



COLLEGE *of*
CHARLESTON

Annual Security and Fire Reports
2026 - 2027



Includes Statistics for 2023, 2024, and 2025 Calendar Years



Page Intentionally Left Blank

Table of Contents

Annual Security Report4

Campus Security Authorities8

What Offenses Must Be Tracked9

What Locations Must Be Tracked 16

Crime Statistics18

Emergency Response, Evacuation and Emergency Procedures 22

Security Awareness Programs for Students and Employees29

Student and Employee Alcohol and Drug Policies33

Reporting Procedures For Sexual Misconduct Complaints37

Procedures for Victims of Sexual Assault, Dating Violence, Domestic Violence, and Stalking49

Adjudication of Violations on Campus and within the Community56

Missing Residential Student Notification Procedures57

Hazing57

Resources64

Annual Fire Report66

Procedures for Student Housing Evacuation In Case of a Fire67

Items Not Allowed in Residence Halls69

Policies Regarding Fire Safety Education and Training Programs70

Fire Protection Equipment in Student Housing71

Fires Occurring in Residential Facilities74



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 Police 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 Police (also referred to as "Public Safety Police") or, through jurisdictional agreement, City of Charleston Police Department, Charleston County Sheriff's Office, 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;
- 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 Public Safety Police (e.g., Patriot's Point Athletics 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 Charleston County Sheriff's Office for the Grice Marine Laboratory Campus and Stono Preserve, and the Mt. Pleasant Police Department for the Patriot's Point Athletics Complex reflect 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 and 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 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 <https://charleston.edu/student-affairs/index.php#accordion-4fb97162-ab60-452d-a704-fb1ff588b9e0-1>. The Annual Security Report is also available in printed form at the Department of Public Safety 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.

College of Charleston Campuses

Grice Marine Laboratory

205 Fort Johnson Road
Charleston, SC 29412

The Grice Marine Laboratory Campus 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 Grice Marine Lab Campus, random patrols by the Department of Public Safety Police, 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 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 Police. To report a crime or an emergency at the 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 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, give 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 (<https://charleston.edu/policy/documents/9.2.1.pdf>). 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 Grice Marine Campus; a few policies apply only to the Grice Marine 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. 12,000 undergraduates, graduate students and doctoral 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

The Department of Public Safety Police 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 Public Safety Police. Members of the campus community are encouraged to report all crimes as soon as possible to Public Safety 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's Department of Public Safety Police. For any emergency; criminal, fire, or medical, call 911 immediately. The dispatcher who answers your call is trained in handling emergencies and will take your information.

- 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 consult with supervisors as appropriate. Non-emergency requests can be phoned into the College's Public Safety Police Dispatch Center at 843-953-5609.

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 Public Safety Police 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 include, but are not limited to the following:

Athletics - 843.953.5467

Director
Associate Director
Coaches

Office of the Dean of Students - 843.953.5522

Associate Vice President for Student Well-being & Dean of Students
Associate Dean of Students

Equal Opportunity Program - 843.953.5754

EOP and Title IV Staff

Grice Marine Campus - 843.953.9186

Director

Fraternity and Sorority Life - 843.953.6356

Director

Advisors

Residence Life - 843.953.1476

Residence Life Staff

Student Affairs - 843.953.5522

Office of Executive Vice President

Executive Vice President for Student Affairs

Associate Vice President for Student Engagement

Student Involvement - 843.953.2291

Executive Director

Advisors to student organizations

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

State Definition: Abuse between household members

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.

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

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

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.

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

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

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

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

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

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

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.

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.

For purposes of this definition:

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

Dating violence does not include acts covered under the definition of domestic violence.

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.

Note: There is no State Definition for Dating Violence.

Stalking

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:

Death of the person or a member of his family;

Assault upon the person or a member of his family;

Bodily injury to the person or a member of his family;

Criminal sexual contact on the person or a member of his family;

Kidnapping of the person or a member of his family; or

Damage to the property of the person or a member of his family.

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

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

For the purposes of this definition-

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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or

counseling.

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. Motor vehicle theft includes 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, etc.

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. For more information on the definition and classification of hate/bias crimes, see: <https://www.fbi.gov/investigate/civil-rights/hate-crimes>.

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.

Hazing

Federal Definition: Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Organization Definition for Hazing

An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

South Carolina Hazing Law and Definitions 16-3-510: It is unlawful for a person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to a person for the purpose of initiation or admission into or affiliation with a chartered or nonchartered student, fraternal, or sororal organization. Fraternity, sorority, or other organization for purposes of this section means those chartered and nonchartered fraternities, sororities, or other organizations operating in connection with a school, college, or university. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational.

Unlawful to assist in or fail to report hazing: 16-3-520: It is unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by Section 16-3-510 or to fail to report promptly any information within his knowledge of acts made unlawful

by Section 16-3-510 to the chief executive officer of the appropriate school, college, or university.

Penalties 16-3-530: Any person who violates the provisions of Sections 16-3-510 or 16-3-520 is guilty of a misdemeanor and, upon conviction, must be punished by a fine not to exceed five hundred dollars or by imprisonment for a term not to exceed twelve months, or both.

Consent not a defense 16-3-540: The implied or express consent of a person to acts which violate Section 16-3-510 does not constitute a defense to violations of Sections 16-3-510 or 16-3-520.

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 Public Safety 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 (2025) and the preceding two years (2024 and 2023). 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

Grice Marine Laboratory 205 Fort Johnson Road Charleston, SC 29412												
Unfounded	There were no unfounded Clery Offenses in 2023, 2024 or 2025.											
Hate Crimes	There were no reported hate crimes in 2023, 2024 or 2025.											
Primary Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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
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
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
VAWA Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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
Hazing Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0

Arrests	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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 Action/ Conduct Referrals	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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	2023 - There was one (1) unfounded hate crime (sexual orientation) reported. 2024 - There were zero (0) unfounded crimes reported. 2025 - There was one (1) unfounded primary crime of motor vehicle theft on public property.											
Primary Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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
Rape	13	12	10	13	9	7	0	4	0	0	0	0
Fondling	3	0	2	3	0	2	1	0	0	0	2	0
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	1	0
Aggravated assault	0	0	5	0	0	3	0	0	0	3	1	4
Burglary	4	4	9	2	0	3	0	0	0	0	0	0
Motor vehicle theft	1	5	12	0	0	0	0	0	0	3	3	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Domestic violence	0	2	0	0	1	0	0	0	0	1	1	2
Dating violence	2	4	5	2	1	3	0	0	0	0	3	2
Stalking	2	2	2	2	1	0	0	0	0	0	0	0
Hazing	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Hazing	NA	NA	0	NA	NA	0	NA	NA	0	NA	NA	0

ARRESTS	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Law	24	24	8	23	23	8	0	0	1	7	3	3
Drug Law	32	16	16	22	9	4	0	2	3	27	41	39
Weapons	2	2	1	0	0	1	0	0	0	4	3	1
Disciplinary Actions/ Conduct Referrals	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Law	167	215	180	166	206	175	0	0	0	0	0	0
Drug Law	30	28	43	24	27	32	0	1	1	1	4	0
Weapons	1	0	0	1	0	0	0	0	0	2	0	0
Hate Crimes	On Campus (including in Residence Halls)			In Residence Halls			Non-Campus			Public Property		
	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
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
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
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
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault (Sexual Orientation)	1	0	1	1	0	1	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Property Destruction (Race)	0	0	1	0	0	1	0	0	0	0	0	0

Crime statistics within this rubric are collected from official reports filed with law enforcement and disclosures made to Campus Security Authorities (CSAs). Some victims/survivors elected not to file an official report with law enforcement but instead disclosed to a Campus Security Authority and/or sought assistance from campus resources.

Daily Crime Log

The Public Safety 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. The 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 Public Safety 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, the College's Decisional Authority Team (DAT) from information received from the Department of Public Safety, 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 emergency notification system operates under the supervision of the Decisional Authority Team. The Decisional Authority Team confirms the existence of an emergency/crisis involving campus. Members are responsible for approving and implementing emergency response policies and protocols to keep all campus members as safe as possible. Decisions will be made by those members available at the time of the emergency. The Decisional Authority Team

members are listed in the identified chain of command for general, campus-wide decisions. The order of the chain of command is as follows: President, Chief of Staff, Provost/Executive Vice President for Academic Affairs, Chief Financial Officer/Executive Vice President for Business Affairs, Executive Vice President for Student Affairs, Deputy Chief of Staff, Vice President of Marketing and Communications, Chief of Police, and General Counsel.

Once the determination of an emergency is made Cougar Alerts will be initiated without delay, incident specific and coordinated between Public Safety and University Communications, assisted by the President's Office. University Communications will be the primary conduit for issuance of these alerts.

In exceptional emergency circumstances, the Department of Public Safety and/or University Communications, assisted by the President's Office as appropriate will serve as the issuing authority. Examples include, but are not limited to active aggressor/shooter, fire in a campus facility, a riot, active flash flood, hurricane evacuation order, etc.

In the event of an active aggressor/shooter on or near campus, the dispatch officer on campus will be directed by the Chief of Public Safety Police, Deputy Chief of Police or Public Safety Supervisor on Duty to immediately issue an Aggressor on Campus Emergency Cougar Alert. The messaging contained in this Aggressor on Campus Emergency Cougar Alert is pre-drafted and loaded into the College's Cougar Alert system for immediate electronic distribution.

Determination of Notification to All or Part of the Campus

The Decisional Authority Team 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 Decisional Authority Team 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.

Tests of the Cougar Alert System

Tests were conducted in In 2025 on March 20 - 21 and September 3 - 4. All tests had prior notifications to encourage the campus community to update contact information. A review of the data from the tests was presented at meetings of the Decisional Authority Team offering an opportunity to make changes and fine tune the system.

The emergency information page located at: <https://emergency.charleston.edu/>. It provides information relevant to fires, building evacuation procedures, suspicious packages, bomb threats, and active aggressors/shooters. Training of Public Safety personnel and drills relevant to emergencies on campus are ongoing. Emergency evacuation of the residence halls are conducted throughout the year.

Procedures for Testing Emergency Response and Evacuation Procedures

Tabletop Exercise

On March 14, 2025, the College of Charleston Department of Public Safety (DPS) conducted a tabletop exercise simulating an active shooter incident at DPS Headquarters, 89 St. Philip Street, Charleston, SC. The exercise was attended by representatives from the Charleston Police

Department, EMS, the College of Charleston Fire and Communications offices, and DPS personnel. Also invited were the Charleston Fire Department, MUSC Department of Public Safety, and Charleston County Emergency Management.

The full DPS command staff and civilian personnel participated in the exercise, which simulated coordinated response operations to both internal and external active shooter threats. The scenario emphasized tactical command, staging, and the formation of Rescue Task Force (RTF) units to safely move and treat the wounded. There was also an emphasis on staging areas and parking for responding units.

The exercise utilized the Counterstrike board-based training system, developed by C3 Pathways, for active shooter and Incident Command System (ICS) response. The session was facilitated by a Summerville Police Department Sergeant who is a certified instructor in active shooter response and the Counterstrike system. The Sergeant served as both judge and facilitator, assigning ICS roles to DPS command staff and guiding participants through real-world problem-solving in the context of a large-scale response to an active aggressor.

Key outcomes included the decision to incorporate real campus buildings and maps within the Counterstrike system to increase realism (we have purchased the items needed for this) and to expand the "after the incident" response and planning by non-DPS offices on campus. Participant feedback was overwhelmingly positive, particularly regarding the value of ICS principles and C3 Pathways checklists in managing the complexity of multi-agency response operations. The CFD had great input on the Rescue Task Force portion of the tabletop and was able to discuss the full RTF response concept and their planning for it.

Following the exercise, a structured "hot wash" debrief was conducted with input from the Summerville Police Department Sergeant, Fire, EMS, and CPD representatives. This discussion highlighted lessons learned, reinforced best practices, and identified opportunities for continued growth and interagency coordination.

Evacuation Procedures

- When the fire alarm is activated, evacuation is mandatory. Follow instructions indicated in Cougar Alerts and get yourself to safety.
- Do not use elevators.
- Carry only necessary belongings (keys, purses, wallet, phone, etc.)
- Close doors as you exit.
- Do not re-enter spaces.
- Move to a safe area and away from the building in danger.
- Do not return to the area until authorized to do so by emergency personnel or through Cougar Alert notification.

Emergency Procedures

"Shelter-in-Place"

- Stay where you are. Choose appropriate shelter location with the best protection.
- Remain sheltered until instructed that it is safe to leave.

- Monitor Cougar Alerts: <https://emergency.charleston.edu/>

Fires

- Activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Leave building immediately using stairs, not elevators.
- Close doors as you evacuate the area.
- Do not re-enter the building.

Suspicious Activity/Bomb Threat

- Do not confront the person exhibiting suspicious behavior or touch the package.
- Call 911.
- Share as much information as possible.
- Follow information from first responders.

Active Shooters/ Aggressor

- **AVOID:** Pay attention to surroundings, have an exit plan, move away from the source of threat.
- **DENY:** Keep distance from threat, create barriers, turn lights off, silence phone.
- **DEFEND:** Be aggressive, commit to your actions.

Severe Weather

- Severe weather can occur at any time.
- Keep calm and be aware of your surroundings.
- Seek substantial shelter, NOT your vehicle, or evacuate as instructed.
- Monitor Campus Advisories: <https://emergency.charleston.edu/>

The emergency information page located at: <http://emergency.cofc.edu/index.php> provides information relevant to fires, building evacuation procedures, suspicious packages, bomb threats, suspicious behavior/persons of concern, and active shooters. For a full disclosure of the evacuation procedures for hazardous weather, please visit the residence hall website at: <http://reslife.cofc.edu/policies-and-procedures/hazardous-weather-procedure.php>. Training of Public Safety personnel and drills relevant to emergencies on campus are ongoing. Emergency evacuation of the residence halls are conducted throughout the year.

Timely Warning

A crime that occurs on campus property or public property that is enumerated in the Annual Security Report which, in the judgment of the DAT, poses a continuing threat to members of the campus community will result in the issuance of a Timely Warning. The Timely Warning will be sent to the campus community through email. When determined appropriate, as soon as possible under the circumstances. The notification will provide as much information as can be obtained from appropriate sources without jeopardizing an ongoing investigation and withholding as

confidential the names of victims. Information in the notification will include a clearly stated warning, the location, time, and date incident occurred, a description of suspect(s), if available, a brief overview and recommendations for staying safe.

Campus Advisory

Campus Advisories are intended to provide information about events or ongoing issues that might affect members of the campus community but that do not pose an immediate danger to health and safety. Examples include wide-spread street closures, facilities-related issues affecting large numbers of people, and other incidents that do not meet the level of a Cougar Alert emergency notification or Timely Warning notification. Campus Advisories will be sent via campus email.

Annual Security Report Policy Statements

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's Department of Public Safety Police. For any emergency; criminal, fire, or medical, call 911 immediately. The dispatcher who answers your call is trained in handling emergencies and will take your information.

- 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. Non-emergency requests can be phoned into the College's Public Safety Police Dispatch Center at 843-953-5609.

Limited Voluntary Confidential Reporting

While the College encourages all victims to report crimes to the Department of Public Safety Police, anyone may report a crime anonymously by filing a report online at the Silent Witness website: <https://charleston.edu/public-safety/contact-us/silent-witness/index.php>

Crimes may also be reported anonymously using RealResponse, the College's anonymous, two-way texting tool. Text 231-462-5933 via the Real Response Portal <https://charleston.edu/dean-of-students/real-response.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.

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., and Hollings Science Center closing at midnight, and Addlestone 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, except for Kelly House, 99 St. Philip St, and George Street Apt.

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 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 Assistant Directors 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 (<https://charleston.edu/policy/documents/9.2.1.pdf>). 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 Campus Housing and Public Safety Police.

Campus Law Enforcement

The Department of Public Safety Police, is the recognized law enforcement agency for the College of Charleston. The primary goal of Public Safety Police is to create and assure a safe, orderly and

secure environment for those we serve.

Public Safety 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. Public Safety Police will redact the name of a victim and information which could cause the identification of the victim from Public Safety Police incident reports, and other Public Safety Police records which could be made public, involving reports of domestic violence, dating violence, sexual assault or stalking.

Description of the Department of Public Safety Police

The Department of Public Safety Police is staffed with 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. Public Safety Police officers are required to complete Pre-Academy Training Class currently offered by our law enforcement partners at the Charleston Police Department and Mount Pleasant Police Department. Once the Pre-Academy has been completed officers are required to complete a 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.

In addition, security officers are trained to staff the residence halls and the Addlestone Library. These officers provide internal security and liaison support for the patrol officers.

The following services are offered by Public Safety Police: Fingerprinting, Project Identification for Property, Computer Registration, Lost and Found, Bicycle Registration, Residence Hall Safety Meetings, Weekly 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 the Department of Public Safety Police and the City of Charleston Police Department, Charleston County Sheriff's Office, and Mount Pleasant 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. Emergencies at 911, non-emergency on campus to Public Safety Police Dispatch at 843-953- 5609, and non-emergency off campus at 843-743-7200, with Charleston County Consolidated Dispatch.

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. The Counseling Center 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 new student orientation students are informed of services offered by the Public Safety Police and other offices at the College of Charleston. Speakers and slide presentations outline ways to maintain personal safety on and off campus. Public Safety Police officers conduct demonstrations of safety techniques and illustrates how to contact Public Safety Police. Students are told about the crime prevention services available through the Department of Public Safety Police 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 Police. Residential students attend mandatory floor meetings and are oriented to residence hall security procedures and policies. Public Safety Police, Residence Life, and 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 Police 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 864.636.0972 at the time the ride is needed to be picked up and transported to most destinations on the Charleston peninsula south of the Crosstown. Information on the Cougar Shuttle is available at <https://charleston.edu/student-affairs/index.php#accordion-3c7d3e9c-bd8b-4c17-b69b-029548357a8f-5>.

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. If 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 inside the building until a Public Safety Police representative arrives. This program, staffed by the on-campus 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 48 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 Public Safety Police dispatch, and Public Safety Police 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.

Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus departments throughout the year. Public Safety Police facilitates 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. S.C.O.P.E. (Safe Campus Outreach, Prevention and Education), a student organization, sponsors creative programs several times each semester about personal safety and primary prevention messages regarding consent, sexual assault, dating violence, domestic violence stalking, bystander intervention, etc.

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.

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 <https://scor.sled.sc.gov/ConditionsOfUse.aspx> or to find out more information pertaining to the registry, go to <https://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

Sexual misconduct information is available on several webpages regarding campus resources; reporting, private, or confidential options; policy locations; and definitions for key concepts.

- <https://charleston.edu/victim-services/index.php>
- <https://charleston.edu/equal-opportunity-programs/title-ix.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 Police 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 Police and the City of Charleston Police Department conduct joint patrols in some neighborhoods surrounding the campus on the weekends. The College of Charleston has 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 Police can and do respond to student-related incidents that occur in close proximity to campus. College of Charleston Public Safety Police 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. The development sessions cover crucial information regarding federal/state non-discrimination laws and College policies on Title IX and other forms of discrimination and harassment. Additionally, the sessions provide 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. Further, the training provides information about the rights and the resources that are available to faculty and staff who experience discrimination or harassment. The trainings are available to all employees in CougarEd, and on the Equal Opportunity Programs' webpage: <https://charleston.edu/equal-opportunity-programs/training-materials.php>. The College also provides additional development opportunities for supervisors on these topics through its Supervisor Essentials Certificate Program.

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 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 counseling services by contacting the Counseling Center at 843.953.5640. Faculty and staff may contact AllOne Health, the Employee Assistance Program, at 888-993-7650 for referral assistance for a number of personal problems, including substance abuse. Refer to the website:

<https://charleston.edu/hr/benefits-and-wellness/employee-assistance-program.php>

For more information regarding alcohol and drug policies on campus, students may refer to the Student Handbook website at: <https://charleston.edu/student-handbook/index.php> and faculty and staff may refer to the Human Resources Policies website at:

<https://charleston.edu/policy/index.php>. Enforcement of applicable drug and alcohol laws is the responsibility of the College of Charleston Department of Public Safety Police 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:

<https://charleston.edu/student-affairs/index.php#accordion-4fb97162-ab60-452d-a704-fb1ff588b9e0-2>

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:

<https://charleston.edu/student-affairs/index.php#accordion-4fb97162-ab60-452d-a704-fb1ff588b9e0-2>

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 AllOne Health Employee Assistance Program (<https://charleston.edu/hr/benefits-and-wellness/employee-assistance-program.php>) for its employees, which 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 AllOne Health Employee Assistance Program for assessments, alcohol and drug-related counseling, and prevention services.

The Collegiate Recovery Program (CRP) is an institutionally sanctioned and supported program for students in recovery from substance use disorder and addictive behaviors seeking a degree in higher education. It is a structured, healthy community where recovering students can thrive academically and socially while actively pursuing their recovery. The CRP provides students an opportunity to bond together in an alcohol-free and drug-free environment. Additional information on CRP is available at <https://charleston.edu/collegiate-recovery-program/>.

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/Survivors 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 Campus Safety Act 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 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 reporting of numbers herein of domestic violence, dating violence and stalking, the College has implemented the following:

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

Victim/Survivor 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 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. The certified victim assistance providers are available to assist a victim/survivor:

- 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 (No Contact Directive, 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 and/or conduct 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 realistic and 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 direct requests for assistance and referrals from faculty, staff, parents, students, law enforcement and community resources. A direct intervention process for the offices of Student Health Services, Public Safety Police, Dean of Students, Associate Dean of Students, Counseling Center, Title IX Coordinator and Residence Life, 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 <https://charleston.edu/victim-services/index.php>.

The Office of Victim Services is located in Lightsey Center, suite 101. 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 College 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 safety and promote accountability. This includes 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 the proceedings, appeal procedures, any change to the results before it becomes 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 the Office of Equal Opportunity Programs and/or Public Safety Police. Reports can be made to the Office of Equal Opportunity Programs by phone, email, online, or in person. Reports can also be submitted anonymously through Silent Witness. Reports submitted through Silent Witness will be reviewed by Public Safety Police.

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 and/or employee's rights and options.
- Information on preserving evidence.

- 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 Public Safety Police or local law enforcement, in addition to pursuing any administrative investigation. They may elect to work with the 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 ongoing 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 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 Title IX Sexual Harassment Policy and Grievance Procedure. All parties 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 - EOP) 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 to the campus community, 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 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 not be used, under the Title IX Sexual Harassment Policy and Grievance Procedure, to resolve cases where the Respondent is an employee.

In the absence of a complaint or where the Complainant declines to file a complaint, 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 implement interim action as may be appropriate under the circumstances.

Interim Actions

Whenever there is a report 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 individualized 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:

- Orders of "no contact"
- Providing an escort to allow the parties to move safely between classes, on campus work assignments and other on campus 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 or work schedules/assignments
- 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: <https://charleston.edu/equal-opportunity-programs/files/program-thumbnails/sexual-assault-resources.pdf>

Investigation

When it is determined that an investigation is warranted, the Title IX Coordinator will designate an investigator(s). The investigators 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 EOP office 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 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. 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 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 under the Title IX Sexual Harassment Policy and Grievance Procedure, the investigative report will be provided to the decision-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 Title IX Sexual Harassment Policy and Grievance Procedure

All matters investigated under the Title IX Sexual Harassment Policy and Grievance Procedure will be decided by a hearing using the preponderance of the evidence standard. 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 hearing panel members receive specialized training for adjudicating cases alleging 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 reoccur 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 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 proceedings and the procedures to appeal the results of the proceeding.
- The investigations and proceedings will be conducted by officials who receive annual training 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 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 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).

For appeals arising under the Student Sexual Misconduct Policy, 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 arising under the Interim Title IX Sexual Harassment Policy and Grievance Procedure student appeals must be submitted, in writing, to the Executive Vice President for Student Affairs. Where the respondent's primary role with the College is a faculty member, appeals shall be submitted to the Provost and Executive Vice President for Academic Affairs. Where the Respondent's primary role with the College is a staff member or other administrator, appeals under this section shall be submitted to the Chief of Staff. The appeal decision-maker(s) will be an official other than the decisionmaker(s) that reached the decision being appealed, and likewise will not be the investigator(s), Title IX Coordinator or Deputy Title IX Coordinators.

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.

Definitions of the terms Proceeding and Result

Proceeding means a 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 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.

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 online 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.

National Hazing Prevention Week: The Office of Fraternity and Sorority Life, Student Involvement, Athletics, and Public Safety hosts awareness campaigns through social media, 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.

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.

Consent and Bystander Intervention awareness: All incoming first year students review a mandatory online presentation 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 sessions online. The students are provided the opportunities to discuss actively the information they receive. 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. Bystander Intervention awareness is promoted several times every academic year through flyers disseminated on campus, posters, in-person presentations, and S.C.O.P.E. programming.

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 could be 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 targeted 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 targeted 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 targeted person 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:

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.

Sexual misconduct information is available on several webpages regarding campus resources; reporting, private, or confidential options; policy locations; and definitions for key concepts:

- <https://charleston.edu/victim-services/index.php>
- <https://charleston.edu/equal-opportunity-programs/title-ix.php>

S.C.O.P.E. – Safe Campus Outreach, Prevention and Education Peer Team: The S.C.O.P.E. team is made up of students and focused on building awareness and promoting risk reduction through the coordination of many types of programs.

Students4Support: 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. Students4Support provide confidential client education sessions after hours and through texting and an online 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.

Employees receive training on primary prevention through the College's CougarEd sexual misconduct prevention training curriculum.

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 program:

All incoming students (new freshmen and transfers) must complete the online 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 conducted several orientation sessions during the summer. Presentations by the certified victim advocates and officials from the Office of the Dean of Students, incoming students hear of the campus services – confidential and non-confidential –, policies and procedures for filing a complaint and the disciplinary outcomes for offenders. The Department of Public Safety Police 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:”
<https://charleston.edu/public-safety/staying-safe/index.php>

Alcohol and Other Drugs (AOD) Working Group: The Group meets 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.

Employees receive training on primary prevention through the College’s CougarEd sexual misconduct prevention training curriculum.

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:

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

Public Safety Police Escorts: Public Safety Police 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/Survivors 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 law enforcement jurisdiction might refuse to take the report and refer the survivor back to campus police.
- **Contact the Office of Victim Services** at <https://charleston.edu/victim-services/index.php> 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, Suite 101. 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 Department of Crime Victim Compensation 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. The sexual assault nurse examiner will determine if the clothing should be included in the evidence kit.

If you believe you were slipped a drug used to facilitate rape, 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 slipped a drug and give them the collected urine and/or vomit. 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 South Carolina Department of Crime Victim Compensation and for tracking purposes only. The sealed kit will then be given to law enforcement for storage purposes only.

Reporting Options

- Criminal Process - to file an official report with campus police either call Public Safety at 843-953-5609 (non-emergency) or 911 (emergency) and they will respond to the survivor's on-campus location; or the survivor may meet with campus police at their headquarters located at 89 St. Philip Street (parking garage located across the street from Berry residence Hall). To file an official report with an off campus law enforcement agency, call 911. The dispatcher will dispatch an officer to the survivor's location.
- 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 information, resources, and services. The Office of Victim Services is located in the Lightsey Center, Suite 101. 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: <https://charleston.edu/victim-services/index.php>

- **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: <https://charleston.edu/counseling/index.php>

- **Tri-County Speaks**

Tri-County Speaks (formerly known as 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 (843)-745-0144.

Website: <https://tricountyspeaks.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 administrative investigations where complaints are made against or involving students, faculty and staff. Appointment may be scheduled by calling 843.953.5754.

Website: <https://charleston.edu/equal-opportunity-programs/index.php>

- **Department of Public Safety Police**

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

Website: <https://charleston.edu/public-safety/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 Public Safety 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, Suite 101. 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 Police.

Reporting Options

- Criminal Process - to file an official report with campus police either call Public Safety at 843-953-5609 (non-emergency) or 911 (emergency) and they will respond to the survivor's on-campus location; or the survivor may meet with Public Safety Police at their headquarters located at 89 St. Philip Street (parking garage located across the street from Berry residence Hall). To file an official report with an off-campus law enforcement agency, call 911. The dispatcher will dispatch an officer to the survivor's location.
- 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? Is your mobile phone always charged so you can make a phone call for help? Do you have important documents, and enough money in a safe place unknown to the abuser in which you could access in an emergency? Have you established a code word with a friend or family member that would let them know you need help without tipping off the abuser? 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: <https://charleston.edu/victim-services/index.php>

- **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: <https://charleston.edu/counseling/index.php>

- **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: <https://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. Appointments may be scheduled by calling 843.953.5754.

Website: <https://charleston.edu/equal-opportunity-programs/index.php>

- **Department of Public Safety Police**

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

Website: <https://charleston.edu/public-safety/index.php>

Procedures for Victims of Stalking

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

- Call 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 Public Safety 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, Suite 101. 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: <https://charleston.edu/victim-services/index.php>

Stalking Log

Document each and every incident: date, time, witnesses and a brief 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 using 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. Keep your mobile phone always charged so you can make a phone call for help. Establish a code word with a friend or family member that would let them know you need help without tipping off the alleged.
- Use the Cougar Shuttle which is available from 11:00 p.m. until 3:00 a.m. during the spring and fall semesters.
- Ask for law enforcement to increase patrols near your residence.
- While on campus, use Public Safety Police escorts (843.953.5609)
- **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 in the Lightsey Center, Suite 101. 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: <https://charleston.edu/victim-services/index.php>

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 - to file an official report with campus police either call Public Safety Police at 843.953.5609 (non-emergency) or 911 (emergency) and they will respond to the survivor's on-campus location; or the survivor may meet with Public Safety Police at their headquarters located at 89 St. Philip Street (parking garage located across the street from Berry residence Hall). To file an official report with an off-campus law enforcement agency, call 911. The dispatcher will dispatch an officer to the survivor's location.
- Disciplinary Process - if offense is committed by another member of the College of Charleston
- Civil Suit
- Protection Order

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 information, resources, and services. The Office of Victim Services is located in the Lightsey Center, Suite 101. 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: <https://charleston.edu/victim-services/index.php>

- **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: <https://charleston.edu/counseling/index.php>

- **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 administrative investigations where complaints are made against or involving students, faculty and staff. Appointment may be scheduled by calling 843.953.5754.

Website: <https://charleston.edu/equal-opportunity-programs/index.php>

- **Department of Public Safety Police**

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

Website: <https://charleston.edu/public-safety/index.php>

Warning Signs of Abusive Behavior

Question relationships with partners who:

- Are unreasonably jealous
- Refuse 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
- Sabotage 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 accuse 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 (tell 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 “eggshells” 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 receiving a phone call and tell the potential perpetrator someone called the police who are on their way.
- Pretend feeling 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 Public Safety 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: <https://charleston.edu/student-handbook/index.php>

The College of Charleston does not 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, Public Safety 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 Public Safety 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 Campus 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 Police 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 Safety Police 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: <https://charleston.edu/policy/documents/12.2.2.pdf>

Hazing

The College of Charleston is dedicated to providing experiences, processes and resources which

support the advancement of principled decision making, responsible citizenship and adherence to the Student Code of Conduct. In addition, the Division of Student Affairs is committed to promoting an environment which supports the health and safety, dignity and rights, and respect of all community members. As such, the College of Charleston does not tolerate hazing activities by any members of the community. Allegations of hazing are addressed promptly by the appropriate offices. Each case is reviewed to determine whether a violation of hazing is attributed to individual misconduct, organizational misconduct, or both. Where individual or organizational responsibility is substantiated, the College may impose sanctions in accordance with the Student Code of Conduct and/or other applicable institutional policies.

The College of Charleston offers educational awareness information and programs addressing hazing designed to reach members of our campus community. Fraternities, sororities, athletes, and sports club members are required to take evidenced-based, research-informed anti-hazing online training which is customized for the College of Charleston. This training includes how to identify and respond to hazing, prevention, and bystander intervention strategies. It reflects best practices established by leading academics and researchers and focuses on positive actions and provides alternatives to replace traditional hazing practices.

This policy applies to all students of the College.

1. Definitions

Hazing is defined as any intentional, knowing, or reckless act committed by a student against another student regardless of the willingness of that student to participate that is committed in the course of initiation into an affiliation with, or the maintenance of membership in a student organization. Hazing can involve actions that result in:

- harassment, ridicule, intimidation,
- physical exhaustion, abuse, or mental distress,
- the destruction or removal of public or private property,
- and/or unreasonably interferes with scholastic or employment activities,

Hazing may occur regardless of the participant's willingness to engage in the activity.

This policy applies to conduct that occurs both on and off campus, if the activity is sponsored, conducted, authorized, or recognized by the College, a student organization, or a group as defined below under "Organization..

Actions and situations that may constitute hazing include, but are not limited to, the following:

- Required consumption of food, alcohol, or drugs;
- Physical Abuse (i.e. forced physical exercises/runs/drills/calisthenics, paddling, pushing and tackling) and/or Psychological shocks;
- Sleep or food deprivation or creation of any unnecessary fatigue;
- Unreasonable exposure to the weather;
- Personal servitude;
- Coercion or extortion;

- Verbal Abuse;
- Line-ups and berating;
- Morally degrading or humiliating games and activities;
- Quests, treasure hunts, scavenger hunts, road trips or any other such activities where participation of only certain members is required;
- Kidnapping or abandonment;
- Engaging in public stunts and buffoonery
- Wearing of public apparel which is conspicuous and/or not normally in good Taste;
- Expectation of participation in activities that are illegal, lewd, or in violation of College policy;
- Undue interference with academic pursuits;
- Any activity not consistent with the policies of the organization's governing Bodies

"Members of the College community" means its faculty, staff, students, volunteers, organizations, vendors, patients, customers, alumni, and visitors.

"Organization" is defined as follows:

"Organization" means a number of persons who are associated with each other and has registered with the College as a student organization.

"Organization" may also include a number of persons who are associated with the College and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs).

"College Official" means any person (faculty or staff) who is employed by the College, and who performs assigned administrative or professional responsibilities. For the purposes of this policy, the "appropriate" official is defined as follows:

Students – Dean of Students or designee;

For other Members of the College Community (faculty, staff, volunteers, organizations, vendors, patients, customers, alumni, and visitors) the appropriate official is any of the above College Officials or the College of Charleston Department of Public Safety.

2. Policy

Hazing in any form is prohibited.

It is not a defense to a charge of hazing that:

The express or implied consent of the individual was obtained;

The conduct or activity was not part of an official organizational event or

was not otherwise sanctioned or approved by the organization; or

The conduct or activity was not a condition of membership or affiliation with the organization.

Any student, faculty, staff, or volunteer Member of the College Community, with knowledge or suspicion of hazing is expected to report the activity to appropriate College Officials or the Department of Public Safety.

Other Members of the College Community with knowledge or suspicion of hazing are strongly encouraged to report the activity to the appropriate College Officials or the Department of Public Safety.

Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

Making an intentionally false accusation of hazing is prohibited.

All members of the College Community shall cooperate in an investigation of hazing.

Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, and/or its members or its officers.

Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof ("preponderance of the evidence") that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.

In addition to this policy, NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, Colonial Athletic Association, and College of Charleston Athletics Compliance office.

3. South Carolina Criminal Law for Hazing

The definition of "hazing" under the College's policy prohibiting hazing is broader than that under the South Carolina law making hazing unlawful. A member of the College Community may be in violation of College policy even if they are not in violation of state law. However, all violations of this state law are violations of College policy, and violators of the state law may be accountable under both.

S.C. CODE SECTION 16-3-510. Hazing unlawful; definitions.

It is unlawful for a person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to a person for the purpose of initiation or admission into or affiliation with a chartered or nonchartered student, fraternal, or sororal organization. Fraternity, sorority, or other organization for purposes of this section means those chartered and nonchartered fraternities, sororities, or other organizations operating in connection with a school,

college, or university. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational.

S.C. CODE SECTION 16-35-20. Unlawful to assist in or fail to report hazing.

It is unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by Section 16-35-10 or to fail to report promptly any information within his knowledge of acts made unlawful by Section 16-35-10 to the chief executive officer of the appropriate school, college, or university.

S.C. CODE SECTION 16-35-30. Penalties.

Any person who violates the provisions of Sections 16-35-10 or 16-35-20 is guilty of a misdemeanor and, upon conviction, must be punished by a fine not to exceed five hundred dollars or by imprisonment for a term not to exceed twelve months, or both.

S.C. CODE SECTION 16-35-40. Consent is not a defense.

The implied or express consent of a person to acts which violate Section 163510 does not constitute a defense to violations of Sections 16-35-10 or 16-35-20.

4. Procedures Related to the Hazing Prevention Policy

Reporting

Complaints or reports of activities believed to be hazing should be reported immediately to the appropriate College Official or to the Department of Public Safety at 911 (Emergency) or (843) 953-5609 (non-Emergency). Online reporting can also be found at

https://cm.maxient.com/reportingform.php?CollegeofCharleston&layout_id=100

Hazing may also be reported anonymously via texting 231-462-5933 via the Real Response Portal <https://charleston.edu/dean-of-students/real-response.php>

National Hazing Hotline

Callers may remain anonymous when using this system. Reports of suspected hazing are relayed to the national fraternity or sorority that may be involved. Call 1-888-NOT-HAZE (1-888-668-4293).

Hazing can be physically and emotionally harmful. There are available resources if you need support or medical attention as the result of hazing activities.

Rights of Those Who Report

Individuals who have experienced hazing and who truthfully report shall not be individually charged with a violation of this policy.

Individuals who have knowledge of hazing activities, but who did not participate and truthfully report the hazing shall not be individually charged in relation to that particular incident.

Any organization (including athletic and sports club teams) that seeks assistance in hazing education/prevention and positive new member activities in efforts to prevent hazing from occurring within, even if past behaviors have included hazing, shall not be charged with a past violation of this regulation.

Any organization that self-reports a hazing behavior to an appropriate College Official or the Department of Public Safety shall be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this policy. An organization that self-reports shall identify those individuals responsible for the hazing behaviors, who may be charged with a policy violation. If evidence is presented in subsequent semesters that hazing behaviors have continued within the organization, that organization may be held responsible for past behaviors.

Additional Requirements for Registered Student Organizations

All elected or appointed student organization presidents or their designees shall educate their respective organization members on an annual basis regarding the applicable College policies concerning hazing, including definitions, scope, reporting procedures, process, and potential outcomes.

Investigation, Adjudication, and Corrective Action

All members of the College Community shall cooperate in an investigation of hazing.

Investigations of hazing allegations shall be conducted by appropriate College officials or their designee(s).

Responses to hazing allegations may involve both organizational investigation and individual student conduct.

Adjudication of cases involving individuals who have participated in hazing activities shall fall under the purview of student conduct process in the Office of the Dean of Students (if violation is egregious enough, or if suspension is possible, adjudication may be sent straight to an Honor Board hearing; adjudication of organizational hazing activities shall fall under the purview of the student organization conduct process in the Office of Student Engagement or, if recommended, the Office of the Dean of Students.

Corrective Action/Accountability Measures

Violation of this policy (by individuals or organizations) will result in accountability measures under the Student Code of Conduct and/or the Student Organization Code of Conduct

Possible sanctions for **individual** students resulting from a College student conduct process will likely include:

- For those found in violation for directing or leading hazing activities, the likely sanction is Expulsion.
- For those who **are not** forthcoming with information and are found in violation of being present at hazing activities or events, the likely sanctions are a 1-year suspension and educational sanctions.
- For those who **are forthcoming** and are found in violation of being present at hazing activities or events, the likely sanctions are deferred expulsion and educational sanctions.
- For those in leadership positions with knowledge of hazing, even if not present at hazing activities or events, the likely sanctions are deferred expulsion and educational sanctions.
- These are likely sanctions which may be increased in their severity based on the individual situation and/or previous student conduct situations.

Possible sanctions for **organizations** include:

- Suspension or restriction from College property/facilities or, revocation of Registered Student Organization status, if applicable.
- or student organizations who have repeat violations of hazing within 5 years or less, removal of the organization from campus for up to 10 years is the likely outcome.
- In situations where chapter leaders and/or members report hazing concerns and are forthcoming during the investigation process, these behaviors will be considered positively when considering sanctions and/or remediation or development plans for the organization.

Possible sanctions **for faculty and staff** range from an oral warning to termination of employment.

Visitors refusing to comply may be reported to the Department of Public Safety.

Violations of this policy are subject to referral to appropriate law enforcement or College services, as well as to regional and national affiliated offices, for action or prosecution.

Partnerships, Training and Education

Individuals, organizations, and who are interested in proactively addressing and preventing hazing activities may request trainings, presentations, or program evaluations from the Office of the Dean of Students, Office of Student Wellness and

Well-being, Office of Student Involvement (which houses Fraternity and Sorority Life), Campus Recreation Services, Office of Student Involvement, or the Athletics Compliance Office.

Students participating in fraternities, sororities, and sports clubs will be required to complete hazing prevention training annually. Those individuals who do not complete the training will not be permitted to participate in any recruitment activities, and their names will be forwarded to the appropriate leadership with a recommendation to remove them from membership. Additionally, they may also face individual student conduct charges for failure to comply.

New Faculty and Staff receive annual training regarding ways to report changes in behavior that they have observed, that may indicate hazing taking place via a variety of reporting tools.

Incoming students receive training at orientation on how to report behavior related to hazing and information on bystander intervention.

Semester email to all students from Office of the Dean of Students educating campus about hazing policy and reporting options.

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 Resources	
Department of Public Safety Police Emergency Campus Safety Escort Service	911 843.953.5609
Office of Victim Services (OVS)	843.953.2273
Counseling Center	843.953.5640
Crime Action Line	843.953.4998
Office of the Dean of Students	843.953.5522
Student Health Services	843.953.5520

Equal Opportunity Programs	843.953.5754
Off Campus Resources	
Crime Victim Treatment & Research Center, MUSC	843.792.8209
My Sister's House Domestic Violence Center	843.744.3242
Tri-County S.P.E.A.K.S. Rape Crisis Center	843.745.0144
Rape, Abuse, & Incest National Network	800.656.HOPE
SC Coalition Against Domestic Violence & Sexual Assault	803.256.2900
SC Victim Assistance Network	803.250.1200
Local Law Enforcement Agencies	
All Law Enforcement Agencies - Emergency	911
Non-Emergency Numbers	
Berkeley County Sheriff's Department	843.723.3800
Charleston County Sheriff's Office	843.202.1700
Charleston Police Department	843.577.7434
Dorchester County Sheriff's Department	843.832.0300
Folly Beach Public Safety	843.588.2433
Goose Creek Police Department	843.797.6220
Hanahan Police Department	843.747.5711
Isle of Palms Police Department	843.886.6522
Mt. Pleasant Police Department	843.884.4176
North Charleston Police Department	843.740.2800
Sullivan's Island Police Department	843.883.3198
Summerville Police Department	843.871.2463



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 are located at 89 St. Philip Street, Charleston, SC 29424 and the emergency number for reporting fires is: 911.

The Chief of the Department 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 online anytime at: <https://charleston.edu/public-safety/fire-ems/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:

Student Housing Facilities	Fire Evacuation Assembly Site
Grice Marine Laboratory Campus	The open field located on the right side of the facility and await directions from the responding fire departments.
Historic Houses	Across the street from the historic house
Joe Berry Hall	Across St. Philip Street beside the Bell Building in the WA parking lot
Buist/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.
Rutledge Rivers	RSS Building side exit - Intersection of College Promenade Greenway. Coming Street side exit - Grassy area of the horseshoe parking lot near Coming Street.
Craig Hall	Exit the hall and walk down the sidewalk to the front of the education center.
George Street Apartments	Across George Street to B Lot.
Kelly House	Across St. Philip Street in the Charleston Water System parking lot.
99 St Philip Street	Across St. Philip Street in the Charleston Water System parking lot.
Liberty Street Residence Hall	Across Liberty St., down St. Philip St. into R lot.
McAlister Residence Hall	Across St. Philip Street in front of the parking garage.
McConnell Residence 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.

King St. Condos (289 King St.)	Sidewalk at King and Liberty Streets
King St. Condos (291 King St.)	Sidewalk at King and Liberty Streets

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 Marshal.

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-cigs” 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: <https://charleston.edu/res-life/index.php>

- 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
- E-bikes
- E-scooters
- Hoverboards

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) nighttime 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 at night within 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 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. The College has completed the installation of fire sprinkler systems in all Residence Halls and Historic Houses with the exception of Grice lab House, which is currently undergoing renovations which will include fire sprinkler installation. The College is in the process of upgrading monitored fire alarms systems in its student housing facilities. All Residential Historic Houses are now connected to Campus Fire Alarm Network.

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.

2026-2027 Fire Protection Equipment in Student Housing	Fire Alarm Monitoring Conducted Onsite by Public Safety	Fire Alarm System w/ Smoke Detector in Rooms & Common Areas	120v w/ Battery Backup Single Station Smoke Detector in Rooms & Common Areas	120v w/Battery Backup Intercon- nected Single Station Smoke Detectors	Fully Sprink- led	Partial Sprink- led	Fire Extinguish- er Located in Residence Halls and Houses	Evacua- tion Plans	Number of Evacua- tion Fire Drills Each Calendar Year
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	Yes	No	No	Yes	Yes	No	Yes	Yes	4
101 Wentworth	Yes	No	No	Yes	Yes	No	Yes	Yes	4
103 Wentworth	Yes	No	No	Yes	Yes	No	Yes	Yes	4
105 Wentworth	Yes	No	No	Yes	Yes	No	Yes	Yes	4
28 Coming	Yes	No	No	Yes	Yes	No	Yes	Yes	4
32 Coming	Yes	No	No	Yes	Yes	No	Yes	Yes	4
34 Coming	Yes	No	No	Yes	Yes	No	Yes	Yes	4
36 Coming	Yes	Yes	No	No	Yes	No	Yes	Yes	4
38 Coming	Yes	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	Yes	No	No	Yes	Yes	No	Yes	Yes	4
24 Bull Annex	Yes	No	No	Yes	Yes	No	Yes	Yes	4
15 St. Philip	Yes	Yes	No	No	Yes	No	Yes	Yes	4
17 St. Philip	Yes	Yes	No	No	Yes	No	Yes	Yes	4
298 Meeting	Yes	No	No	Yes	Yes	No	Yes	Yes	4
300 Meeting	Yes	Yes	No	No	Yes	No	Yes	Yes	4
12 Glebe	No	Yes	No	No	Yes	No	Yes	Yes	4

16A Glebe	No	Yes	Yes	Yes	Yes	No	Yes	Yes	4
20 Glebe	No	Yes	No	No	Yes	No	Yes	Yes	4
205 Ft. Johnson Grice Marine	Yes	Yes	No	No	No	No	Yes	Yes	4
Residence Halls									
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	Yes	No	Yes	Yes	4
Joe E. Berry: 80-A St. Philip St.	Yes	No	Yes	No	Yes	No	Yes	Yes	4
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
99 St. Philip	No	Yes	No	No	Yes	No	Yes	Yes	4
Liberty Street: 8 Liberty St.	Yes	Yes	No	No	Yes	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
New Fall 2026 Temporary Locations									
King St. Condos: 289 King St	No	No	Yes	No	Yes	No	Yes	Yes	N/A
King St. Condos: 291 King St	No	No	Yes	No	Yes	No	Yes	Yes	N/A

2023 Fires Occurring in Student Housing Facilities	Total Fires in Each Student Residential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treatment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Historic Houses	2023	2023	2023	2023	2023	2023	2023	2023
90 Wentworth	0	0	0	0	0	0	0	0
92 Wentworth	0	0	0	0	0	0	0	0
99 Wentworth	0	0	0	0	0	0	0	0
101 Wentworth	0	0	0	0	0	0	0	0
103 Wentworth	0	0	0	0	0	0	0	0
105 Wentworth	0	0	0	0	0	0	0	0
107 Wentworth	0	0	0	0	0	0	0	0
28 Coming	0	0	0	0	0	0	0	0
32 Coming	0	0	0	0	0	0	0	0
34 Coming	0	0	0	0	0	0	0	0
36 Coming	0	0	0	0	0	0	0	0
38 Coming	0	0	0	0	0	0	0	0
70 Coming	0	0	0	0	0	0	0	0
72 Coming	0	0	0	0	0	0	0	0
2 Bull	0	0	0	0	0	0	0	0
4 Bull	0	0	0	0	0	0	0	0
6 Bull	0	0	0	0	0	0	0	0
8 Bull	0	0	0	0	0	0	0	0
24 Bull	0	0	0	0	0	0	0	0
24 Bull Annex	0	0	0	0	0	0	0	0
15 St. Philip	0	0	0	0	0	0	0	0
17 St. Philip	0	0	0	0	0	0	0	0
298 Meeting	0	0	0	0	0	0	0	0
300 Meeting	0	0	0	0	0	0	0	0
12 Glebe	0	0	0	0	0	0	0	0
16A Glebe	0	0	0	0	0	0	0	0
20 Glebe	0	0	0	0	0	0	0	0

205 Ft. Johnson Grice Marine	0	0	0	0	0	0	0	0
Large Residential Facilities								
McConnell: 111 Wentworth St.	0	0	0	0	0	0	0	0
Buist Rivers: 13 College Way	0	0	0	0	0	0	0	0
Rutledge Rivers: 15 College Way	0	0	0	0	0	0	0	0
Craig Hall: 35 St. Philip St.	0	0	0	0	0	0	0	0
Joe E. Berry: 80-A St. Philip St.	0	0	0	0	0	0	0	0
McAlister: 80-B St. Philip St.	0	0	0	0	0	0	0	0
Kelly House: 106 St. Philip St.	0	0	0	0	0	0	0	0
Liberty Street: 8 Liberty St.	0	0	0	0	0	0	0	0
College Lodge: 159 Calhoun St.	0	0	0	0	0	0	0	0
George St. Apartments: 55 George St.	0	0	0	0	0	0	0	0
1 Warren Place: 1 Warren St.	0	0	0	0	0	0	0	0
10 Warren Place: 10 Warren St.	0	0	0	0	0	0	0	0
20 Warren Place: 20 Warren St.	0	0	0	0	0	0	0	0

2024 Fires Occurring in Residential Facilities	Total Fires in Each Student Residential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treatment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Historic Houses	2024	2024	2024	2024	2024	2024	2024	2024
90 Wentworth	0	0	0	0	0	0	0	0
92 Wentworth	0	0	0	0	0	0	0	0
99 Wentworth	0	0	0	0	0	0	0	0
101 Wentworth	0	0	0	0	0	0	0	0
103 Wentworth	0	0	0	0	0	0	0	0
105 Wentworth	0	0	0	0	0	0	0	0
107 Wentworth	0	0	0	0	0	0	0	0
28 Coming	0	0	0	0	0	0	0	0
32 Coming	0	0	0	0	0	0	0	0
34 Coming	0	0	0	0	0	0	0	0
36 Coming	0	0	0	0	0	0	0	0
38 Coming	0	0	0	0	0	0	0	0
70 Coming	0	0	0	0	0	0	0	0
72 Coming	0	0	0	0	0	0	0	0
2 Bull	0	0	0	0	0	0	0	0
4 Bull	0	0	0	0	0	0	0	0
6 Bull	0	0	0	0	0	0	0	0
8 Bull	0	0	0	0	0	0	0	0
24 Bull	0	0	0	0	0	0	0	0
24 Bull Annex	0	0	0	0	0	0	0	0
15 St. Philip	0	0	0	0	0	0	0	0
17 St. Philip	0	0	0	0	0	0	0	0
298 Meeting	0	0	0	0	0	0	0	0
300 Meeting	0	0	0	0	0	0	0	0
12 Glebe	0	0	0	0	0	0	0	0
16A Glebe	0	0	0	0	0	0	0	0

20 Glebe	0	0	0	0	0	0	0	0
205 Ft. Johnson Grice Marine	0	0	0	0	0	0	0	0
Large Residential Facilities								
McConnell: 111 Wentworth St.	0	0	0	0	0	0	0	0
Buist Rivers: 13 College Way	0	0	0	0	0	0	0	0
Rutledge Rivers: 15 College Way	0	0	0	0	0	0	0	0
Craig Hall: 35 St. Philip St.	0	0	0	0	0	0	0	0
Joe E. Berry: 80-A St. Philip St.	1	0	0	0	0	0	0	0
McAlister: 80-B St. Philip St.	0	0	0	0	0	0	0	0
Kelly House: 106 St. Philip St.	0	0	0	0	0	0	0	0
Liberty Street: 8 Liberty St.	0	0	0	0	0	0	0	0
College Lodge: 159 Calhoun St.	0	0	0	0	0	0	0	0
George St. Apartments: 55 George St.	0	0	0	0	0	0	0	0
1 Warren Place: 1 Warren St.	0	0	0	0	0	0	0	0
10 Warren Place: 10 Warren St.	0	0	0	0	0	0	0	0
20 Warren Place: 20 Warren St.	0	0	0	0	0	0	0	0

2025 Fires Occurring in Residential Facilities	Total Fires in Each Student Residential Facility	Fire Number	Date	Time	Cause of Fire	Injuries Requiring Treatment at Medical Facility	Number of Fire Related Deaths	Value of Property Damage
Historic Houses	2025	2025	2025	2025	2025	2025	2025	2025
90 Wentworth	0	0	0	0	0	0	0	0
92 Wentworth	0	0	0	0	0	0	0	0
99 Wentworth	0	0	0	0	0	0	0	0
101 Wentworth	0	0	0	0	0	0	0	0
103 Wentworth	0	0	0	0	0	0	0	0
105 Wentworth	0	0	0	0	0	0	0	0
107 Wentworth	0	0	0	0	0	0	0	0
28 Coming	0	0	0	0	0	0	0	0
32 Coming	0	0	0	0	0	0	0	0
34 Coming	0	0	0	0	0	0	0	0
36 Coming	0	0	0	0	0	0	0	0
38 Coming	0	0	0	0	0	0	0	0
70 Coming	0	0	0	0	0	0	0	0
72 Coming	0	0	0	0	0	0	0	0
2 Bull	0	0	0	0	0	0	0	0
4 Bull	0	0	0	0	0	0	0	0
6 Bull	0	0	0	0	0	0	0	0
8 Bull	0	0	0	0	0	0	0	0
24 Bull	0	0	0	0	0	0	0	0
24 Bull Annex	0	0	0	0	0	0	0	0
15 St. Philip	0	0	0	0	0	0	0	0
17 St. Philip	0	0	0	0	0	0	0	0
298 Meeting	0	0	0	0	0	0	0	0
300 Meeting	0	0	0	0	0	0	0	0
12 Glebe	0	0	0	0	0	0	0	0
20 Glebe	0	0	0	0	0	0	0	0
Large Residential Facilities								
McConnell:	0	0	0	0	0	0	0	0

111 Wentworth St.								
Buist Rivers: 13 College Way	0	0	0	0	0	0	0	0
Rutledge Rivers: 15 College Way	0	0	0	0	0	0	0	0
Craig Hall: 35 St. Philip St.	0	0	0	0	0	0	0	0
Joe E. Berry: 80-A St. Philip St.	1	0	0	0	0	0	0	0
McAlister: 80-B St. Philip St.	0	0	0	0	0	0	0	0
Kelly House: 106 St. Philip St.	0	0	0	0	0	0	0	0
Liberty Street: 8 Liberty St.	0	0	0	0	0	0	0	0
George St. Apartments: 55 George St.	0	0	0	0	0	0	0	0
1 Warren Place: 1 Warren St.	0	0	0	0	0	0	0	0
10 Warren Place: 10 Warren St.	0	0	0	0	0	0	0	0
20 Warren Place: 20 Warren St.	0	0	0	0	0	0	0	0
99 St. Philip	0	0	0	0	0	0	0	0
New Fall 2026 Temporary Locations								
King Street Condos: 289 King St	NA	NA	NA	NA	NA	NA	NA	NA
King Street Condos: 291 King St	NA	NA	NA	NA	NA	NA	NA	NA

End of Report