



## **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. The 2008 Annual Security Report (available at <http://www.law.stetson.edu/tmpl/about/internal-1.aspx?id=524>) 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 Public Safety at (727) 343-1262.

To report a crime or an emergency on the Tampa campus, 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 the required action, dispatching an officer to the site of the complaint along with any additional off-campus emergency assistance requested or needed, or asking the victim to report to Public Safety to file an incident report.

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

If assistance is required from the Gulfport Police Department or the Tampa Police Department, 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 (see <https://intranet.law.stetson.edu/policiesstaff/SecurityAlerts.pdf>).

### **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.

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

Assistant Dean of Student Life	(727) 562-7808	Student Center Building
College Dean	(727) 562-7809	Administration Building
College Senior Associate Dean of Academics	(727) 562-7810	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 may still wish to 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 is a pattern of crime with respect to a particular location, method, or assailant, and alert the campus to any potential danger. Reports filed in this manner are 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) in order that support and assistance efforts can be coordinated.

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

The College of Law does not employ pastoral and professional employers directly. Therefore, the College of Law does not have procedures in place that encourage pastoral and 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. However, the College of Law does allow and encourage such 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.

*Administrative policy adopted February 20, 2003; revised October 1, 2007, October 1, 2008 and 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:

Location	Campus
North Library Parking Lot	Gulfport Campus
Weight Room / Pool Facility	Gulfport Campus
South Library Parking Lot	Gulfport Campus
Main Parking Lot	Gulfport Campus
Main Lobby of Campus (Public Safety Dept)	Gulfport Campus
Sandspur (Main) Parking Lot	Gulfport Campus
On Campus Laundry Facility	Gulfport Campus
13 <sup>th</sup> Ave. Parking Lot	Gulfport Campus
Classroom Building – 2 <sup>nd</sup> 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.*