both the **Gulfport and Tampa campuses**. The PSD administrative office is located in the main lobby of the College of Law on the Gulfport campus. The Public Safety Office regular business hours are Monday through Friday 8:30AM – 5:00PM. The office may be reached by dialing extension 7949 from any telephone within the College of Law telephone system or by dialing 727/343-1262 direct.

### Emergency Phone Numbers

Both the Gulfport and Tampa campuses are staffed by PSD personnel twenty-four (24) hours a day including weekends and holidays. A **Gulfport** Public Safety Officer may be reached at any time by dialing **727/343-1262** or by using emergency call boxes located around the campus.

Public Safety officers at the **Tampa Law Center** may be reached at any time by dialing **(727) 420-8868** or by using the emergency call box located at the west entry (near the Smith Courtroom).

***IN CASE OF EMERGENCY**, call 911 if able to do so, and then call 727/343-1262 for Gulfport or 727/420-8868 for Tampa, or use emergency call boxes.*

### Emergency Call Boxes

There are twelve emergency call boxes, located as follows:

<b>Location</b>	<b>Campus</b>
North Library Parking Lot	Gulfport Campus
SL Pool Facility	Gulfport Campus
South Library Parking Lot	Gulfport Campus
Main Parking Lot	Gulfport Campus
Main Lobby of Campus (Public Safety Dept)	Gulfport Campus
Athletic Field Parking Lot	Gulfport Campus
On Campus Laundry Facility	Gulfport Campus
Classroom H/13 <sup>th</sup> Ave. Parking Area	Gulfport Campus
Classroom Building – Second Floor	Gulfport Campus
Student Center Resource Room	Gulfport Campus
Bookstore	Gulfport Campus
Rosa Apartments laundry facility	Rosa Apartments (Gulfport)
West entry (near the Smith Courtroom)	Tampa Campus

*These call boxes connect to the officer's hand-held radios. All units activate when the door is opened and loud noise will sound. Follow the instructions posted inside the box (box is yellow in Gulfport and white in Tampa). Only one person may speak at a time while using this system.*