



COLLEGE *of* CHARLESTON

Annual Security and Fire Safety Report 2020-2021



Includes Crime Statistics for 2017, 2018, and 2019 Calendar Years



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Annual Security Report



INTRODUCTION

This Annual Security Report has been prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Compiling the report is the collaborative responsibility of representatives within the Department of Public Safety and the Division of Student Affairs. The report provides information on services and policies that support a safe and secure environment, highlights programs that encourage members of the campus community to seek intervention and assistance for victimization, provides information on the alcohol and drug policies, outlines procedures for handling reports of sexual assault, and identifies campus representatives for reporting crimes and incidents that have impact on the college community. Please contact Ms. Robin LaRocque, Director of the Office of Victim Services, for questions about this Annual Security Report. 843.953.2273 LaRocqueR@cofc.edu

Preparation of Disclosure of Crime Statistics

Numbers reported for the areas designated as On Campus Property, Residence Halls, and Non-campus Buildings/Property reflect reports from:

- The Department of Public Safety Campus Police (also referred to as "Campus Police") or, through jurisdictional agreement, City of Charleston Police Department, Charleston County Sheriff's Office, North Charleston Police Department, and Mount Pleasant Police Department;
- Office of Victim Services;
- Chief Conduct Officer, Dean of Students;
- Staff with significant programming responsibilities within Student Life, Residence Life, Athletics;
- Assistant Provost for International Education;
- Designated Campus Security Authorities listed in the report; and
- Appropriate law enforcement jurisdictions relating to incidents occurring within a non-campus building/property not filed with Campus Police (e.g., Patriot's Point Sports Complex, and Stono Preserve).

Incidents reported under the Public Property heading are provided by the City of Charleston Police Department for the Downtown Campus, by the North Charleston Police Department for the former North Campus, and by the Charleston County Sheriff's Office for the Fort Johnson Campus, reflecting specific guidelines that require crimes to be reported that occurred on streets, sidewalks, and in parking garages inside the campus and immediately adjacent to it. Private residences, private property and private businesses scattered within the framework of the campus are not reportable areas under federal guidelines and, therefore, incidents occurring in these areas are not required information for inclusion in this report.

Campus counselors, campus health care providers are not required to submit numbers for preparation of this report. The campus counseling center and campus health center resource immediately refer those in need of victim assistance to the Office of Victim Services. Referrals to the Office of Victim Services are anonymously counted and included in this report if relevant to the locations specific to this report. The Office of Victim Services serves as the coordinator of the Annual Security Report.

The College sends notification of the availability of this report via e-mail to all enrolled students, faculty, and staff providing the website address to access the full report. A printable copy of the report (PDF format) may be accessed directly from this website at <http://studentaffairs.cofc.edu/annual-security/index.php>. The Annual Security Report is also available in printed form at Campus Police headquarters, 89B St. Philip Street, Charleston, SC 29424. Prospective students may access this report directly from the Admissions webpage. Prospective employees may access the report directly from the Human Resources website.

To file a complaint alleging a violation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, contact the director of the regional office. The address is listed at <https://oighotlineportal.ed.gov/eCasePortal/Forms/Complaints.aspx?templateName=Hotline>. The complaint will be handled by the Case Management Team within that regional office. Nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of

the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Higher Education Opportunity Act Section 488(e) HEA section 485(f)).

College of Charleston Campuses

Fort Johnson Campus Grice Marine Laboratory

205 Fort Johnson Road
Charleston, SC 29412

The Grice Marine Laboratory is located on the Fort Johnson Campus on James Island, across Charleston Harbor from downtown Charleston. The facility houses classrooms, student laboratories, research laboratories, faculty offices, a wet lab, and a preserved specimen collection of marine invertebrates and fishes and small housing facility. It has combined its extensive marine science library holdings with the holdings of the Marine Resources Research Institute of the South Carolina Department of Natural Resources to form the Cooperative Marine Research Library at Fort Johnson. The Grice Marine Lab has served as the core facility in support of the undergraduate and the graduate programs in marine biology of the College of Charleston.

Facility Access

Grice Marine Lab facilities are open Monday through Friday 8:30 am-5:00 pm. Staff, faculty and students who have been assigned keys have access to the building during non-business hours.

Law Enforcement and Security

At the Fort Johnson Campus, random patrols by the Department of Public Safety, City of Charleston Police Department and Charleston County Sheriff's Department occur during the week and on weekends. These agencies work together to help keep the Grice Marine Lab and the Fort Johnson Campus safe.

Reporting Procedures

Students, faculty, and staff are encouraged to use common sense and implement risk reduction measures to help deter crimes against persons and property. The Charleston County Consolidated Dispatch Center is responsible for receiving emergency calls/dispatching to law enforcement agencies in the Charleston County area, to include the College of Charleston Department of Public Safety. To report a crime or an emergency at the Fort Johnson Campus, Grice Marine Lab call:

Emergency Assistance - 911

Non-emergency Assistance - 843.953.5609

Fire Evacuation Procedures

In the event of a fire at the Grice Marine Lab on the Fort Johnson Campus, activate the nearest pull station then use the nearest Fire Exit to leave the building immediately. Go to the back (south end) of the parking lot, and stand as far away from danger as possible. Call 911, giving them the location of the fire. Make sure to stay out of the way for emergency vehicles so they may successfully complete their task of combating the fire.

Fire Evacuation Assembly Site for Grice Marine Lab Housing

In the event of a fire in the Grice Marine Lab Housing, activate the nearest pull station then use the nearest Fire Exit to leave the building immediately. Go to the back (south end) of the parking lot, and stand as far away from danger as possible. Call 911, giving them the location of the fire. Make sure to stay out of the way for emergency vehicles so they may successfully complete their task of combating the fire.

Daily Fire Log

A Daily Fire Log containing a listing of all fires that occurred in the housing facility is available for public viewing upon request in the Grice Marine Lab, room 102, during normal business hours, 8:30 a.m. - 4:30 p.m. Monday through Friday. Two business days are required for a request for any portion of the log older than sixty days. The Fire Log contains the date the fire was reported, the nature of the fire, the date and time of

the fire and the general location of the fire. The Fire Log will be current for the academic year and the Department of Public Safety will archive logs for the previous six years.

Maintenance of Campus Facilities

Maintenance of the Grice Marine Lab facility is conducted primarily by College of Charleston Facilities Management staff. Prior to employment with the College of Charleston Facilities Management, each maintenance staff member is required to pass a background check in accordance with the College's background checks policy (<http://policy.cofc.edu/policy.php#hr>). Maintenance staff are required to wear their College of Charleston ID badge when working in any location on campus. Maintenance workers not employed by the College, but contracted to provide services on campus are required to wear their uniform and ID badges provided by their employer.

Policies and procedures indicated throughout this document generally apply to the Fort Johnson Campus; a few policies apply only to the Fort Johnson Campus, as indicated above.

Charleston Campus

66 George Street
Charleston, SC 29424

Located in the heart of historic Charleston, South Carolina, the College of Charleston is a nationally recognized public liberal arts and sciences university. Founded in 1770, the College is among the nation's top universities for quality education, student life and affordability. It's beautiful and historic campus, combined with contemporary facilities and cutting-edge programs, attracts students from across the U.S. and around the world. Over 10,000 undergraduates and approximately 900 graduate students at the College enjoy a small-college feel blended with the advantages and diversity of a mid-sized, urban university. Students work closely with a committed faculty, made up of more than 500 full-time distinguished teacher-scholars. And the City of Charleston - world-renowned for its history, architecture, culture and coastal environment - serves as a living and learning laboratory for experiences in business, science, technology, teaching, the humanities, languages and the arts.

REPORT A CRIME

Campus Police, within the Department of Public Safety, is the official law enforcement reporting entity for criminal offenses that occur on the College of Charleston campus and reasonably contiguous college-owned properties. Incidents occurring at properties more distant from the Charleston (main) campus are handled either entirely by the local police agency with jurisdiction or jointly handled by such agencies in conjunction with Campus Police. Members of the campus community are encouraged to report all crimes as soon as possible to Campus Police and the appropriate law enforcement agency, when the victim of such crime elects or is unable to make such a report.

How to Report a Crime

The Charleston County Consolidated Dispatch Center is responsible for receiving emergency calls/dispatching to law enforcement agencies in the Charleston County area, to include the College of Charleston Department of Public Safety. To report a crime, fire or medical emergency, call 911 immediately. The dispatcher who answers your call is trained in handling emergencies.

- Give your location.
- Describe the nature of the emergency.
- Be prepared to respond to the dispatcher's questions or instructions.

The dispatcher will dispatch an officer(s) to your location and/or the location of the emergency to collect information, assess the situation, initiate measures applicable to the situation and in accordance with policy, and consult with supervisors as appropriate.

Campus Security Authorities

On a national level, it is not uncommon for a college student who is the victim of crime to tell someone with whom they feel comfortable about the crime such as a resident assistant or coach, rather than law enforcement. In compliance with the Clery Act, the College is required to identify and provide training to students, volunteers, employees, etc., whose function has significant responsibility for student and campus activities, as a Campus Security Authority (CSA) to which a victim may disclose a Clery offense. Victims may report their victimization on a voluntary and confidential basis for the crime statistic to be included in the Annual Security Report. When a CSA receives a report of a Clery offense, they will collect important information regarding the crime from the victim and relay that information to the Department of Public Safety so the information may be evaluated if a Timely Warning should be initiated and to compile annual crime statistics to be included in the Annual Security Report. CSAs participate in annual training. At the College of Charleston we have created an on-line tutorial for CSAs.

Positions which serve in the capacity of Campus Security Authorities are:

Athletics - 843.953.5467

Director
Associate Director
Coaches

Dean of Students - 843.953.5522

Dean of Students
Associate Dean of Students
Assistant Director of Student Conduct

Equal Opportunity Program - 843.953.5758

Title IX Coordinator
Investigators

Faculty/Staff Traveling With Students

(domestic or international travel)

Fort Johnson Campus - 843.953.9186

Director

Fraternity and Sorority Life - 843.953.6320

Director
Advisors

Graduate School - 843.953.5614

Dean
Associate Dean

Multicultural Student Programs and Services - 843.953.5660

Director

New Student Programs - 843.953.2017

Director of Orientation

North Campus - 843.953.6684

Dean

Residence Life - 843.953.5523

Area Coordinators
Conduct Coordinator
Desk Assistants
Director of Residence Life
Residence Hall Directors
Resident Assistants

Student Affairs - 843.953.5522

Office of Executive Vice President
Executive Vice President for Student Affairs
Associate Vice President for Student Affairs

Student Life - 843.953.8122

Director, Advisors to Clubs/Organizations

Title IX Compliance - 843.953.5758

Coordinator

What Offenses Must Be Tracked

What Crimes Must be Tracked Under the Clery Act and Definitions

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Attempted sexual assaults are included.

Rape: The 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.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

A. State Definition: Abuse between household members

1. Household members: Spouses or former spouses; persons who have a child in common; or a

male or female who are cohabiting or formerly have cohabited.

2. Abuse: The occurrence of one or more of the following acts within a domestic relationship:

a. cause physical harm or injury to a person's own household member; or

b. offer or attempt to cause physical harm or injury to a person's own household member with apparent present ability under circumstances reasonably creating fear of imminent peril.

B. Federal Definition: A felony or misdemeanor crime of violence committed

1. By a current or former spouse or intimate partner of the victim

2. By a person with whom the victim shares a child in common

3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner

4. By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or

5. 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.

Dating Violence

A. Federal Definition: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such 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. For purposes of this definition

a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

b. 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, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

B. Note: There is no State Definition for Dating Violence.

Stalking

A. State Definition: A person commits the crime of stalking if they engage in pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted person and would cause a reasonable person in the targeted person's position to fear:

1. death of the person or a member of his family;

2. assault upon the person or a member of his family;

3. bodily injury to the person or a member of his family;

4. criminal sexual contact on the person or a member of his family;
5. kidnapping of the person or a member of his family; or
6. damage to the property of the person or a member of his family.

B. Federal Definition: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress
3. For the purposes 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 any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. Aggravated assault includes poisoning (drugs used to facilitate rape, etc.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding).

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to

minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Unfounded Crimes

Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, then it must be classified as being unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate.

U.S. Department of Justice, Federal Bureau of Investigation (2004) Uniform Crime Reporting Handbook pp 77, 78

Clery Act Hate/Bias Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same

religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The College of Charleston is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses (see definitions above) as well as the crimes of larceny, simple assault, intimidation and vandalism (see definitions below). The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias. If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

Larceny-Theft:

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

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.

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.

Destruction/Damage/Vandalism of Property (Except "Arson"):

To willfully or maliciously destroy, damage, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Good Faith Effort to Collect Statistics from Local Law Enforcement Agencies

As a good-faith effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations, the College of Charleston Campus Police Department requests such statistics from appropriate law enforcement jurisdictions.

What Locations Must Be Tracked

What Locations Must be Tracked Under the Clery Act and Definitions

Clery Act Geographic Categories

Statistics are provided for the most recent calendar year (2019) and the preceding two years (2018 and 2017). The charts that follow disclose statistics for offenses committed in certain geographic locations associated with the institution. These locations have definitions specific to the Clery Act and are described as follows:

On Campus

Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls and any building or property that is within or reasonably contiguous that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

On-campus Student Housing

Any student housing facility that is owned or controlled by the College, or is located on property that is owned or controlled by the College, and is within the reasonably contiguous geographic area that makes up the campus.

Non-Campus Building or Property

Any building or property owned or controlled by the College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; or any building or property owned or controlled by a student organization that is officially recognized by the College.

Public Property

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

Crime Statistics

North Campus 3800 Paramount Drive North Charleston, SC												
The North Campus is no longer in operation effective summer 2020.												
UNFOUNDED	There were no unfounded Clery Offenses for 2017, 2018, or 2019.											
CRIME STATISTICS	There were no reported hate crimes in 2017, 2018, or 2019.											
Hate Crimes												
CRIME STATISTICS	On Campus			In Residence Halls			Non-Campus			Public Property		
Non-Hate Crimes	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	NA	NA	NA	0	0	0	0	0	0
Negligent manslaughter	0	0	0	NA	NA	NA	0	0	0	0	0	0
<i>Forcible sex offenses</i>												
Rape	0	0	0	NA	NA	NA	0	0	0	0	0	0
Fondling	0	0	0	NA	NA	NA	0	0	0	0	0	0
<i>Non-forcible sex offenses</i>												
Statutory Rape	0	0	0	NA	NA	NA	0	0	0	0	0	0
Incest	0	0	0	NA	NA	NA	0	0	0	0	0	0
Robbery	0	0	0	NA	NA	NA	0	0	0	0	0	0
Aggravated assault	0	0	0	NA	NA	NA	0	0	0	0	0	0
Burglary	0	0	0	NA	NA	NA	0	0	0	0	0	0
Motor vehicle theft	0	0	0	NA	NA	NA	0	0	0	0	0	0
Arson	0	0	0	NA	NA	NA	0	0	0	0	0	0
Dating violence	0	0	0	NA	NA	NA	0	0	0	0	0	0
Domestic violence	0	0	0	NA	NA	NA	0	0	0	0	0	0
Stalking	0	0	0	NA	NA	NA	0	0	0	0	0	0
ARRESTS	On Campus			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	0	0	0	NA	NA	NA	0	0	0	0	0	0
Drug Law	0	0	0	NA	NA	NA	0	0	0	0	0	0
Weapons	0	0	0	NA	NA	NA	0	0	0	0	0	0
DISCIPLINARY ACTIONS/ CONDUCT REFERRALS	On Campus			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	0	0	0	NA	NA	NA	0	0	0	0	0	0
Drug Law	0	0	0	NA	NA	NA	0	0	0	0	0	0
Weapons	0	0	0	NA	NA	NA	0	0	0	0	0	0

**Fort Johnson Campus
Grice Marine Laboratory
205 Fort Johnson Road
Charleston, SC 29412**

UNFOUNDED	There were no unfounded Clery Offenses in 2017, 2018, or 2019.											
CRIME STATISTICS Hate Crimes	There were no reported hate crimes in 2017, 2018, or 2019.											
CRIME STATISTICS Non-Hate Crimes	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
<i>Forcible sex offenses</i>												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
<i>Non-forcible sex offenses</i>												
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS/ CONDUCT REFERRALS	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0

**Charleston Campus
66 George St.
Charleston, SC**

UNFOUNDED	There were no unfounded Clery Offenses for 2017 or 2018. In 2019, of the two (2) on campus aggravated assaults, one (1) was unfounded by law enforcement.											
CRIME STATISTICS Hate Crimes	There were no reported hate crimes for the years 2017, 2018, or 2019.											
CRIME STATISTICS Non-Hate Crimes	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
<i>Forcible sex offenses</i>												
Rape	8	6	10	7	6	10	0	0	0	0	0	0
Fondling	0	3	5	0	2	3	0	0	0	1	2	1
<i>Non-forcible sex offenses</i>												
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated assault	0	0	2	0	0	1	1	0	0	4	3	1
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	1	1	0	0	0	0	0	0	0	3	3	3
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	2	3	4	0	3	3	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	1	0
Stalking	2	3	1	1	1	0	0	0	0	0	1	1
ARRESTS	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	51	82	93	47	77	90	0	0	0	4	2	2
Drug Law	28	79	36	18	78	31	0	1	0	20	14	4
Weapons	0	0	0	0	0	0	0	0	0	0	0	1
DISCIPLINARY ACTIONS/ CONDUCT REFERRALS	On Campus <small>(including in Residence Halls)</small>			In Residence Halls			Non-Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law	133	139	168	131	137	166	0	0	0	0	0	0
Drug Law	49	75	68	48	73	66	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0

For additional explanation on Crime Statistics within this table please see the notes on page 18.

2019	<p>Forcible Rape Of the ten (10) incidents: four (4) filed an official police report; and six (6) disclosed to a Campus Security Authority and/or sought assistance from campus resources such as the Office of Victim Services, etc.</p> <p>Aggravated Assault - Unfounded Of the two (2) on campus incidents, one (1) was unfounded by law enforcement.</p>
2018	<p>Forcible Rape Of the six (6) incidents: two (2) filed an official police report; one (1) was anonymously reported through Public Safety's Silent Witness program; one (1) third-party report on Parents' Listserve; and two (2) disclosed to a Campus Security Authority and/or sought assistance from campus resources such as the Office of Victim Services, etc.</p>
2017	<p>Forcible Rape Of the eight (8) incidents, two (2) filed an official police report and the remaining six (6) disclosed to a Campus Security Authority and/or sought assistance from campus resources such as the Office of Victim Services, etc.</p>

Daily Crime Log

The Campus Police Records Unit serves as archivist for all incident reports filed within the jurisdiction of the College's Campus Police. A request for an incident/accident report should be made to the Records Clerk located at Campus Police Headquarters or through email at PSrecords@cofc.edu. Requests may be submitted from 8 am - 3 pm, Monday through Friday. Processing of reports once a request has been submitted takes approximately three business days. A daily log which is a listing of all crimes reported to Campus Police is available for public viewing. An update of the log is completed within two business days of the filing of an initial report except where disclosure of such information is prohibited by law; such disclosure would jeopardize the confidentiality of the victim; and/or release of such information would jeopardize any component of an ongoing criminal investigation.

Emergency Response, Evacuation and Emergency Procedures

Cougar Alert Emergency System

The College of Charleston's Cougar Alert mass notification system is used to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. This confirmation will be based on the judgment of, and verification by, any member of the Emergency Management Decisional Authority Team from information received from the College of Charleston Emergency Management Team, Charleston County Emergency Management, mutual aid incident command, College incident command, or Federal or State agencies. As defined by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, 34 CFR 668.46 (g) "immediate" threats include imminent or impending situations such as, but not limited to:

- Bomb threats or explosions, or other threats of imminent violence
- Fires, hazardous chemical or waste spills or gas leaks
- Terrorism incident or threat, including biological threats
- Infectious disease incident

- Natural disasters including hurricanes, earthquakes, tornadoes, floods, etc.
- Power outages or utility failures resulting in an imminent safety or security threat
- Campus closure due to weather or declared civil emergency

Use of the Cougar Alert System

The Cougar Alert campus emergency notification system operates under the supervision of the Chief of Campus Police and members of the Emergency Management Decisional Authority Team. The Department of Public Safety will consult with the Office of the President if circumstances allow, before sending a Cougar Alert. During early phases of an unexpected emergency (examples of unexpected emergencies include but are not limited to violent crime, fire, hazardous material leak/spill, etc.) the Department of Public Safety will be responsible for composing and sending critical messages to the campus community using the Cougar Alert System (via phone call, text message and email). The Chief of Campus Police, or the highest ranking Public Safety Officer on campus at the time of the emergency, will be charged with the issuance of the Cougar Alert. As soon as realistically possible, University Communications will take over the responsibility of composing and sending further critical messages to the campus community until the emergency is over. University Communications will post the information at <http://emergency.cofc.edu/index.php>, and also at the emergency information hotline, 843.725.7246.

Situations in which the Department of Public Safety will unilaterally activate and operate the Cougar Alert System include, but are not limited to:

- Murder on campus, where the suspect (where known or unknown) is still at large;
- A violent on-campus sexual assault, where the suspect (whether known or unknown) is still at large;
- A violent on-campus assault, where the suspect (whether known or unknown) is still at large;
- A fire in a residence hall with suspected injuries and/or substantial damage;
- A serious chemical leak where the immediate need is to have people keep clear of the area;
- Any other emergency where it is imperative the community receive immediate notification.

The Emergency Management Team will work with the Department of Public Safety on an ongoing basis to ensure appropriate officers are trained in the use of the Cougar Alert system.

In situations of an expected emergency (examples include but are not limited to severe weather threats, such as hurricanes, flooding, etc.), the Emergency Management Decisional Authority Team will determine when to activate the Emergency Management Team, appropriate emergency response protocol, and send Cougar Alerts. University Communications will be responsible for composing and sending initial and ongoing critical messages to the campus community using the Cougar Alert System (via phone call, text message and email), posting the information at <http://emergency.cofc.edu/index.php>, and at the emergency information hotline, 843.725.7246.

Determination of Notification to All or Part of the Campus

In the event of an unexpected emergency, the Department of Public Safety will determine which specific segment(s) of the College community to alert where the potential danger and/or threat is limited to a particular building or segment of the population. If the Department of Public Safety determines through a continuing assessment of the situation that additional segments of the College community may be at risk, those segments may also be notified. In cases where circumstances threaten the operations of the College

community as a whole, the entire campus community will be notified.

Emergency Procedures

“Shelter-in-Place” Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. In 2018, facilities were assessed by members of the Emergency Management Team to develop lists of facilities that could shelter more than 50 persons and the list was added to the Emergency Management Plan.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Cougar card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including College of Charleston Department of Public Safety, Emergency Management Team, Housing Staff members, other College employees, Charleston Police Department or North Charleston Police Department, or other authorities utilizing the College’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: An interior room; above ground level; and without windows or with the least number of windows.
- If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Housing Staff, faculty, or other staff) to call 911 and provide the list so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Fires

- Activate the nearest fire alarm pull station.
- Call 911.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Stay away from danger.
- Do not re-enter the building until authorized to do so by emergency personnel.

Bomb Threats

- Remain calm.
- Obtain as much information as possible from the threatening caller.
- Keep callers on the line as long as possible.
- Do not anger callers.
- Call 911.
- Do not erase threats if they are left on voice mail.
- Follow instructions from emergency personnel.

Suspicious Mail and Packages

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call 911.
- Notify the building administrator, residence hall director, resident assistant as appropriate.

Suspicious Behavior/Persons of Concern

- Do not physically confront the persons exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Call 911.

Active Shooters

- If possible, exit the building immediately, and call 911.
- If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call 911.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening."
- Do not attempt to confront or apprehend the shooter, unless last resort.
- Do not assume someone else has called police or emergency personnel.

Weather Emergencies

- Call the Emergency Information Hotline at 843.725.7246 (843.725.RAIN)
- Refer to the College's Weather Emergency Plan, which includes a Hurricane Plan, online at <http://emergency.cofc.edu/> for procedures
- Continue to check the Emergency Website at <http://emergency.cofc.edu/> throughout the event and for after-incident actions.
- For updates, monitor local television and radio stations for announcements.

Procedures for Testing Emergency Response and Evacuation Procedures

Active shooter training (Non-Public Safety Response): Offered Campus-wide and to the Emergency Man-

agement Team in 2019, on March 11th, March 14th, June 5th, July 23rd, and August 13th.

The College's Emergency Management Team coordinates an annual test of emergency response and evacuation procedures. This test was designed to assess the College's emergency plans and capabilities. Accordingly, the test contained the following measurable goals and objectives: (1) improved understanding of information sharing and incident management activities for all participants, (2) identification of opportunities or problems, and (3) development of recommended actions and procedural adjustments to address potential problem areas.

During the follow through activities at the conclusion of the test, the College identified and has been able to address various action items to improve emergency response efforts.

The College's Emergency Management Team coordinates a variety of trainings and classes for improving the ability of College students and staff to respond in emergencies regardless of the type. For 2019, The Emergency Management Team conducted a 2 hour, table top/classroom briefing/exercise on organizing and operating an Emergency Operations Center. In March, the Emergency Management Team organized and participated in a FEMA sponsored seminar on documentation and software options for managing emergencies.

Hurricane Response Planning: Offered Campus-wide, to faculty, staff, and Emergency Management Team, June 11th - 12th.

The College's Emergency Management Team coordinates annual training of emergency response and evacuation procedures. For 2019, the Emergency Management Team conducted an announced series of campus-wide offerings of classes in preparing for and responding to the hurricane potential. Various classes were held over a three day period to provide opportunities for faculty, staff, student attendance. This presentation was preparation and response safety/security-focused to fulfill the Clery Act annual testing mandate. This test was designed to involve and train faculty and staff members of the Emergency Management Team and campus faculty, staff and students in the exercise planning process and campus response and protocol for response to an emergency on a campus-wide basis (in this case, hurricane) that has directly affected the main campus.

This class was designed to assess the College's emergency plans and capabilities. Accordingly, the class contained the following measurable goals and objectives: (1) improved understanding of information sharing and incident management activities for all participants, (2) identification of opportunities or problems, and (3) development of recommended actions and procedural adjustments to address potential problem areas.

During the follow through activities at the conclusion of the class, the College identified and has been able to address various action items to improve emergency response efforts.

Action Items Identified and Addressed

As part of mitigation requirements of the county, the College is completing its development of short and long range plans for multiple interoperability strategies between Public Safety and local emergency response partners. There is radio connectivity between the campus system and that of the city and county.

Short and long term relocation strategies have been identified for shelter space in non-affected/evacuated buildings as a result of the hurricane or storm surge. There has been an increased awareness of the need for mitigation and development of departmental level planning on campus to assure these types of incidents are minimized.

Annual Security Report Policy Statements

How to Report a Crime

Please refer to page seven (7) of this document for information about how to report a crime.

Limited Voluntary Confidential Reporting

While the College encourages all victims to report crimes to the Department of Public Safety, anyone may report a crime anonymously by filing a report online at the Silent Witness website:

<http://publicsafety.cofc.edu/staying-safe/emergencies-on-campus/silent-witness.php>

College of Charleston Professional Counselors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

“Professional Counselor” is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Campus Security Authorities

Please refer to CAMPUS SECURITY AUTHORITIES on page eight (8) of this document for the information about which offices house Campus Security Authorities.

Building Security

The College of Charleston is located in an urban setting. The campus is historically significant and host to numerous visitors who come to enjoy the beauty and architecture. As a state institution, the general public has access to most of the facilities during the hours that buildings are open (weekdays, 6:00 a.m. - 10:00 p.m., with Campus Police securing the Math and Science building at 11:00 p.m., Cato Fine Arts Center, and Hollings Science Center closing at midnight, and Addleston Library closing at 2:00 a.m.) During summer months, buildings are open to reflect operational needs (e.g., Maymester, summer school, summer conference housing for specialty groups). Campus Police Officers conduct frequent checks of building interiors daily. Access after buildings are secured can be obtained by special permission from the faculty, in case of emergency, by Campus Police.

Security officers and contracted security officers staff the entrances of on campus major residence halls between the hours of 11:00 p.m. and 7:00 a.m., seven days a week. Access to residential facilities (major residence halls and historic houses) is restricted to residents and their guests.

Numerous security cameras are strategically placed within major residence hall facilities and around campus (e.g., stairwells, lobbies, laundry areas, on buildings, on poles). Before the beginning of the academic year, Residence Life and Housing live-in staff receive extensive training on policies, security, campus-based programs, and intervention resources available to the campus community. Training for front-line staff is ongoing. Hall Directors and Area Coordinators serve on-call rotation.

Prior to employment with the College of Charleston Facilities Management, each maintenance staff member is required to pass a background check in accordance with the College’s background checks policy (<http://policy.cofc.edu/policy.php#hr>). Maintenance staff responds to specific work orders initiated by students who reside in campus residential facilities, and are required to wear their College of Charleston ID badge when working in any location on campus, including residential facilities. Maintenance workers not

employed by the College, but contracted to provide services on campus, are required to wear their uniforms and ID badges provided by their employer at all times while on college property. Maintenance workers not employed by the College, but contracted to provide services on campus, are escorted by College of Charleston Facilities Management employees whenever they service a campus residence hall. Security reviews of buildings and security maintenance updates are ongoing. Inspections are conducted frequently and security plans are initiated by appropriate staff in Residence Life and Housing and the Department of Public Safety.

Campus Law Enforcement

Campus Police, which is contained within the Department of Public Safety, is the recognized law enforcement agency for the College of Charleston. The primary goal of the Department of Public Safety is to create and assure a safe, orderly and secure environment for those we serve.

Campus Police is charged with protecting life and property, enforcing the laws of the state of South Carolina and the rules and regulations of the College of Charleston, preserving the peace and public order, preventing and reducing crime, detecting and apprehending those who violate the laws, and assisting with the prosecution of those apprehended.

The institution will protect victim confidentiality in publicly available records, to the extent permissible by law. The Department of Public Safety will redact the name of a victim and information which could cause the identification of the victim from Department of Public Safety incident reports, and other Public Safety records which could be made public, involving reports of domestic violence, dating violence, sexual assault or stalking.

Description of the Department of Public Safety

The Department of Public Safety is staffed with approximately forty (40) professionally trained and certified men and women who are assigned to provide police services at the College of Charleston. These officers, serving in twelve-hour shifts, provide service and protection twenty-four hours a day, seven days a week. Campus Police officers are required to complete an intensive twelve-week training program at the South Carolina Criminal Justice Academy. The training program courses include criminal investigation, sex crimes, drug enforcement and juvenile justice. Upon graduation, the officer is certified with full powers of arrest by the Academy in accordance with South Carolina law and receives a Group I Constable commission through the South Carolina Law Enforcement Division (SLED). In-service training in law enforcement and related subjects is continuous throughout the career of the officer.

Additionally, approximately twenty (20) security officers are trained to staff the residence halls and the Ad-dlestone Library. These officers provide internal security and liaison support for the patrol officers. They also attend in-service training on a regular basis.

The following services are offered by Campus Police: Fingerprinting, Project Identification for Property, Computer Registration, Lost and Found, Bicycle Registration, Residence Hall Safety Meetings, Whistle Defense Program, Rape Aggression Defense (R.A.D.) Classes, Monthly Building and Lighting Checks and Security Surveys. Please contact 843.953.4980 for further information.

The Department of Public Safety strives to serve the campus community and welcomes all visitors at any time. The office is located at 89 St. Philip Street.

Memorandum of Understanding (MOU)

Memoranda of Understanding (MOU) are in effect between Campus Police and the City of Charleston Police Department, Charleston County Sheriff's Office, Mount Pleasant Police Department and North Charleston Police Department to specify agreed-upon responsibilities, cooperative agency response and investigation,

and intra-agency sharing of information critical to the safety and security of students attending the College of Charleston. These agency-to-agency agreements comply with the State Law Enforcement Division (SLED) requirements that recognize the conjoint responsibility for the reporting and disposition of criminal offenses that occur on campus property and facilities utilized by the College, as well as expand the potential for cooperative safety planning and initiatives involving the student population.

Prompt and Accurate Reporting of Crimes

All members of the campus community are encouraged to promptly report all crimes regardless of incident location to law enforcement at 911.

Relationship between Campus Counseling, Health Services and Victim Services

Campus counselors, campus health care providers and pastoral counselors are not required to submit numbers for preparation of this report. Counseling and Substance Abuse Services and the Student Health Services refer victims of crime to the Office of Victim Services for victim assistance. Referrals to the Office of Victim Services that meet the Clery Act reporting requirements are anonymously counted and included in the Annual Security Report. The Office of Victim Services is the coordinator of the Annual Security Report.

Security Awareness Programs for Students and Employees

During the new student orientation sessions throughout the summer, students are informed of services offered by the Department of Public Safety and other offices at the College of Charleston. Speakers and slide presentations outline ways to maintain personal safety on and off campus. The Crime Prevention officer conducts demonstrations of safety techniques and illustrates how to contact Public Safety. Students are told about the crime prevention services available through the Public Safety webpage such as the anonymous tip line, silent witness (on-line anonymous reporting), how to call for an escort, and the 360 Safe Campus video series. Risk reduction techniques and sexual assault, dating violence and stalking prevention and response services are offered on a continual basis through the Office of Victim Services, the Office of the Dean of Students and Public Safety. Residential students attend mandatory floor meetings and are oriented to residence hall security procedures and policies. Periodically during the academic year Public Safety, Residence Life and Housing, the Office of Victim Services, in cooperation with other programs and off-campus partners, orchestrate crime prevention awareness sessions on sexual assault, dating violence, stalking, identity theft, computer theft, bike theft, as well as hosting sessions on personal safety and bystander intervention tips. Public Safety performs an annual campus safety walk with the Student Government Association.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also disseminated to off-campus students and employees through crime prevention awareness emails sent to residents in the neighborhoods around the campus by the City of Charleston Police Department. When time is of the essence, information is released to the College community through Cougar Alerts sent to the campus community by email, text message, phone call and web posting.

Cougar Shuttle

The College of Charleston Cougar Shuttle service operates seven nights a week from 11:00 p.m. until 3:00 a.m. during the spring and fall semesters. Cougar Shuttle is free to all students who show a current Cougar Card. The Cougar Shuttle does not accept reservations. Students choosing to use the Cougar Shuttle should call 843.352.8886 at the time the ride is needed to be picked up and transported to a destination anywhere on the Charleston peninsula. For more information, contact 843.953.3390.

Crime Action Line

Any crime against an individual or property affects the entire community. The watchful eyes and ears of concerned community members who report suspicious behavior, safety hazards and violations of good citizenship allow a law enforcement agency to take a proactive instead of a reactive approach to safety issues affecting the community they serve. The Crime Action Line is available to report anonymously any information critical to the safety and security of the College and the Charleston community. To access the Crime Action Line, dial 843.953.4998 and leave a detailed message.

Campus Safety Escort Program

We encourage all members of the campus community to use common sense and practice good personal safety techniques at all times. Students and employees are encouraged to walk in pairs and groups especially in the dark. When this is not possible, please use the campus escort service. Available 24 hours a day, 7 days a week, this on-campus service is intended for those who need a security escort to/from class, residence hall or parking lots/facilities. To access the program call 843.953.5609 and provide the following information to the dispatcher:

- your name
- phone number
- current location
- where you wish to go, and
- a physical description of yourself.

Please remain in your car or wait in the building lobby until a Campus Police representative arrives. This program, staffed by the on-patrol officers, serves a community of over 10,000. Calls for escort service are dispatched immediately. However, a significant delay in response time may be due to a high volume use of the program. If this occurs, please place your call again.

Emergency Call Boxes

Security on campus has been enhanced through the installation of emergency call boxes. There are over forty emergency call boxes in various locations to provide immediate interaction and assistance. Remote activation devices for individuals with special needs may be obtained through Campus Police at 89 St. Philip Street. To activate the call box, push in the call button and release. An automated emergency alert is sent to the Public Safety dispatcher, and Public Safety officers will be sent to the box location immediately. The dispatcher will contact the caller. To talk with the dispatcher hold button down. Release the call button to listen.

Silent Witness

Any member of the campus community may anonymously report suspected criminal behavior or serious policy violations occurring on or around campus by accessing the Silent Witness website at: <http://publicsafety.cofc.edu/staying-safe/emergencies-on-campus/silent-witness.php>. The site offers an online form that is sent electronically to Campus Police for review and collaboration with other offices to determine the appropriate response. Silent Witness augments the services provided that promote both student, faculty and staff safety and quality of life. Please be aware that Silent Witness is a serious crime-reporting service, and all reports of criminal offenses will be investigated by law-enforcement officials. Code of Conduct issues are forwarded to the appropriate office (Dean of Students, Residence Life and Housing, and/or Equal Opportunity Programs) for investigation.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus de-

partments throughout the year. Public Safety has designated Crime Prevention officers who facilitate programs for students, families, faculty and new employees during orientation and during departmental, hall and organizational meetings. Residence hall personnel provide residents a variety of risk reduction strategies and tips on how students can protect their property and themselves from crimes. Public Safety has several officers trained to teach Rape Aggression Defense System (RAD) classes and the schedule of classes is provided well in advance. S.C.O.P.E. (Safe Campus Outreach, Prevention and Education) a student organization sponsors creative programs about personal safety and primary prevention messages regarding sexual assault, dating violence and stalking.

Residence hall rooms left unlocked, bicycles not secured and locked, and personal property left unattended account for the majority of crimes occurring on campus. While violent incidents are infrequent, crime prevention and risk awareness should be a part of the lives of all members of the community. A certain amount of risk is involved in nearly everything we do and we can reduce these risks by exercising care in everyday activities. Members of the College community are urged to do at least the following:

- Lock your door when your room is unattended or when you are sleeping.
- Engrave your valuables.
- Do not "hide" keys under mats, over doors or in other obvious places.
- Report suspicious persons immediately.
- Keep articles of value out of sight.
- Report doors, windows, locks, or lights in need of repair.
- Never prop doors open.
- Don't lend your key to others.
- Avoid working alone or studying alone in a building late at night.
- Do not walk alone when it is dark outside. Always try to be accompanied by one or more individuals.

Rape Aggression Defense Training

Certified Rape Aggression Defense (RAD) instructors offer a twelve-hour course in self-defense for women. The course focus is to enable women to learn a set of cognitive and physical skills that can help them reduce their risk of victimization. Offering basic education in confrontational principles and personal defense, the program progresses through the stages of awareness, risk reduction and avoidance and provides basic physical defense techniques. RAD empowers participants and helps them realize that training, responsible decision-making, and development of physical power, are tools that build confidence and critical self-awareness. For information on upcoming RAD class course dates, please check: <http://publicsafety.cofc.edu/services/rape-aggression-defense-system/index.php> or contact 843.953.4980.

Sex Offender Registry

In accordance with South Carolina law the South Carolina Law Enforcement Division (SLED) maintains the state-wide sex offender registry. This registry allows for a search of sex offenders by name, city, county or zip code. To access the sex offender registry, go to <http://scor.sled.sc.gov/ConditionsOfUse.aspx> or to find out more information pertaining to the registry, go to www.sled.sc.gov or visit Campus Police at 89B St. Philip Street. Under South Carolina law (SC Code of Laws, SEC 23-3-465), students who are on the sex offender registry cannot reside in the residence halls. For additional information on sex offender registry please refer to the South Carolina Code of Law 23-3-450, 23-3-460, and 23-3-460 (I).

Students of Concern Committee (SOC) and Faculty/Friends Assisting Students in Trouble (F.A.S.T.)

These intervention programs bring to the attention of qualified administrators specific issues that appear to pose a risk to the academic mission of an individual or the campus community. Each situation/individual's circumstances are reviewed and addressed through appropriate intervention resources, or through policies that protect the welfare of both the individual and the campus community.

Sexual Misconduct Resources

The College has centralized information about laws, policies, procedures, confidential assistance and resources and programming under the umbrella of the Sexual Misconduct Resources webpages at <http://deanofstudents.cofc.edu/sexual-misconduct-resources/index.php>

Off Campus Criminal Activity

When a College of Charleston student is involved in an off-campus offense, campus police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Department of Public Safety routinely works and communicates with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Public Safety and the City of Charleston Police Department conduct joint patrols in some neighborhoods surrounding the campus on the weekends. The College of Charleston operates no off-campus student organization facilities; however, many students live in the neighborhoods surrounding the College. While the City of Charleston Police Department has primary jurisdiction in the areas off campus, College of Charleston Public Safety can and do respond to student-related incidents that occur in close proximity to campus. College of Charleston Public Safety and the Charleston Police Department engage in Joint Patrol to facilitate rapid response in an emergency situation. Students are alerted during orientation and through the *Student Handbook* that they can be held accountable for offenses which occur off campus and the offenses can be processed through the campus conduct system. The Office of the Dean of Students receives regular communication about vice offenses from the City of Charleston Police Department.

Employee Training

The College provides mandatory Discrimination and Harassment Prevention training for all faculty and staff. National campus safety and security compliance company, Margolis Healy and Associates delivered a customized program for the College and published a Guidebook on Discrimination and Harassment: Responsibilities at the College of Charleston. The two-hour development session covers crucial information regarding federal/state non-discrimination laws and College policies on Title IX and other forms of discrimination and harassment. Each session provides information about individual faculty and staff members' legal obligations to ensure compliance with laws prohibiting sexual harassment/assault and other forms of discrimination and harassment. In addition, the training provides information about the rights and the resources that are available to faculty and staff who experience discrimination or harassment on campus. The training and guidebook are available to all employees in MyCharleston. The College also provides additional development opportunities for supervisors such as Making Sound, Fair and Legal Decisions; Disabilities, Discrimination and Sexual Harassment -EEO: What Does it Have to Do with Me?; and Hiring for Success among others.

Student and Employee Alcohol and Drug Policies

Parental Notification and Alcohol and Drug Violations

Achieving autonomy and acceptance of one's personal responsibility are student development goals promoted throughout every facet of collegiate life. Such goals are promoted within the Family Rights and Privacy Act (FERPA). In 1998, however, amendments to FERPA gave colleges and universities the option to notify parents or guardians of a student's violation of any federal, state, or local law, or an institutional disciplinary policy relating to the use or possession of alcohol or a controlled substance. The amendment recognizes the cooperative partnership colleges have with parents and guardians that move beyond enrollment to those times when intervention is a practical response to prevent the loss of a student's personal and collegiate goals.

In support of the mutual investment in the success of each student and the preservation of a climate conducive to living and learning, an official of the College will notify parents or guardians (for students under the age of 21 at the time of notice) of the College's determination that the student violated federal, state or local

law or College policy governing the use or possession of alcohol or a controlled substance.

Alcohol Policy

The possession, sale or the furnishing of alcohol on the College of Charleston campus is governed by College policy and South Carolina state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are enforced by state constables and inspectors. Enforcement of alcohol laws on campus is the primary responsibility of the Department of Public Safety. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. Officials in Residence Life and Housing and the Office of the Dean of Students enforce campus policy with regard to alcohol and students. Employees are subject to the employee alcohol policy. College policy permits the legal consumption of alcohol on campus under certain circumstances and within designated areas. Student or employee violators of state law or campus policy are subject not only to criminal prosecution but also to disciplinary action. Organizations or groups violating alcohol policies or laws may be subject to sanctions by the College.

The College has a **medical amnesty policy** with regard to student alcohol/drug related emergencies. This policy provides that any student who is in need of medical care during an alcohol/drug related emergency, and who receives or actively seeks out such care in a timely fashion, may do so without fear of being subjected to student disciplinary action provided the student completes the amnesty conditions (attends alcohol/drug education sessions conducted by the Counseling Center).

Drug Policy

The College of Charleston campus does not tolerate the illegal use, possession, sale, manufacture or distribution of any controlled or illicit substance. State and federal laws and College policy stipulate the restrictions on controlled substances and illicit drugs. These laws and policies are strictly enforced by Public Safety and the Office of the Dean of Students. Violators are subject to College disciplinary action, criminal prosecution, dismissal, fines and imprisonment.

The College offers a range of programs and services to help students, faculty and staff cope with alcohol and drug-related problems. Students may seek individual or group counseling services by contacting the Counseling Center at 843.953.5640. Faculty and staff may contact Deer Oaks, the Employee Assistance Program, at 1.866.327.2400 (1-800-735-2989 for the hearing impaired) for referral assistance for a number of personal problems, including substance abuse. Refer to the website: <http://hr.cofc.edu/benefits/employee-assistance-program.php>

For more information regarding alcohol and drug policies on campus, students may refer to the Student Handbook website at: <http://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php> and faculty and staff may refer to the Human Resources Policies website at: <http://hr.cofc.edu/policies/index.php>. Enforcement of applicable drug and alcohol laws is the responsibility of the College of Charleston Department of Public Safety and the Office of the Dean of Students.

Policy Statement on Substance Abuse Education

The College of Charleston is concerned with the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal use of drugs and alcohol abuse does not interfere with learning, performance, or development. Accordingly, the College issues to all students and employees a clear statement of policy concerning the illegal use of drugs and abuse of alcohol, including standards of conduct, legal sanctions, health risks, educational programs and counseling services and disciplinary sanctions. This information can be located at the Drug Free Schools and Communities Act Information website: <http://counseling.cofc.edu/drug-free-schools-act/index.php>.

The College's first obligation in dealing with drug and alcohol abuse problems is to educate the College community. This obligation is addressed by a variety of prevention and education programs which are offered, including formal and informal classes, lectures, discussions, and activities that address both drug-abuse prevention and drug-related problems. Students are encouraged to participate in the numerous campus organizations and activities which promote drug-free experiences. Current information about the risks and statistics related to drug use is available to students and employees through the Drug Free Schools and Communities Act webpage: <http://counseling.cofc.edu/drug-free-schools-act/index.php>.

A second responsibility of the College is to promote an atmosphere where students and employees who have a problem with drug use will have the opportunity to seek help. Each student seeking assistance will be provided an opportunity for an individual diagnostic assessment and will be offered information on, or referral to appropriate services which address the improper use of drugs, including the misuse of prescription or over-the-counter drugs. Available services may include educational activities, structured groups, counseling, and self-help groups. Some of these services are offered on campus at no cost to the student. The cost of off-campus services is the responsibility of the student. The College also provides Deer Oaks Employee Assistance Program (<http://hr.cofc.edu/benefits/employee-assistance-program.php>) for its employees, which program offers a free and confidential assessment, referral, and short-term counseling service to all College employees.

Students may receive assessment, counseling, and educational services from the Counseling Center, (Robert Scott Small Building, 3rd floor, 843.953.5640), or from off-campus treatment providers. Employees may contact the Deer Oaks Employee Assistance Program for assessments, alcohol and drug-related counseling, and prevention services.

The policies are not intended to create obligations or restrictions which may interfere with the confidential nature of counseling, clinical, or therapeutic relationships. Confidentiality will be maintained in accordance with state and federal laws.

Policy Statement Addressing Disclosure to Victims of Crimes of Violence

The College of Charleston will, upon written request, disclose to the alleged victim of a crime of violence or a forcible sex offense, the report of the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of the disclosure.

Sexual Assault, Dating Violence, Domestic Violence and Stalking

The Campus Sexual Violence Elimination Act (Campus SaVE Act) was passed in 2013 and amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Accordingly, the College has instituted extensive primary prevention and awareness programs regarding sexual misconduct and related offenses for our campus community. Training of students, faculty and staff has occurred live and video replays are available via our website.

In compliance with the Violence against Women Act (VAWA), and in addition to the additional reporting of numbers herein of domestic violence, dating violence and stalking, the College has implemented the following:

- Adopted student discipline procedures, such as for notifying alleged victims of their rights; and
- Adopted institutional policies to address and prevent campus sexual violence.

Confidential Victim Assistance

The role of the certified victim service providers within the College of Charleston Office of Victim Services is to make getting critical information and assistance easier by tailoring services to each student's unique set of circumstances. No matter where a crime occurs or whether the victim chooses to report to law enforcement or not, the Office of Victim Services has extensive, connections both on and off campus to help with the resulting fallout from the crime. This office provides a "one-stop" approach in working with students that makes getting what is needed less complicated, less time consuming, and less overwhelming. While maintaining the confidentiality of the victim, the certified victim assistance providers are available to assist a victim:

- In understanding their options to report or not report the offense to law enforcement, and campus authorities
- If they so choose in notifying proper law enforcement authorities, including on-campus and local police
- In obtaining a Protection Order (Order of Protection or Restraining Order) as applicable
- In understanding potential campus conduct options (letter of No Contact, initiate campus conduct charges, etc.)
- Of sexual assault in getting the free sexual assault forensic exam to address their health and preserve evidence
- Of dating violence, domestic violence or stalking in designing a safety plan
- With completing state victim compensation application
- Understanding the importance of preserving evidence so that it may be used in court hearings
- In telling their parents about the victimization if they so choose
- Obtaining contact information for on-campus and off-campus counseling resources
- With immediate and long-term academic disruptions relating to the victimization
- By addressing emergency needs
- Changing academic, living and work situations if accommodations are reasonably available
- Identifying appropriate options or resources
- By providing information relevant to any concerns that may develop
- By providing a written overview of options and resources for the victim to review

Assistance through the Office of Victim Services is generated through team response, walk-ins, and referrals from faculty, staff, parents, students, law enforcement and community resources. A direct intervention process for the offices of Student Health Services, Absence Memo Office, Campus Police, Dean of Students, Associate Dean of Students, Counseling Center, Title IX Coordinator and Residence Life, and Housing is standard protocol to help ensure that the specialized intervention and services related to the distinctive immediate and long-term needs of victims are promoted. Services through this office are available for primary victims, secondary victims (e.g., roommates, parents, friends, etc.) or witnesses involved with or affected by the victimization. For more information please visit <http://victimservices.cofc.edu>.

The Office of Victim Services is located in Lightsey Center, rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available 24/7 by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.

Policy Statement on Sexual Misconduct

It is the policy of the College of Charleston to respect the rights and the dignity of the individual. Sexual misconduct, including sexual violence, violates this principle and will not be tolerated. It is a violation of this policy to discriminate against, harass or abuse any student, employee or applicant for admission or employment to the College, or those attempting to participate in our educational program of activity based on sex, sexual orientation, gender identity or expression. The College is committed to taking immediate, equitable and effective steps to respond to Sexual Misconduct, to prevent its recurrence, and to address its effects.

The College of Charleston has procedures for internal disciplinary investigation and action in cases of alleged domestic violence, dating violence, sexual assault or stalking which clearly state that the College will provide prompt, fair and impartial investigations and resolutions. The procedures are carried out by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct investigations and hearings that protect victim safety and promote accountability. This includes Public Safety officers and the officials designated to institute the internal administrative procedures. Both the Complainant and the Respondent are entitled to the same opportunity to be accompanied to any related meeting by an advisor of their choice. Both the Complainant and the Respondent receive simultaneous written notice of: the outcome of any disciplinary hearing, the College's appeal procedures, any change to the results before the results are final, and the final results. The College of Charleston uses the standard of evidence called preponderance during an internal conduct proceeding involving an incident of domestic violence, dating violence, sexual assault and stalking. Preponderance means that the decision-maker bases their determination on what more than fifty percent of the evidence supports.

Reporting Procedures For Sexual Misconduct Complaints

The College strongly encourages all individuals to report incidents of harassment, sexual assault, domestic violence, dating violence, and stalking to our Office of Equal Opportunity Programs and/or Campus Police. Reports can be made to the Office of Equal Opportunity Programs by phone, email, on-line, or in person. Reports can also be submitted anonymously through Silent Witness. Reports submitted through Silent Witness will be reviewed by the Department of Public Safety.

When an individual submits a report of sexual misconduct, the College will provide written information on the following:

- Notification about options for, available assistance in, and how to request changes in academic, housing, working or transportation situations. The interim actions and accommodations that are available even if they choose not to pursue disciplinary actions.
- An explanation of the policy and procedures in the administrative process.
- A listing of the student's or employee's rights and options.
- A listing of resources both on campus as well as community resources such as counseling, victim advocacy, medical services, financial aid, visa and immigration assistance, and other services available.

Involvement of Law Enforcement

All individuals who make a report of sexual misconduct have the right to decide whether to file a report with campus or local law enforcement, in addition to pursuing any administrative investigation. They may elect to work with our Office of Victim Services to request assistance in filing a police report. While the College respects the rights of the Complainant's decision on whether to involve law enforcement, there may be some circumstances that pose an on-going threat to the welfare and safety of the campus community that may require law enforcement notification and investigation.

Confidentiality

The College seeks to respect requests for confidentiality in its response to incidents of discrimination, harassment, and retaliation. It may be necessary, at times, to disclose certain personally identifying information to investigate and address complaints effectively. In such cases, the College takes steps to ensure that information is only shared as necessary, on a need-to-know basis, to address the underlying allegations.

Receipt of Complaint

The initial steps for resolution of a complaint are the same whether the Respondent is a student, employee or guest. Employee

and other non-student Respondents will be handled in accordance with the College Policy entitled Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse, the related Operating Procedures for Processing Initial Complaints against Faculty and Administrators and Staff, and/or the Interim Title IX Sexual Harassment Policy and Grievance Procedure. Student Respondents will be processed in accordance with the Student Sexual Misconduct Policy, the Student Code of Conduct policies and hearing procedures, and/or the Interim Title IX Sexual Harassment Policy and Grievance Procedure. All Complainants are informed of their option to pursue criminal charges in addition to a campus-based administrative process.

In every report of sexual harassment or violence, the College will make an immediate assessment of any risk of harm to individuals or the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

The College's Title IX Coordinator (Director of the Office of Equal Opportunity Programs - OEOP) and Deputy Coordinator (Dean of Students), and other administrators, as appropriate, will assess closely the stated preferences of the parties and confer about whether to pursue an informal resolution or formal resolution. This determination is made after a review of the circumstances, and based on factors such as whether the Complainant and Respondent are so diametrically adverse in positions that informal resolution would not be successful, whether there is an unreasonable risk of violence, intimidation or other harm by one of the parties, and whether the Respondent has been charged with a crime arising out of the event giving rise to the complaint or for other good cause shown.

In reports or complaints processed under the College's Interim Title IX Sexual Harassment Policy and Grievance Procedure, an informal resolution may only be pursued after the receipt of a formal complaint. Moreover, an informal resolution will never be used, under that interim policy, to resolve cases where the Respondent is an employee.

If the alleged violation warrants, the Title IX Coordinator will refer the matter for investigation. The Title IX Coordinator may determine that the matter will be investigated against the request of the Complainant if there are concerns for the safety of the campus community or where, in the judgment of the College, it is in the best interest of the College to proceed with an investigation. Where the College cannot honor a request not to investigate, the Complainant will be notified.

Policy Statement on Interim Actions

The College may change working situations if those changes are requested and are reasonably available, regardless of whether the alleged violation is reported to campus or local police.

Interim Actions

Whenever there is a complaint of alleged sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, the Title IX Coordinator, in collaboration with appropriate administrators, will undertake an immediate preliminary review and, if appropriate, take interim action to support and protect the parties. The types of Interim Actions available include, but are not limited to:

- Mutual orders of "no contact"
- Providing an escort to allow the parties to move safely between classes and activities
- Moving the Complainant or Respondent to a different residence hall
- Providing counseling services
- Providing medical services
- Providing academic support services, such as tutoring
- A ban from specific buildings or areas of the campus
- Adjustments to academic schedules

- Interim suspension and ban from campus
- Any other action that the College believes is reasonable and appropriate under the circumstances

A violation of the interim actions, such as no contact directives, by the Complainant or the Respondent will constitute a related offense that may result in the imposition of disciplinary action. These listed actions also represent the types of protective actions that may be offered to a Complainant as part of the outcome of a disciplinary proceeding. Please see the Sexual Misconduct Resources pamphlet available through the Sexual Misconduct Resources web pages:

<http://deanofstudents.cofc.edu/sexual-misconduct-resources/resources/sexual-assault-resources-pamphlet-2015.pdf>

Investigation

When it is determined that an investigation is warranted, the Title IX Coordinator will designate an investigator(s) from the OEO. The investigators of the OEO have specific training and experience investigating allegations of sexual misconduct. The investigation will be a fair and reliable fact-gathering process. The investigation will be conducted thoroughly, impartially and fairly. The investigation will be respectful of individual privacy concerns. The investigation will be performed in a manner that will ensure the College's compliance with all state and federal laws, including provision of due process.

The OEO will seek to complete the investigation within the timeline outlined in the applicable policy. For matters arising under the Student Sexual Misconduct Policy, investigations will generally be completed within sixty (60) business days. For matters arising under the Interim Title IX Sexual Harassment Policy and Grievance Procedure, investigations will generally be completed within ninety (90) business days. Investigations conducted pursuant to the Policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse will likewise generally be completed within ninety (90) business days. All time frames expressed are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Good cause to extend the timeframe may include pending workload requirements, other assigned cases, the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any campus closures, or other unforeseen circumstances.

At the conclusion of the investigation, the investigators will compose a report which includes all relevant policies, all relevant inculpatory and exculpatory evidence. The report will be forwarded to the Title IX Coordinator for review. The Title IX Coordinator will then submit the report to the appropriate official as outlined in the applicable policies. Under the Student Sexual Misconduct Policy, the report will be provided to Dean of Students. For offenses that arise under the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse, reports will be provided to the appropriate supervisor. For the offenses that arise un the Interim Title IX Sexual Harassment Policy and Grievance Procedure, the investigative report will be provided to the decisional-maker(s).

Formal Resolution Under the Student Sexual Misconduct Policy

For a student Respondent, where the Dean of Students issues a charge under the Student Code of Conduct, a hearing will occur to determine whether there is sufficient evidence, according to the preponderance standard, that a violation of policy has occurred. Student Complainants and Respondents can select either a faculty/staff Panel of 3 or a single Conduct Official to conduct the hearing. Both parties must agree to the selection of a single Conduct Official. Both parties have the same opportunity to have an advisor present with them at the hearing, present evidence and have questions posed to the other party and witnesses. The Panel members and the Conduct Officials have received specialized training for adjudicating allegations of sexual misconduct. The same level of evidence – preponderance – is used in the proceedings for employee and guest Respondents.

When an investigation or hearing demonstrates that sufficient evidence exists that a violation of policy and procedure has occurred, Respondents will be subject to disciplinary action based on their relationship to the College.

- For a student Respondent, the disciplinary sanctions will be determined by the hearing Panel or Conduct Official following a finding of responsibility.

Formal Resolutions under the Interim Title IX Sexual Harassment Policy and Grievance Procedure

- All matters investigated under the Interim Title IX Sexual Harassment Policy and Grievance Procedure will be decided by a hearing using the preponderance of the evidence standard. The panel members and all conduct officials who participate in the hearing will have received a specialized training for adjudicating cases for Title IX sexual harassment and ;in any technology used during the hearing.

Formal Resolution under the Policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse

- For an employee Respondent, disciplinary action may be taken by the supervisor in accordance with employment policies and procedures.
- For a guest Respondent, the College will take the necessary action to ensure the policy violation does not recur and, if appropriate, involve local law enforcement.

Informal Resolution

Informal resolution is a restorative-based, non-judicial approach designed to resolve disputes and stop certain behavior. Generally, informal resolution will not result in taking disciplinary action against the Respondent. The Title IX Coordinator, generally in consultation with the Dean of Students, General Counsel and the Executive Vice President for Student Affairs (where the Respondent is a student), determines whether an informal resolution may be appropriate. Where an employee is the Respondent, the Title IX Coordinator will generally consult with General Counsel and the Executive Vice President of the Division in which the Respondent employee works. For reported misconduct that is prohibited under the Interim Title IX Sexual Harassment Policy and Grievance Procedure, informal resolution will not be used to resolve allegations that an employee engaged in Title IX sexual harassment of a student.

The College seeks to investigate all complaints within the time frames noted in the applicable policy governing the resolution of that complaint. All time frames expressed in our policies are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames. Good cause to extend the timeframe may include pending workload requirements, other assigned cases, the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any campus closures, or other unforeseen circumstances.

Prompt, Fair and Impartial Process

The College seeks to address all cases of sexual misconduct in a manner that is prompt, fair and impartial by ensuring the following rights and options are reserved for both the Complainant and the Respondent:

- The Complainant and Respondent will be provided the same opportunities to have others present during any administrative disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The advisor is only available for guidance and consultation and cannot be disruptive or answer questions on behalf of the Complainant/Respondent at any point during this process. In Title IX hearings, the advisors are also permitted to ask questions of any party or witness present.
- Both parties will receive simultaneous notification of the result of the disciplinary proceedings and the procedures to appeal the results of a disciplinary proceeding.
- The investigations and disciplinary proceedings will be conducted by officials who receive annual train-

ing on the issues related to domestic violence, dating violence, sexual assault and stalking and do not have a conflict of interest or bias for or against the complainant or the respondent. They shall also receive training on any technology used during the hearing.

Sanctions for Policy Violation for Students and Employees

For student Respondents the Decisional Authority may impose any other sanction that it finds to be fair and proportionate to the violation(s) and the attending circumstances. Sanctions may include removal from campus housing, deferred suspension, mandatory referral to counseling, suspension, expulsion, and/or disciplinary service. For employee Respondents the Decisional Authority considers all possible corrective action, including separation from the College. Matters that may be considered when deciding on the appropriate sanctions, include -

- The record of past violations of any College Policy, the Honor Code, or government rules, regulations or laws, as well as the nature and severity of such past violations;
- The acknowledgement of wrongdoing by and the commitment of the Respondent to conform his/her conduct to acceptable standards in the future;
- Whether alcohol or controlled substances were involved in the incident;
- Whether violence was involved in the incident; and
- If the Respondent poses a continuing risk to the Complainant and/or the College Community.

Appeals

In cases involving students, both parties may appeal a decision reached or a sanction imposed by a Decisional Authority. Students may appeal within five (5) working days of the transmittal of the decision under the Student Sexual Misconduct Policy. Appeals under the Interim Title IX Sexual Harassment Policy and Grievance Procedure must be submitted within ten (10) business days from the date of the written determination of responsibility.

Appeals must be in writing and shall cite the grounds for the appeal and the relief requested. The only grounds under the Student Sexual Misconduct Policy that will justify changing or overruling a decision in any case involving students are the following:

- There was no reasonable basis in the record for the decision rendered or the sanction imposed;
- There was a substantive mistake of procedure that likely influenced the outcome of the proceeding; or
- New evidence, sufficient to alter a decision was not brought out in the original hearing, because such evidence was either unavailable or unknown at that time after diligent inquiry by the person appealing.

Under the Interim Title IX Sexual Harassment Policy and Grievance Procedure, appeals grounds include the following:

- Procedural irregularity that affected the outcome of the matter:
- New evidence not reasonably available at the time the determination was made, that could affect the outcome of the matter: and
- The Title IX Coordinator, Deputy Title IX Coordinators, investigators or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. (Title IX matters only)

Student appeals are reviewed by the Executive Vice President for Student Affairs. For most cases, all sanctions are held in abeyance until there is final resolution. Both parties receive the communication about any appeal submitted and the appeal outcome.

For appeals involving employees, appealable actions (e.g. termination of tenured faculty or employees covered by the State Employee Grievance Procedure Act) will follow the appropriate College grievance

processes afforded under the Faculty Administration Manual and the Staff Grievance Policy. For matters that arise under the Policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse, verbal or written reprimands and the findings on which that are based are not appealable. Further, decisions on appeal arising under the Policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse shall be based solely on the Report of Investigation, except that, an appeal may also raise the following issues:

- Newly discovered evidence that was previously unknown and not reasonably discoverable at the time of the initial investigation and that could affect the outcome; or
- An irregularity in the process that affected the finding of a material fact or that could have otherwise affected the outcome.

For appeals by an employee arising under the Policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse: the findings of the Decisional Authority will be overturned only if the Appeal Authority determines that there was no circumstance under which a reasonable person could reach the same factual conclusion based on the records. The sanctions imposed in a case will not be modified unless the Appeal Authority determines that they are materially disproportionate to the severity of the violation or not supported by the factual conclusions of the Initial Decisional Authority.

Under the Interim Title IX Sexual Harassment Policy and Grievance Procedure, appeal grounds include the following:

- Procedural irregularity that affected the outcome of the matter:
- New evidence not reasonably available at the time the determination was made, that could affect the outcome of the matter: and
- The Title IX Coordinator, Deputy Title IX Coordinators, investigators or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. (Title IX matters only)

Definitions of the terms Proceeding and Result

Proceeding means a disciplinary hearing before a Panel, or Conduct Official for a student Respondent or review by a supervisor of the investigator's report for an employee Respondent, or a hearing pursuant to the Interim Title IX Sexual Harassment Policy and Grievance Procedure.

Result means the announced outcome for both an informal or formal process- responsibility or no responsibility and, if relevant, the listing of sanctions.

*This section adapts words and formatting found in the 2015-2016 Annual Campus Safety and Security Report of the Bluegrass Community & Technical College. Permission granted.

Policy Statement on Retaliation

The College prohibits retaliation by its officers, employees, agents or students against persons exercising their rights or responsibilities under any provision of the Campus SaVE Act, or other law.

Policy Statement on Programming

College of Charleston's education programs include a clear statement that the College of Charleston prohibits domestic violence, dating violence, sexual assault, and stalking. Program materials include South Carolina's legal definitions of domestic violence, sexual assault and stalking. The state of South Carolina currently does not have a statute or regulation which defines dating violence or consent with regard to sexual activity.

Programming to Prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking

The prevention education includes a variety of program formats and approaches. Several of the programs include descriptions of safe and positive options that a bystander can take when they witness potential domestic violence, dating violence, sexual assault or stalking. These descriptions are provided through printed materials, discussion and role playing. The trainers also introduce information about how to recognize the warning signs of abusive behavior (such as isolating someone from their friends and family), how to avoid potential attacks and primary prevention information (such as the definition of consent and the expectation that it is obtained by the initiator). The prevention and awareness programs start before the students commence classes in August.

Awareness Programs

Awareness programs consist of campus-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. The College sponsors several programs and examples include:

Each year all incoming students are required to complete on-line tutorials. Two sections educate students about the negative impacts of alcohol and drug abuse and another increases awareness about the definitions of consent, sexual misconduct, and the importance of being an active bystander in prevention sexual assault.

Campus Safety Awareness Month: Each year, the College participates in Campus Safety Awareness Month with weeks of programming, many requiring active participation, around the topics of sexual assault, abusive relationships, and intimate partner violence. Many other topics are covered in programming which includes speakers, panel discussions, candlelight vigil, films and meet and greet sessions with law enforcement and other officials.

Halloween Safety: The Office of Victim Services and Residence Life distribute posters and candy to promote safety messages to first-year students. Students are also reminded how to be active bystanders during the Halloween period.

National Hazing Prevention Week: The Office of Fraternity and Sorority Life (formerly Greek Life) in partnership with Residence Life, Office of the Dean of Students, Student Life, Counseling and Substance Abuse Services, Athletics, and Public Safety hosts awareness campaigns through social media, banner competitions, video and shirt giveaway to remind our Greek-lettered organizations, sports clubs and other student organizations about the many forms of hazing and how to increase the agency of individuals to become active bystanders in situations specific to potential hazing incidents.

Advisory committees on Alcohol and Other Drugs, Sexual Misconduct and Title IX. Three College-wide committees consider effective ways to promote short- and long-term programs that promote the prevention of sexual violence and high-risk drinking and substance abuse among students. The committees are proactive in identifying key issues and effective tactics that should remain institutional priorities.

Bystander Intervention

Bystander intervention consists of safe and positive options that may be carried out by an individual or group to prevent harm or intervene safely when there is a risk of an occurrence of harm to another. Training with regard to bystander intervention also includes recognizing situations of potential harm, gaining the confidence to intervene in any way, overcoming the barriers to intervening, identifying safe and effective intervention options and how to take action. Bystander intervention programs also cover understanding the attitudes, habits and cultural conditions that facilitate bias and violence. The Colleges specific bystander intervention programs include:

Consent and Bystander Intervention Workshops During Orientation: All incoming first year students attend a mandatory 45-minute peer-led workshop that facilitates a discussion on what consent is, how to identify situations that have the potential of becoming non-consensual incidents, and the techniques of bystander intervention.

Bystander intervention presentation and facilitation for First Year Students: During the First Year Experience courses, these topics are carried forward into the First Year Experience Synthesis Seminars which are weekly peer-led sessions. The students are provided the opportunities to discuss actively the information they receive. In this workshop, students are taught that while intervening in a situation that might not be consensual is essential, intervening when someone displays sexist or objectifying behavior conveys the message that sexual assault is not okay and may serve to prevent a non-consensual situation in the future.

It's Your Place is a bystander intervention program. The program consists of an on-going multi-media awareness campaign (videos, presentations, tweets, postings, posters, etc.) and small group trainings. The programs are both peer-led and staff-led. The presentations are tailored for specific audiences such as student-athletes, fraternities, sororities and other student organizations.

Potential Options for Bystanders

Oftentimes, when a sexual assault or other traumatic event is about to occur, bystanders are close by. Many would be willing to intervene if they had an idea of what they could do. It is important to evaluate the situation and develop a plan before taking action. It is imperative that you intervene ONLY if you can safely do so. Be mindful that your judgment is impaired when you are under the influence of alcohol/drugs - do not intervene if you are intoxicated as this increases your chance of harm.

If it is determined that an intervention may be performed safely, there are 4 techniques that might be employed. Below you will find a description and examples of each.

Direct Intervention

This intervention style is direct and, by far, the most confrontational. It directly intervenes, often naming the offending action.

Examples:

- Speaking directly to a potential perpetrator saying "What you're doing there is not ok. Stop."
- Speaking directly to a potential victim saying "This is not ok."
- Arrange for the Cougar Shuttle to give the vulnerable person a safe ride home and ensure the potential perpetrator does not get on it at that time.

Distracting Intervention

This intervention style relies on literally distracting the involved parties long enough to stop the offending behavior.

Examples:

- Tell the potential perpetrator that the vulnerable person is your significant other, your cousin, little sister/brother, etc.
- Pretend to receive a phone call and tell the potential perpetrator someone called the police who are on their way.
- Pretend to feel sick and tell the vulnerable person you threw up and need them to help you leave.
- Say you see an old significant other, feel uncomfortable, and need someone to stay with you in case they approach you (then leave).

- Create a distraction - Ask for the time. Ask for a menu. Ask for directions. Tell a joke or a story.

Delaying Intervention

This intervention style provides the bystander with an opportunity to clarify facts and circumstances. It is similar to distract, but acknowledges that not all situations that are perceived to be non-consensual are.

Examples:

- Ask the potential victim to step away for a moment and ask clarifying questions such as “Is all that is going on ok with you?”
- Ask the potential perpetrator to step away for a moment and ask clarifying questions such as “Do you think that person is sober?”
- Ask other witnesses about their view of the situation

Delegation

This intervention style includes some of the others, but dictates finding others to assist. This is often an effective technique when the bystander is nervous or others know the involved parties better.

Examples:

- Ask others to get involved without being violent.
- Ask someone to distract the perpetrator while another person removes the victim from the situation

It is worth noting that many successful incidents of bystander intervention combine more than one of these techniques, particularly when intervening on the part of the potential perpetrator. For example, in the moment, I may distract my friend engaging in behaviors that might lead to a non-consensual incident (feeding someone drinks, etc.). However, the next day I may directly ask my friend about their behaviors and thoughts about what happened.

If the situation rises to the level of an emergency, call the police. If you do not want others to know, go to a bathroom, closet or outside and make the call.

Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing conduct violations. Some examples of the College’s ongoing prevention and awareness campaigns include:

Greek Member Education Programming: All Greek-lettered organizations are required to complete certain risk management programming requirements for their chapters. This requirement is supported by the annual expectations set by the Office of Fraternity and Sorority Life. At least one program per year must be about alcohol and other drugs and another about sexual violence and intimate partner violence.

Student Organization Summit: All registered student organizations must attend an annual summit. During the summit organizational behavioral standards are covered in detail. Hazing and bystander intervention is addressed specifically and the scenarios introduced cover sports clubs and other sorts of organizations besides Greek-affiliated.

Club Advisor Summit: All club staff and faculty advisors attend an annual summit where they receive training on the College’s confidential resources, obligations as a Campus Security Authority, how to identify that a disclosure might be coming, and how to handle one in relation to being a mandated reporter.

Stall Street Journal and Sexual Misconduct Resources webpages: These efforts involve using graphics and catchy images to introduce information about campus resources, confidential options, policy locations, and definitions for key concepts.

S.C.O.P.E. - Safe Campus Outreach, Prevention and Education Peer Team: The SCOPE team is made up of students and focused on building awareness and promoting risk reduction through the coordination of many types of programs. Each semester SCOPE hosts about seven programs. Sample program titles include "Breaking the Silence," "No Violence - No Victims Candlelight Vigil," and "What Would You Do vs. What You Should Do."

Minute-To-Win-It Residence Hall Programming: These programs are set up as a table outside of residence halls in a rotating manner once per week. "Spin-the-Wheel" games, as well as mini-debate-style games were used to discuss statistics, gender-based violence theory and bystander intervention techniques.

Cougar Counseling: A diverse group of students trained to educate their peers about health and wellness issues (substance use, sexual health, mental health) in a positive, interactive and nonjudgmental manner. Cougar Counselors provide confidential client education sessions after hours and through texting and an on-line chat room. This group has sponsored the annual Mental Health Dialogues - one example of a program which promotes community understanding of mental health issues and educates about campus and community resources.

Sexual Assault Awareness Week: Organized informally by students in the 2017-18 school year, this program has now become part of the the College's ongoing awareness efforts. The week includes tables set up to disperse information, conscious raising, interactive events, student speakouts, and workshops held in various campus locations throughout the week.

Primary Prevention Programs

Primary Prevention Programs consist of programming and outreach tactics informed by research and assessed for learning outcomes that are intended to stop harmful and prohibited behavior before it occurs through the examination of the roots of harmful attitudes and beliefs and the promotion of positive and humane behaviors that foster healthy and mutually respectful relationships. Such programs seek to challenge harmful social norms and change behavior. The College offers a variety programs:

Orientation Consent Workshops: Prior to matriculation, during their orientation period, all new students have the opportunity to attend an optional workshop detailing the College's definition of consent and increase students' ability to negotiate consent. These workshops are designed to promote participant engagement and build skills that will serve them in promoting an array of healthy behaviors within their intimate relationships.

Project G.I.V.E.: Project G.I.V.E. is a peer education and programming initiative in its first year at the College of Charleston. The peer educators participate in a semester-long, 3 credit course and become nationally certified peer educators and present the following three workshops to various groups and classes on campus:

Asking For It: Consent and Sexual Assault

This workshop addresses many of the attitudes, beliefs and myths around sexual assault, consent and victimization. The discussion is designed to empower students to ask for consent, understand when they have it and when they don't and how to make sure their friends are doing the same. Students will learn the working definition of consent at CofC, what the root cause of sexual assault actually is, the basics of bystander intervention and resources on campus.

I Just Want to Help: Being a Resource for Sexual Violence Survivors/Whoa! Whoa! How to Slow or Stop a Disclosure and Why You Might Want To (For mandated reporters only)

Perfect for student employees and the general population alike, this workshop is designed to help students navigate being the “trusted ear” of their friends and peers. The discussion ranges from different ways to be a positive resource and ally to how to ensure mandatory reporting standards are upheld. Students will learn their role as a helping friend, red flags that someone might be about to disclose an incident of sexual misconduct, how to make themselves a “safe space” and resources about where to find confidential help on campus.

It’s Your Place: Bystander Intervention Competency

When it comes to being a positive active bystander, we ask a lot of our students. This workshop is designed to ensure our students know that their voice matters and feel empowered to use it. A blend of bystander intervention and conflict management techniques, this workshop leads students through the theory of how someone becomes a bystander to real-world application. Students will learn the basic definition bystander intervention, the 4 D’s of bystander intervention, which technique is most highly-suited to their conflict management style and resources about where to find confidential help on campus.

Project G.I.V.E. also leads the 10 45-minute orientation workshops covering the College’s definition of consent, characteristics of a healthy relationship, red flags of an abusive relationship, the bystander intervention techniques and confidential resources on campus.

Women and Gender Studies 320: Gender-Based Violence Prevention and Activism

This class taught students how to become peer educators in the field of gender-based violence prevention. They learned how develop, facilitate, and evaluate workshops, identify issues on campus related to gender-based violence and create an action plan to address it. These students were eligible to receive national peer education certification.

All incoming students (new freshmen and transfers) must complete the on-line tutorials created by 3rd Millennium. The focus is on providing definitions of sexual assault, dating violence, stalking and the elements of consent. The tutorial includes scenarios illustrating the intersections of alcohol and sexual violence and forums and opportunities for bystander intervention. It also includes a pre and post-test about definitions and awareness of the statistics about sexual misconduct on college campuses and how to intervene safely and positively.

The College conducts 10 two-day orientation sessions during the summer. On day one, through presentation by the certified victim advocates and officials from the Office of the Dean of Students, students hear of the campus services - confidential and non-confidential -, policies and procedures for filing a complaint and the disciplinary outcomes for offenders. The Crime Prevention Officer from the Department of Public Safety also discusses risk reduction techniques students should exercise while off campus, and the availability of the “360 Stay Safe at College” videos covering the topics of Protect your Possessions and Identity, Sexual Assault, Controlling Behavior, Stalking, Everyday Safety, Common Sense Defense, and Safe Travel. Website for “360 Stay Safe at College:” <http://publicsafety.cofc.edu/staying-safe/stay-safe/index.php>.

Sexual Misconduct Committee: The Sexual Misconduct Committee is a group with representation of all campus constituencies who are invested in sexual assault prevention and education. The Committee has representation from athletics, academic affairs, Office of the Dean of Students, Counseling, Student Health Services, Public Safety, Office of Legal Affairs, Office of Equal Opportunity Programs, Fraternity and Sorority Life, students, and faculty. The Committee coordinates the College’s work with regard to combatting all forms of sexual harassment and violence.

Alcohol and Other Drugs (AOD) Working Group: The Group meets monthly to promote awareness, track

the effectiveness of interventions and serve as a resource for students, faculty and staff interested in minimizing the abuse of alcohol and other drugs. The Group provides a curriculum for instructors interested in incorporating healthy and safe messages into their classes. This Group designed the AOD prevention curriculum for all First Year Experience courses.

Gender and Sexualities Equity Center (GSEC): In addition to their outreach and awareness campaigns, GSEC hosts various educational workshops aimed at breaking down harmful attitudes and beliefs. The trainings span a wide range of topics related to understanding the constructs of gender and different forms of gender-based violence.

Risk Reduction Programs

Risk reduction consists of services and programs designed to decrease perpetration and bystander inaction and to increase self-awareness about one's responsibility for safety and learning about how to live in an urban area. A sample of the College's risk reduction programs and services include:

Physical Education 120 - Brazilian Jiu Jitsu for Women's Self Defense: This for-credit class is offered to enhance students' awareness of the physical power gained by individuals becoming aware of their bodies' center of balance.

Cougar Shuttle: Late night (11 p.m. to 3 a.m.) free transportation for students around the Charleston peninsula. The Cougar Shuttle offers point-to-point transportation seven days a week during the academic year.

Public Safety Escorts: Public Safety officers are available to escort students point-to-point when called. The Department offers this service for the campus area.

Procedures for Victims of Sexual Assault, Dating Violence, Domestic Violence, and Stalking

If you become a victim of sexual assault, dating or domestic violence, or stalking, it is important for you to understand that it is not your fault. The individual responsible for the victimization intentionally chose to inflict harm and commit the crime. Healing from these crimes may take time, but it is possible. Reporting any of these offenses is not the same as prosecuting, and the decision to prosecute can be made later. Regardless of your decision to file or not to file an official report with law enforcement, you are encouraged to get assistance and follow the procedures suggested below.

Procedures for Victims of Sexual Assault

- Immediately get to a safe place.
- Call 911.
- Survivors of sexual assault that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off-campus jurisdiction might refuse to take the report and refer the survivor back to campus police.
- **Contact the Office of Victim Services at <http://victimservices.cofc.edu/>** whether you choose to officially report or not. The Office of Victim Services' philosophy is to work with survivors to ensure that they receive needed resources, services and information. The Office of Victim Services is located in the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency assistance or general information, please call 843.953.2273 during normal business hours 843.953.2273.
- **Get medical assistance ASAP.** Sexual Assault is an emergency. You may have injuries of which you are not aware. It is important to seek medical treatment from a facility where the staff is specially trained to provide care for sexual assault survivors in order to be examined and treated for any injuries and for exposure to sexually transmitted illnesses.
- **Collect medical evidence.** (If you choose to have evidence collected, the sooner this is done, the more

reliable and potentially useful it will be.)

Medical Assistance

It is important to get medically treated after a rape. You have the right to a free sexual assault forensic exam (SAFE) for up to 120 hours (or 5 days) for a sexual assault that occurred in the local area or elsewhere in South Carolina, whether you chose to file an official incident report or not. The SAFE exam is conducted at Medical University of South Carolina (MUSC) which has a team of specially trained Sexual Assault Nurse Examiners (SANE) on call 24/7 to care for victims of sexual assault regardless of gender or gender identity. The sexual assault forensic exam is FREE. South Carolina State Office of Victim Assistance (SOVA) reimburses the hospital for SAFE exam expenses. In the event you do not get the SANE exam, College of Charleston Student Health Services offers testing for sexually transmitted illnesses.

Preserve Evidence

It is important to preserve as much evidence as possible and not change clothes, shower or bathe, douche, drink, eat, smoke, brush your teeth, or use the bathroom unless absolutely necessary before the SAFE exam. These activities can destroy vital evidence. If you've changed your clothes since the assault, and you are reporting the incident to law enforcement, allow them to collect the clothing you were wearing at the time of the assault. If you are not contacting the police, place the clothes you were wearing in a clean, unused paper bag and bring it with you to the SAFE exam. If you do not have a clean, unused paper bag, the Office of Victim Services can provide one to you. The sexual assault nurse examiner will determine if the clothing should be included in the evidence kit.

If you believe you were given a date rape drug wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room with you. If you have been vomiting, try to vomit into a clean plastic bag and bring it with you. Be sure to tell the SANE nurse your symptoms and that you believe you were given a date rape drug, and give her the collected urine and/or vomit.

A friend may take you or accompany you to the SAFE exam. The Office of Victim Services is available to assist you, and in most instances provide transportation for you to the SAFE exam. The decision to report the assault to law enforcement authorities is solely up to you. If you file a police report, the police can also transport you to the SAFE exam. If you aren't sure whether you want to officially report the assault, you can report anonymously and have evidence collected and held while you make a decision. Having evidence collected gives you a wider range of options later if you decide to press charges against the assailant(s). The forensic evidence will be stored for one year from the date it is collected to give you time to decide whether you want to convert the anonymous kit to an active law enforcement investigation. Once the medical examination and forensic evidence collection are completed, the SANE nurse will seal the forensic evidence collection kit with no name, address, or contact information on the outside. Your hospital patient account number will be placed on the outside of the kit for payment by the State Office of Victim Assistance and tracking purposes only. The sealed kit will then be given to law enforcement for storage purposes only.

Reporting Options

- Criminal Process
- Campus Disciplinary Process - if assault was committed by another member of the College of Charleston
- Anonymous Sexual Assault Forensic Exam (SAFE)
- Civil Suit

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**

The Office of Victim Services works with survivors to ensure that they receive needed resources, services and information. The Office of Victim Services is located in the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency assistance or general information, please call during normal business hours at 843.953.2273.

Website: <http://victimservices.cofc.edu/>

- **Counseling Center**

Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.

Website: <http://counseling.cofc.edu/>

- **People Against Rape**

PAR was established in 1974 to assist adult victims of sexual assault in the tri-county community covering Charleston, Dorchester and Berkeley Counties. Their 24 hour hotline number is 1.800.241.7273.

Website: <http://www.peopleagainstrape.org/>

- **Office of Equal Opportunity Programs (Title IX)**

This office ensures immediate (non-emergency) response to complaints of sexual harassment. They provide information on all options for complaint resolution; and are responsible for conducting investigations where complaints are made against or involving students, faculty and staff. Appointment may be schedule by calling 843.953. 5754.

Website: <http://eop.cofc.edu/index.php>

- **Public Safety**

Campus Police are available 24 hours a day and may be accessed by calling 911.

Website: <http://publicsafety.cofc.edu/about/index.php>

Procedures for Victims of Dating Violence and/or Domestic Violence

- Immediately get to a safe place.
- Call 911.
- Survivors of dating violence or domestic violence that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off campus jurisdiction might refer the survivor back to campus police.
- Contact the Office of Victim Services. The Office of Victim Services works with survivors to ensure that they receive needed resources, services and information. The Office of Victim Services is located in the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Get medical assistance - If you have recently been physically abused (hit, punched, kicked, pushed/ thrown down, bitten, burned, strangled, choked or placed in choke hold, or other types of battering) it is important to seek medical care immediately in order to be examined and treated for any injuries, visible and non-visible.
- Preserve Evidence - It is important that you preserve as much evidence as possible. Evidence that is preserved may help to keep your legal options open and may help support your case in the event you elect to pursue prosecution, an order of protection, a restraining order, etc.
- Do not "disturb" or clean up the crime scene before the police arrive.
- Inform the police of any injury you may have, especially ones concealed by clothing, so they may determine how to collect evidence as appropriate.
- Document each and every incident: date, time, witnesses and a description of the incident, and keep this documentation at a location in which the abuser does not have access.
- Keep a copy of the police report(s).

- Do not initiate or receive a call or a visit from the alleged assailant. If you are concerned for your safety, call the Department of Public Safety.

Reporting Options

- Criminal Process
- Disciplinary Process - if assault committed by another member of the College of Charleston
- Restraining Order or Order of Protection
- Civil Suit

Develop a Safety Plan

In the event of an argument or assault, where would you go to minimize your risk? What rooms would you want to avoid (bathrooms may not have exits and kitchens have knives)? Who would you contact? Do you have enough money in a safe place unknown to the abuser in which you could access in an emergency? Contact the Office of Victim Services or My Sister's House, and someone will assist you with an individualized safety plan.

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**
Works with victims to ensure that they receive needed resources, services and information. Emergency assistance for victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
Website: <http://victimservices.cofc.edu/>
- **Counseling Center**
Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.
Website: <http://counseling.cofc.edu/>
- **My Sister's House**
A nonprofit organization that provides services, programs and resources to empower domestic violence victims and their children to live free from abuse. The organization operates an emergency temporary shelter at an undisclosed location for women and their children who flee abusive situations in Charleston, Berkeley and Dorchester counties in South Carolina. 24-hour crisis line: 843.744.3242
Website: <http://mysistershouse.org/>
- **Office of Equal Opportunity Programs (Title IX)**
This office ensures immediate (non-emergency) response to complaints of sexual harassment. They provide information on all options for complaint resolution; and are responsible for conducting investigations where complaints are made against or involving students, faculty and staff. Appointment may be schedule by calling 843.953. 5754.
Website: <http://eop.cofc.edu/index.php>
- **Public Safety**
Campus Police are available 24 hours a day and may be accessed by calling 911.
Website: <http://publicsafety.cofc.edu/about/index.php>

Procedures for Victims of Stalking

If you are being stalked, you are encouraged to do the following:

- Call the 911 to report each and every incident.
- Survivors of stalking incidents that occurred on campus have the option to contact the local law enforcement jurisdiction to file an official report. Please understand, that the off campus jurisdiction might refer the survivor back to campus police.
- Contact the Office of Victim Services. The Office of Victim Services works with victims to ensure that they receive needed resources, services and information. The Office of Victim Services is located the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Website: <http://victimservices.cofc.edu/>

Stalking Log

Document each and every incident: date, time, witnesses and a description of the incident and suspect.

Develop a Safety Plan

- Do not keep the stalking behavior a secret - tell people and ask for their support.
- Avoid going places alone and use the buddy system - never walk or jog alone at night and always let someone know where you are going and the expected time you will arrive home.
- Use the Cougar Shuttle which is available from 11:00 p.m. until 3:00 a.m. during the spring and fall semesters (888.960.2227)
- Ask for law enforcement to increase patrols near your residence.
- While on campus, use Campus Police escorts (843.953.5609)
- Contact the Office of Victim Services. The Office of Victim Services works with victims to insure that they receive needed resources, services and information. The Office of Victim Services is located in the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.
- Website: <http://victimservices.cofc.edu/>

Preserve Evidence

Evidence of stalking can occur in many forms that may include but is not limited to direct, indirect or third party contact; notes, gifts, and other items left for the victim; use of technology (phone, text, email, social media, etc.) to communicate with the victim. When a stalking incident occurs, it is important to preserve as much evidence as possible which may help support your case in the event you elect to pursue legal action such as prosecution, an order of protection, a restraining order, etc.

Reporting Options

- Criminal Process
- Disciplinary Process - if assault committed by another member of the College of Charleston
- Civil Suit
- Restraining Order or Order of Protection

Resources

Whether you elect to report or choose not to report, GET HELP. The following resources are available:

- **Office of Victim Services**

Works with victims to ensure that they receive needed resources, services and information.

The Office of Victim Services is located in the Lightsey Center, Rooms 101 A - C. Emergency assistance for a victimization that happened within the previous 120 hours/5 days is available by calling 843.953.2273. For non-emergency victim assistance or general information, please call 843.953.2273 during normal business hours.

Website: <http://victimservices.cofc.edu/>

- **Counseling Center**

Free to enrolled College of Charleston students and offers a variety of services and individual counseling sessions. Appointment may be scheduled by calling 843.953.5640.

Website: <http://counseling.cofc.edu/>

- **The Stalking Resource Center**

The Stalking Resource Center is a conjoint program between the National Center for Victims of Crime and the U.S. Department of Justice, Office on Violence Against Women that is committed to promoting awareness, action and advocacy to enhance victim safety and hold stalking offenders accountable.

Website: <http://victimsofcrime.org/our-programs/stalking-resource-center>

- **Office of Equal Opportunity Programs (Title IX)**

This office ensures immediate (non-emergency) response to complaints of sexual harassment. They provide information on all options for complaint resolution; and are responsible for conducting investigations where complaints are made against or involving students, faculty and staff. Appointment may be schedule by calling 843.953. 5754.

Website: <http://eop.cofc.edu/index.php>

- **Public Safety**

Campus Police are available 24 hours a day and may be accessed by calling 911.

Website: <http://publicsafety.cofc.edu/about/index.php>

Warning Signs of Abusive Behavior

Question relationships with partners who:

- Are unreasonably jealous
- Refuses to take responsibility for their actions
- Breaks or destroys their partner's belongings/property
- Puts down people, including their partner's family and friends
- Try to isolate their partner from family and friends
- Sabotages their partner's work/education (makes them late, initiates arguments/fights before a test, etc.)
- Are physically rough with their partner (push, shove, pull, grab, restrain, etc.)
- Frequently accuses their partner of flirting with others or cheating on them
- Do not care about their partner's opinions or feelings - it is their way or no way
- Blame all arguments and problems on their partner
- Abuse alcohol or other drugs
- Try to control their partner (tells them what to wear, wear to go, how to act, etc.)
- Threaten to kill himself/herself if their partner breaks up with them
- Tell their partner that they are stupid, fat, ugly, no one will want them, etc.
- Are afraid to break up with their partner
- Feel like they are constantly being checked on and must check-in with their partner
- Are walking on "egg shells" because they do not want to do anything to make their partner angry
- Cry a lot, are anxious, afraid, unhappy or depressed
- Have bruises, scratches, lacerations, burns, etc. on their arms, neck, face, or other areas of the body
- Give explanations for injuries that serve as a cover-up to excuse their partner's violent actions

Potential Options for Bystanders

Oftentimes, when a sexual assault or other traumatic event is about to occur, bystanders are close by. Many would be willing to intervene if they had an idea of what they could do. Below are a few ideas of how to get involved. It is important to evaluate the situation and develop a plan before taking action. It is imperative that you intervene ONLY if you can safely do so. Be mindful that your judgment is impaired when you are under the influence of alcohol/drugs - do not intervene if you are intoxicated as this increases your chance of harm.

- Tell the potential perpetrator that the vulnerable person is your significant other, your cousin, little sister/brother, etc.
- Pretend to receive a phone call and tell the potential perpetrator someone called the police who are on their way.
- Pretend to feel sick and tell the vulnerable person you threw up and need them to help you leave.
- Say you see an old significant other, feel uncomfortable, and need someone to stay with you in case they approach you (then leave).
- Create a distraction - Ask for the time. Ask for a menu. Ask for directions. Tell a joke or a story.
- Ask others to get involved without being violent.
- Arrange for the Cougar Shuttle to give the vulnerable person a safe ride home and ensure the potential perpetrator does not get on it at that time.
- If a friend is acting as a potential perpetrator, get them away from the situation by telling them there is another great event to go to, etc. When the two of you are away from the situation and in a safe place, let them know you care about them and do not want to see them get into trouble with the College or possibly arrested because their behavior was in the process of crossing the line to committing a crime.
- If the situation rises to the level of an emergency, call the police. If you do not want others to know, go to a bathroom, closet or outside and make the call.

Adjudication of Violations on Campus and within the Community

Students may be held accountable to both outside authorities and the College for acts that constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, or Drug Policy. Radio contact, joint patrols, and a strong partnership with local law enforcement by the campus police allow for greater awareness of incidents occurring off campus and those involved/responsible. Disciplinary proceedings initiated through the College may proceed even if criminal proceedings are pending and will not be subject to challenge on the basis that criminal charges involving the same incident have been dismissed or reduced.

Procedures for the resolution of alleged violations of the Honor Code, Code of Conduct and Alcohol/Drug Policy are outlined in the Student Handbook available at the following web address:

<http://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php>

The College of Charleston does not report or have any officially recognized student organizations that have housing facilities off-campus. There are, however, fraternity and sorority houses within the immediate area of campus that are privately-owned. Typically, Campus Police officers are the initial responders to a call from one of these locations. However, City of Charleston Police Department may be called directly for an incident and/or respond in conjunction with Campus Police. Organizations sponsoring off campus events must do so under guidelines outlined in The Compass: A Guide for Student Organizations and in compliance with the Code of Conduct.

Missing Residential Student Notification Procedures

If a member of the College of Charleston community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Department of Public Safety at 911. The Department of Public Safety will initiate an investigation.

In addition to registering general emergency contact(s), students residing in on-campus housing are informed by Residence Life and Housing at the beginning of the academic year of the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by contacting the Residence Life and Housing office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Department of Public Safety determine that the student has been missing for 24 hours, the College will contact the student's designated emergency contact, confidential contact, notify the Executive Vice President for Student Affairs and, if necessary, other law enforcement authorities; and for missing residential students under the age of 21, the College will contact local, state and/or federal authorities and the National Crime Information Center of the Department of Justice no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after the Department of Public Safety has determined that the student has been missing for 24 hours.

The College's Missing Residential Student Policy (Policy 12.2.2) can be found at:
<http://policy.cofc.edu/documents/12.2.2.pdf>

Resources

While the College of Charleston offers comprehensive victim services, students may choose to utilize service providers within the general community or at the national level. The listing below provides contact information for a variety of services that are available to any victim of sexual assault or any other crime.

Please Note: Although the following list offers resource information for both on and off campus, general community service providers do not serve as reporting entities for the College of Charleston Annual Security Report.

College of Charleston		
Campus Police/Public Safety Emergency Campus Safety Escort Service	911 843.953.5609	http://publicsafety.cofc.edu
Office of Victim Services (OVS) - Lightsey Center, 101 A - C Regular business hours After business hours/campus holidays - please reserve for victimizations that have occurred within the past 120 hours/5 days	843.953.2273 843.953.2273	http://victimservices.cofc.edu/
Crime Action Line	843.953.4998	
Student Handbook		http://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php
Student Health Services	843.953.5520	http://studenthealth.cofc.edu/
Timely Warning Alerts		http://emergency.cofc.edu/cougaralert/index.php
Community/State/National Resources		
Center for Women	843.763.7333	www.c4women.org
Charleston Pro Bono Legal Services (low income - no criminal)	843.853.6456	http://charlestonprobono.org/
Crime Victim Research Center, MUSC	843.792.8209	
Emergency Shelter for Battered Women	843.744.3242	
Family Services	843.744.1348	
National Center for Victims of Crime		http://www.victimsofcrime.org/
Health Department, Charleston County	843.579.4500	
Mental Health Center, Charleston-Dorchester	843.852.4100	charlestdorchester.mhc.org
My Sister's House, Tri-county Area	843.744.3242	http://mysistershouse.org/
National Crime Victim Bar Association: Attorney Referral		http://www.victimsofcrime.org/
People Against Rape (PAR)	843.745.0144	http://www.peopleagainstrape.org/
Public Defender's Office, Charleston County	843-958-1850	
Rape Abuse and Incest National Network	800.656.HOPE	https://rainn.org/
Sex Offender Registry		http://scor.s.ed.sc.gov/
Solicitor's Office, Charleston County	843.958.1900	
South Carolina Bar Pro Bono Program, Legal Aid Telephone Intake Service (LATIS)	888.346.5592	
South Carolina Crime Victim Ombudsman	803.734.0357	

South Carolina Victim Assistance Network	800.220.5370	http://www.scvan.org/
South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA)	803-256-2900	http://www.sccadvasa.org
United Way Assistance Hotline	211	
Local Police Departments		
Charleston City	843.577.7434	
Charleston County Sheriff	843.202.1700	
Folly Beach	843.588.2433	
North Charleston	843.740.2800	
Mount Pleasant	843.884.4176	
Isle of Palms	843.886.6522	
Sullivan's Island	843.883-3198	
Hanahan	843.747.5711	
Berkeley County Sheriff	843.723.3800	
Summerville	843.871.2463	
Goose Creek	843.797.6220	
Dorchester County Sheriff	843.832.0300	



Annual Fire Report



ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act of 2008, this report highlights fire safety information for on-campus student housing facilities, including:

1. A brief description of the College's fire safety services;
2. Procedures for student housing evacuation;
3. Policies on fire safety education and training programs;
4. Fire safety policies;
5. Plans for future fire safety improvements;
6. A chart describing the fire safety systems and number of annual fire drills for each on-campus student housing facility; and
7. Fire statistics and designated contacts for reporting fire statistics.

Fire and Emergency Medical Services (EMS)

While fire safety is the responsibility of all members of the campus community, the oversight of fire prevention rests with the College's Fire and EMS, a branch of the Department of Public Safety. Fire and EMS is located at 89 St. Philip Street, Charleston, SC 29424 and the emergency number for reporting fires is: 911.

The Chief of Public Safety is designated as the College's Fire Marshal and coordinates all fire safety activities at the College in conjunction with the City of Charleston Fire Department. The staff routinely conduct fire/safety inspections of all facilities and equipment, initiate fire drills, handle all fire-related investigations and reports in conjunction with state and local agencies, coordinate ongoing training/certification efforts for department staff members, collaborate with community and state emergency management teams, and make recommendations concerning improvements in fire safety to appropriate administrative representatives.

The College has one of the largest token ring addressable fire alarm networks on the east coast. This system provides immediate identification of the specific location of activated alarms and is also capable of identifying problems with alarm equipment or tampering with devices.

To Report a Fire

All students and employees are instructed to call 911 immediately to report a fire. The dispatchers who answer the calls are trained in handling emergencies. Fire safety education and training information is also available on-line anytime at: <http://fireandems.cofc.edu/index.php>

Procedures for Student Housing Evacuation In Case of a Fire

In the event of a fire and each time a fire alarm sounds, it is mandatory for all students, staff and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to disciplinary action. Once evacuated, residents must remain outside at their designated assembly sites until re-entry to the building has been cleared by College of Charleston Fire and EMS or City of Charleston Fire Department officials.

Assembly Sites for Fire Evacuations

These locations are provided for your safety and to allow the Fire Department personnel adequate access to the building. When an alarm sounds, students must assemble in the locations following areas:

Residence Halls (residential houses)	Fire Evacuation Assembly Site
Fort Johnson Campus	The open field located on the right side of the facility and await directions from the responding fire departments
Charleston Campus	Across the street from the historic house

Residence Halls (non-residential houses)	Fire Evacuation Assembly Site
North Charleston Campus	This campus does not have on-campus housing
Fort Johnson Campus	This campus only has residential houses, refer to that section.
Charleston Campus	See below:
Berry Hall	Across St. Philip Street beside the Bell Building in the WA parking lot
Buist/Rutledge Rivers Hall	R. S. Small Building side exit - Intersection of College Promenade Greenway Hawkins Lounge side exit - Intersection of College Promenade and Greenway Coming Street side exit - Grassy area of the horseshoe parking lot near Coming Street
College Lodge	Sidewalk on the side of the building move down to King St. in Sabatino's lot
Craig Hall	Exit the hall and walk down the sidewalk to the front of the education center.
George Street Apartments	Across George Street to the Barnett Park
Kelly House	Across St. Philip Street in the Charleston Water System parking lot
Liberty Street	Across Liberty St., down St. Philip St. into R lot
McAlister Hall	Across St. Philip Street in front of the parking garage
McConnell Hall	"P" Parking Lot behind Fraternity Row
1 Warren Place	Across the street in front of 10 Warren Place
10 Warren Place	At the far side of the parking lot
20 Warren Place	At the far side of the parking lot

Fire Log

A Fire Log is available for public inspection, upon request, during normal business hours, 8:30 a.m. - 5:00 p.m. Monday through Friday at the College's Fire and EMS, a branch of the Department of Public Safety, 89 St. Philip Street, Charleston, SC 29424. Two business days are required for a request for any portion of the log older than sixty days. The Fire Log contains the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The Fire Log will be current for the academic year and the Department of Public Safety will archive logs for the previous six years.

Policies on Portable Electrical Appliances, Smoking and Open Flames

Appliances

Residents are required to remain in the room when using a stove or oven in a common kitchen. Certain cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers. Residents in upperclassman housing with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen. To determine

whether a certain appliance is authorized, contact a CofC Fire Marshall.

Smoking

The College is a tobacco-free campus, and smoking is not permitted inside any College facility, including any residence hall or historic house. This policy includes “e-ciggs” and “vape pens”. The College also prohibits smoking on sidewalks on College-owned or College-leased property, outdoor benches, green spaces on campus, and other common areas.

Open Flames

Open flames are not permitted in any campus residential facility.

Items Not Allowed in Residence Halls

This list is subject to changes/additions. If an unauthorized item is found, it will be confiscated and WILL NOT be returned. Cooking is permitted only in residence halls/houses with kitchens. View list on website: <http://reslife.cofc.edu/>

- Candles/incense - nothing with an open flame
- Cappuccino/espresso machines
- Cooking appliances/machines with open coils
- Electric blankets
- Explosives/fireworks
- Grills (charcoal, propane, George Foreman-type)
- Halogen lamps
- Hot plates
- Lighter fluid or other combustible items
- Mini-lights (halogen)
- Multi-plug outlet (without surge protector)
- Open coil water/coffee warmers
- Rice cookers
- Space heaters
- Toaster/toaster ovens
- Woks

Policies Regarding Fire Safety Education and Training Programs

Fire safety education and training is addressed in multiple ways. First, fire safety is promoted during new student orientation sessions. Further, in accordance with National Fire Protection Association requirements, four fire drills are held in the residence halls throughout the academic year. This consists of one (1) night time drill, one (1) unannounced drill and two (2) other drills conducted at various times throughout the academic school year. The first fire drill is scheduled in the first 10 days of the fall semester to acquaint new residents with the sound of the building alarm and evacuation procedures. A mandatory hall meeting with students is held within the first week of the fall semester to present fire safety tips, review evacuation procedures, and to explain the importance of complying with these procedures. Additionally, educational sessions for Residence Life and Housing live-in staff, including residence hall assistants, are held prior to fall semester. These sessions focus on procedures for building evacuation and the proper operation of fire extinguishers.

Plans for Future Improvements

The College regularly monitors and continues to enhance fire systems in its housing facilities and other buildings as necessary. For example, the College plans to install fire sprinkler systems in the remaining

Residence Halls and historic houses that currently do not have them. The College also plans to install or upgrade monitored fire alarms systems in its student housing facilities.

Fire Protection Equipment in Student Housing

Federal law requires that the College annually disclose statistical data on all fires that occur in on-campus student housing facilities for the calendar year. For all past fires, campus community members must contact the College of Charleston Public Safety Dispatch at 843.953.5609 to report fires that the College may not be aware of so that the College may include them in the Fire Safety Report.

2020 - 2021 Fire Protection Equipment in Student Housing	Fire Alarm Monitoring Conducted Onsite by Public Safety Communi- cations	Fire Alarm System with Smoke Detector in Rooms & Common Areas	120v w/ Battery Backup Single Station Smoke De- tector in Rooms and Common Areas	120v w/ Battery Backup Intercon- nected Single Sta- tion Smoke Detectors	Fully Sprin- kled	Partial Sprinkled	Fire Extin- guishers Located in Residence Halls and Houses	Evacuation Plans	Number of Evacua- tion Fire Drills Each Calendar Year
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Residential Historic Houses

90 Wentworth	Yes	Yes	No	No	Yes	No	Yes	Yes	4
92 Wentworth	Yes	Yes	No	No	Yes	No	Yes	Yes	4
99 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4
101 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4
103 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4
105 Wentworth	No	No	No	Yes	Yes	No	Yes	Yes	4
107 Wentworth (Off Line 2020-2021)	No	No	No	Yes	Yes	No	Yes	Yes	4
28 Coming	No	No	No	Yes	Yes	No	Yes	Yes	4
32 Coming	No	No	No	Yes	Yes	No	Yes	Yes	4
34 Coming	No	No	No	Yes	Yes	No	Yes	Yes	4
36 Coming	Yes	Yes	No	No	Yes	No	Yes	Yes	4
38 Coming	No	No	No	Yes	Yes	No	Yes	Yes	4
70 Coming	Yes	Yes	No	No	Yes	No	Yes	Yes	4
72 Coming	Yes	Yes	No	No	Yes	No	Yes	Yes	4
2 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4
4 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4
6 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4
8 Bull	Yes	Yes	No	No	Yes	No	Yes	Yes	4
24 Bull	No	No	No	Yes	Yes	No	Yes	Yes	4
24 Bull Annex	No	No	No	Yes	Yes	No	Yes	Yes	4
15 St. Philip	No	No	No	Yes	No	No	Yes	Yes	4
17 St. Philip	No	No	No	Yes	No	No	Yes	Yes	4
298 Meeting	Yes	Yes	No	Yes	Yes	No	Yes	Yes	4
300 Meeting	Yes	Yes	No	No	Yes	No	Yes	Yes	4
205 Ft. Johnson Grice Marine	Yes	Yes	No	No	No	No	Yes	Yes	4

Residence Halls

Glenn McConnell: 113 Wentworth St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
Buist Rivers: 74 Coming St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
Rutledge Rivers: 74 Coming St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
Craig Hall: 35 St. Philip St.	Yes	Yes	No	No	No	No	Yes	Yes	4
Joe E. Berry: 80-A St. Philip St.	Yes	No	Yes	No	Yes	No	Yes	Yes	4
Marsha Kelly McAlister: 80-B St. Philip St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
Kelly House: 106 St. Philip St.	Yes	No	Yes	No	Yes	No	Yes	Yes	4
Liberty Street: 8 Liberty St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
College Lodge: 159 Calhoun St.	Yes	Yes	No	No	No	No	Yes	Yes	4
George St. Apartments: 55 George St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
1 Warren Place: 1 Warren St.	Yes	No	Yes	No	Yes	No	Yes	Yes	4
10 Warren Place: 10 Warren St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4
20 Warren Place: 20 Warren St.	Yes	Yes	No	No	Yes	No	Yes	Yes	4

2019 Fires Occurring in Residential Facilities	Total Fires in Each Student Resi- dential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treat- ment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Residential Historic Houses	2019	2019	2019	2019	2019	2019	2019	2019
90 Wentworth	0	0	0	0	NA	NA	NA	NA
92 Wentworth	0	0	0	0	NA	NA	NA	NA
99 Wentworth	0	0	0	0	NA	NA	NA	NA
101 Wentworth	0	0	0	0	NA	NA	NA	NA
103 Wentworth	0	0	0	0	NA	NA	NA	NA
105 Wentworth	0	0	0	0	NA	NA	NA	NA
107 Wentworth	0	0	0	0	NA	NA	NA	NA
28 Coming	0	0	0	0	NA	NA	NA	NA
32 Coming	0	0	0	0	NA	NA	NA	NA
34 Coming	0	0	0	0	NA	NA	NA	NA
36 Coming	0	0	0	0	NA	NA	NA	NA
38 Coming	0	0	0	0	NA	NA	NA	NA
70 Coming	0	0	0	0	NA	NA	NA	NA
72 Coming	0	0	0	0	NA	NA	NA	NA
2 Bull	0	0	0	0	NA	NA	NA	NA
4 Bull	0	0	0	0	NA	NA	NA	NA
6 Bull	0	0	0	0	NA	NA	NA	NA
8 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull Annex	0	0	0	0	NA	NA	NA	NA
15 St. Philip	0	0	0	0	NA	NA	NA	NA
17 St. Philip	0	0	0	0	NA	NA	NA	NA
298 Meeting	0	0	0	0	NA	NA	NA	NA
300 Meeting	0	0	0	0	NA	NA	NA	NA
205 Ft. Johnson Grice Marine	0	0	0	0	NA	NA	NA	NA
Residence Halls								
Glenn McConnell: 113 Wentworth St.	0	0	NA	NA	NA	NA	NA	NA
Buist Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Rutledge Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Craig Hall: 35 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Joe E. Berry: 80-A St. Philip St.	1	1	Mar 18	09:30	Electrical malfunction/ installation	0	0	\$150,000
Marsha Kelly McAlister: 80-B St. Philip St.	1	1	Nov 25	14:00	Careless use of matches	0	0	\$1
Kelly House: 106 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Liberty Street: 8 Liberty St.	1	1	Sep 18	15:25	Cooking/Grease fire	0	0	\$1
College Lodge: 159 Calhoun St.	0	0	NA	NA	NA	NA	NA	NA
George St. Apartments: 55 George St.	1	1	Aug 31	08:38	Cooking/Grease fire	0	0	\$1
1 Warren Place: 1 Warren St.	0	0	NA	NA	NA	NA	NA	NA
10 Warren Place: 10 Warren St.	1	1	Mar 30	10:20	Cooking/Grease fire	0	0	\$1,500
20 Warren Place: 20 Warren St.	0	0	NA	NA	NA	NA	NA	NA

2018 Fires Occurring in Residential Facilities	Total Fires in Each Student Resi- dential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treat- ment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Residential Historic Houses	2018	2018	2018	2018	2018	2018	2018	2018
90 Wentworth	0	0	0	0	NA	NA	NA	NA
92 Wentworth	0	0	0	0	NA	NA	NA	NA
99 Wentworth	0	0	0	0	NA	NA	NA	NA
101 Wentworth	0	0	0	0	NA	NA	NA	NA
103 Wentworth	0	0	0	0	NA	NA	NA	NA
105 Wentworth	0	0	0	0	NA	NA	NA	NA
107 Wentworth	0	0	0	0	NA	NA	NA	NA
28 Coming	0	0	0	0	NA	NA	NA	NA
32 Coming	0	0	0	0	NA	NA	NA	NA
34 Coming	0	0	0	0	NA	NA	NA	NA
36 Coming	0	0	0	0	NA	NA	NA	NA
38 Coming	0	0	0	0	NA	NA	NA	NA
70 Coming	0	0	0	0	NA	NA	NA	NA
72 Coming	0	0	0	0	NA	NA	NA	NA
2 Bull	0	0	0	0	NA	NA	NA	NA
4 Bull	0	0	0	0	NA	NA	NA	NA
6 Bull	0	0	0	0	NA	NA	NA	NA
8 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull Annex	0	0	0	0	NA	NA	NA	NA
15 St. Philip	0	0	0	0	NA	NA	NA	NA
17 St. Philip	0	0	0	0	NA	NA	NA	NA
298 Meeting	0	0	0	0	NA	NA	NA	NA
300 Meeting	0	0	0	0	NA	NA	NA	NA
205 Ft. Johnson Grice Marine	0	0	0	0	NA	NA	NA	NA
Residence Halls								
Glenn McConnell: 113 Wentworth St.	0	0	NA	NA	NA	NA	NA	NA
Buist Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Rutledge Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Craig Hall: 35 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Joe E. Berry: 80-A St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Marsha Kelly McAlister: 80-B St. Philip St.	1	1	Sep 29	20:12	Burning food on stove	0	0	\$1
Kelly House: 106 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Liberty Street: 8 Liberty St.	0	0	NA	NA	NA	NA	NA	NA
College Lodge: 159 Calhoun St.	0	0	NA	NA	NA	NA	NA	NA
George St. Apartments: 55 George St.	0	0	NA	NA	NA	NA	NA	NA
1 Warren Place: 1 Warren St.	0	0	NA	NA	NA	NA	NA	NA
10 Warren Place: 10 Warren St.	0	0	NA	NA	NA	NA	NA	NA
20 Warren Place: 20 Warren St.	0	0	NA	NA	NA	NA	NA	NA

2017 Fires Occurring in Residential Facilities	Total Fires in Each Student Resi- dential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treat- ment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Residential Historic Houses	2017	2017	2017	2017	2017	2017	2017	2017
90 Wentworth	0	0	0	0	NA	NA	NA	NA
92 Wentworth	0	0	0	0	NA	NA	NA	NA
99 Wentworth	0	0	0	0	NA	NA	NA	NA
101 Wentworth	0	0	0	0	NA	NA	NA	NA
103 Wentworth	0	0	0	0	NA	NA	NA	NA
105 Wentworth	0	0	0	0	NA	NA	NA	NA
107 Wentworth	0	0	0	0	NA	NA	NA	NA
28 Coming	0	0	0	0	NA	NA	NA	NA
32 Coming	0	0	0	0	NA	NA	NA	NA
34 Coming	0	0	0	0	NA	NA	NA	NA
36 Coming	0	0	0	0	NA	NA	NA	NA
38 Coming	0	0	0	0	NA	NA	NA	NA
70 Coming	0	0	0	0	NA	NA	NA	NA
72 Coming	0	0	0	0	NA	NA	NA	NA
2 Bull	0	0	0	0	NA	NA	NA	NA
4 Bull	0	0	0	0	NA	NA	NA	NA
6 Bull	0	0	0	0	NA	NA	NA	NA
8 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull	0	0	0	0	NA	NA	NA	NA
24 Bull Annex	0	0	0	0	NA	NA	NA	NA
15 St. Philip	1	1	Mar 16	23:51	Malfunctioning oven control - board shorted	0	0	\$275
17 St. Philip	0	0	0	0	NA	NA	NA	NA
298 Meeting	0	0	0	0	NA	NA	NA	NA
300 Meeting	0	0	0	0	NA	NA	NA	NA
205 Ft. Johnson Grice Marine	0	0	0	0	NA	NA	NA	NA
Residence Halls								
Glenn McConnell: 113 Wentworth St.	1	1	May 2	15:13	Electrical fire in broken outlet	0	0	\$125
Buist Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Rutledge Rivers: 74 Coming St.	0	0	NA	NA	NA	NA	NA	NA
Craig Hall: 35 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Joe E. Berry: 80-A St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Marsha Kelly McAlister: 80-B St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Kelly House: 106 St. Philip St.	0	0	NA	NA	NA	NA	NA	NA
Liberty Street: 8 Liberty St.	1	1	Sep 16	01:24	Electrical fire caused by damaged phone charger	0	0	\$125
College Lodge: 159 Calhoun St.	0	0	NA	NA	NA	NA	NA	NA
George St. Apartments: 55 George St.	0	0	NA	NA	NA	NA	NA	NA
1 Warren Place: 1 Warren St.	0	0	NA	NA	NA	NA	NA	NA
10 Warren Place: 10 Warren St.	0	0	NA	NA	NA	NA	NA	NA
20 Warren Place: 20 Warren St.	1	1	Feb 8	20:31	Dryer fire causes by dirty lint vent	0	0	\$75

End of Report