



## Memorandum

**To: ALL PERSONNEL**

**From: Capt. Meg Ross**

**Date: April 3, 2020**

**Re: REDUCED HOURS FOR RECORDS**

Effective Monday, April 6, 2020, our Records Section will have reduced hours in an effort to reduce exposure while maintaining our level of service. In-person Records services will be reduced to:

Monday, Wednesday and Friday                      10:00 – 14:00

The services this covers include:

Report Requests  
Release Found Property - By Prescheduled Appointment Only  
Traffic Subpoenas  
Background Checks  
Crime Log

We will place a Drop Box in the lobby for any visitors that would like to drop off Records Requests outside of the above hours. Appointments for Return of Found Property can be scheduled via phone or email Monday through Friday.

The Records Section will still be available remotely during our normal business hours (Monday – Friday, 0800-1700) by phone, email, and online.

Records Phone – (813) 974-3955

Resources - <https://www.usf.edu/administrative-services/university-police/resources/records-request.aspx>

Police Reports - <http://usfweb2.usf.edu/Adminsvc/police/records-request.html>

Crash Reports - <https://www.flhsmv.gov/traffic-crash-reports/>

Email Requests - [up-records@admin.usf.edu](mailto:up-records@admin.usf.edu)