

THE CITADEL

The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 2-27

12 March 2012

CAMPUS SAFETY AND SECURITY REPORTING

I. PURPOSE

The Citadel's Campus Safety and Security Reporting Policy provides an overview of existing safety and security policies and programs that demonstrate compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This policy describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property on The Citadel campus or on property owned, leased, or operated by The Citadel. The policy also defines the specific responsibilities of the Citadel Public Safety (PSAF) Department and other Citadel offices with responsibilities for campus safety and security.

II. REFERENCES

- A. Federal Register, Nov. 1, 1999 (Vol. 64, No. 210), Student Assistance General Provision; Final Rule.
34 CFR 668.41, Reporting and Disclosure of Information
34 CFR 668.46, Institutional Security Policies and Crime Statistics
- B. Federal Register, Oct. 31, 2002 (Vol. 67, No. 211), Student Assistance General Provision; Final Rule.
34 CFR 668.46, Institutional Security Policies and Crime Statistics
- C. Federal Register, Oct. 29, 2009 (Vol. 74, No. 208), General and Non-Loan Programmatic Issues; Final Rule.
34 CFR 668.41, Reporting and Disclosure of Information
34 CFR 668.46, Institutional Security Policies and Crime Statistics
34 CFR 668.49, Institutional Fire Safety policies and Fire Statistics
- D. Higher Education Opportunity Act, Aug. 14, 2008.
Program Participation Agreement Requirements
- E. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA), as amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

III. POLICY

- A. The Citadel commits to promoting the safety and security of the community within a supportive and accessible living, learning, and working environment. It further commits to safeguarding physical resources, identifying conditions or circumstances that may pose risks to the safety and security of the college, and preparing ourselves to effectively respond to emergencies. Citadel facilities must be used in a safe and appropriate manner so as not to endanger the college community or the general public.
- B. All faculty staff, students, and other members of The Citadel community share responsibility for the safety and security of the institution and must conduct college activities and operations in compliance with applicable federal and state regulations and Citadel policies.

IV. CAMPUS SAFETY AND SECURITY STRUCTURE

- A. **General.** As part of the institution-wide commitment to a safe and secure campus, the college has established a Public Safety Department, campus committees, and Campus Security Authorities (CSAs) specifically charged with security and safety reporting responsibilities.

B. The Citadel Public Safety Department

1. All PSAF law enforcement officers are South Carolina state commissioned law enforcement officers operating under the authority and supervision of the State Law Enforcement Division (SLED). The Department has complete police jurisdiction and authority to apprehend and arrest anyone involved in illegal acts on-campus and also in areas immediately adjacent to the campus.
2. The Department consists of a team of law enforcement officers, including a director, deputy director, operations officer, and an investigator, as well as four shift supervisors, eight commissioned state patrol officers, one parking enforcement officer, and three Campus Services Officers.
3. The Citadel encourages all members of The Citadel community to immediately report any criminal offense, suspected criminal activity, or other emergency directly to Citadel Public Safety. PSAF personnel investigate all allegations of criminal activity that are reported to them for their action. PSAF then reports all criminal offenses to SLED. PSAF personnel and/or representatives of city, state, or federal law enforcement authorities prosecute all criminal offenses which occur on Citadel property and that are turned over to them for investigation and action. PSAF personnel work closely with local, state, and federal police agencies and have direct radio communication with the City of Charleston Police Department on the city police radio network. PSAF is also a part of the Charleston County 911 Emergency System.
4. Local law enforcement agencies report to Citadel PSAF any criminal activity engaged in by students or others at off-campus locations. PSAF provides this information on students to the Commandant, the Dean of The Citadel Graduate College (CGC), or the Provost, as appropriate, for disciplinary action or other appropriate response.

C. Committee Structure

1. **Campus Assessment Team.** The Campus Assessment Team (CAT) was established by the President through President's Policy Memorandum 2-23, dated 9 November 2010. The CAT is a multidisciplinary team, chaired by the Associate Provost for Academic Affairs, whose mission is to make individualized and objective assessments of an applicant's or a student's ability to safely participate in The Citadel's program, to detect patterns and trends in individual or group conduct, and to provide consultation and support to faculty, staff, and administrators in assisting students who display concerning or disruptive behaviors. The CAT meets regularly to assess prospective or current student's ability to comply with the physical and behavioral requirements of The Citadel's program; to receive reports and gather information to assess situations involving current students who display concerning or disruptive behaviors; to connect students with needed campus and community resources; to recommend appropriate intervention strategies or disciplinary sanctions; and to monitor ongoing "red flag" behavior of students who have displayed disruptive or concerning behavior. The CAT may also receive information concerning the ability of staff, faculty, and other employees to safely participate in The Citadel's program, but will refer that information to the individual's supervisor, Human Resources, or other appropriate official.
2. **The Crisis Management Team (CMT).** The CMT is intended to serve as the primary policy setting group during a major campus emergency and during emergencies from outside the campus which have the possibility of affecting campus operations. The team's organization, responsibilities, and authority are outlined within The Citadel's Crisis Management Plan. The plan can be accessed through The Citadel Website by clicking on the INFO tab on the Home page, then clicking on Emergency Information, and finally clicking on the button for The Campus Emergency Response Plan.

D. The Citadel's CSAs (Campus Security Authorities)

1. A Campus Security Authority (CSA) is an individual appointed by The Citadel's Administration as a person to whom students and employees should report criminal offenses, or to a position which has significant responsibility for student and campus activities. A CSA is required to report to the CSA coordinating official within his/her area or to The Citadel's Campus Security Authority Coordinator in Public Safety those allegations of *Clery Act* crimes that he or she concludes were made in good faith.
2. Deans, Vice Presidents, Directors and Department Heads are responsible for appointing or identifying CSAs and coordinating CSAs in their areas of responsibility. Specific directions for the appointment of CSAs will be provided to these officials by The Citadel's Director of Public Safety (see Annex D to this memorandum).
3. The CSAs will be appointed in writing by the respective Deans, Vice President, Directors or Department Heads and a copy of the letter of appointment (see Annex E to this memorandum) to the CSA position will be placed in the individual's personnel file in Human Resources and in the department. The CSA's position description (PD) will be updated with this appointment added as an additional duty. A copy of the appointment letter will be provided to the Director of Public Safety. These appointments will be reviewed and updated annually.
4. Duties and responsibilities of a CSA are as follows:

- a. Know the provisions of this policy and with the provisions of the *Clery Act*.
 - b. Attend mandatory Citadel CSA training conducted by the Training Manager in Human Resources, the Title IX Coordinator, the General Counsel, and the Director of Cadet Advocacy, Response, and Education.
 - c. Receive reports of crimes from a victim, witness, or third party, and submit a report of the crime in writing within two working days to the next higher CSA in their chain of command. Successive coordinating CSAs will forward the report until it is received by The Citadel's Campus Security Authority Coordinator in Public Safety (see forms at Annex A and B).
 - d. Submit a written negative monthly report to the next level of CSA coordinator if they have not received any reports of *Clery Act* crimes within the monthly reporting period.
5. As a minimum, the following individuals are considered to be CSAs:
- a. Office of The Commandant
 - 1.) The Commandant of Cadets
 - 2.) The Assistant Commandant of Cadets for Discipline (CSA Department Coordinator)
 - 3.) The Assistant Commandant of Cadets for Personnel and Logistics
 - 4.) All TAC officers
 - 5.) All night Officers-in-Charge
 - 6.) The Director of Cadet Advocacy, Response, & Education (CARE)
 - 7.) Command Sergeant Major
 - 8.) Director of Cadet Activities
 - 9.) Surgeon
 - 10.) All nurses at the Infirmary
 - 11.) Advisors to the Summerall Guards
 - 12.) Advisors to all Clubs and Club Sports
 - 13.) Facilities Manager, Mark Clark Hall
 - b. Director of Intercollegiate Athletics
 - 1.) Director of Athletics
 - 2.) Associate Athletic Director / Senior Woman Administrator (CSA Department Coordinator)
 - 3.) Senior Associate Athletic Director
 - 4.) Associate Athletic Director / Administration
 - 5.) All Varsity Athletic Coaches and assistant coaches
 - 6.) Advisor to the Cheerleading Squad
 - 7.) All Athletic Trainers
 - 8.) All Security personnel who are hired on contract to perform the role of security personnel at athletic events organized by or conducted by The Citadel Athletic Department to include but not limited to McAlister Field House, Johnson Hagood Stadium, or Joe Riley Park.
 - c. Executive Vice President for Finance, Administration, and Operations
 - 1.) Associate VP for Operations / Director of Staff (CSA Department Coordinator)
 - 2.) All Public Safety Officers and shift supervisors including the Director, Deputy Director, Investigator, Operations Officer (Campus CSA Coordinator), the Parking Enforcement Officer and Campus Services Officers
 - 3.) Associate VP for Business and Finance

- 4.) Director of Auxiliary Services
- 5.) Director of Human Resources
- 6.) Director of EEO, Diversity, and Title IX Coordinator
- d. Provost
 - 1.) Director of the Krause Center
 - 2.) Coordinator of Service Learning for the Krause Center
 - 3.) Associate Provost for Academic Affairs (CSA Department Coordinator)
 - 4.) Deans
 - 5.) Advisors to all academic clubs who engage in programs or travel away from campus or who are involved with activities / internships that involve off campus programs
 - 6.) Ombudspersons
- e. VPs of External Affairs, Facilities and Engineering, and Institutional Advancement
- f. Additional CSAs may be appointed at the discretion of the Vice President, Dean, or Director
- 6. CSA's will meet monthly with their Department CSAs and compile crime statistics in their areas. If no crimes are reported, then a negative report will be submitted. CSA Department Coordinators will meet with the Campus CSA coordinator at Public Safety once monthly to submit written reports of crimes in accordance with *Clery* guidelines.
- 7. Reports will be made using the forms that are included at Annexes A and B to this memorandum.
- 8. As responsible CSAs leave, the Dean, Vice President, or Department Head will appoint/update vacated positions to continue their area's crime reporting program.
- 9. Pursuant to the *Clery Act*, pastoral and professional counselors are not campus security authorities. A pastoral counselor is a person who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling.
- 10. **Initial CSAs will receive mandatory training from Human Resources within 30 days of the receipt of this memorandum.**

V. CRIME REPORTING

- A. To report a crime on or off campus, contact Public Safety at (843) 953-5114, or by dialing 811 from any campus phone.
- B. You may also contact the City of Charleston Police Department at (843) 577-7074, the County of Charleston Sheriff's Department at (843) 202-1700, or the Isle of Palms Police Department, for incidents at The Citadel Beach House, at (843) 886-6522. Any suspicious on-campus activity should be reported to PSAF immediately.

- C. In addition, you may report a crime on campus to a CSA in your area (see section IV. D. to this memorandum for a listing of CSA positions).

VI. GEOGRAPHIC REPORTING REQUIREMENTS

- A. Reports of crimes committed in the locations listed below must be collected and recorded. The Citadel Campus as defined for *Clery* reporting purposes is depicted on the map at Annex C to this memorandum and is defined as follows:

B. On Campus

1. Any building or property owned, leased, or controlled by The Citadel within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to our educational purposes, including the barracks and athletic facilities (e.g. Johnson Hagood Stadium and the parking lots adjacent to the stadium).
2. The Citadel is considered to be in control of The Citadel Foundation and Alumni Association owned property.

C. Non-Campus

1. Any building or property owned or controlled by The Citadel that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by cadets / students, and is not within the same reasonably contiguous geographic area.
2. Identified areas include but not limited to College Park, Joe Riley Stadium when used for a Citadel event, the Rustin Property, Apron Island, and The Citadel Beach House on the Isle of Palms.

- D. **Off-Campus Property** (See Annex C to this memorandum for a map that defines the limits of off-campus reporting for *Clery* purposes.)

1. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus (includes the MUSC and Riley Park parking lots on home football and baseball game days).
2. All roads, thoroughfares, sidewalks, and streets immediately adjacent to The Citadel campus.
3. The property that is easily accessible from The Citadel to include Hampton Park and the water channel leading into The Citadel boating facility, and the area depicted on the map at Annex C to this memorandum.

VII. CONFIDENTIAL REPORTING PROCEDURES

- A. If you are the victim of a crime and do not wish to pursue action formally within The Citadel disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of PSAF can file a report on the details of the incident without revealing your identity.

- B. The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to protect the safety of yourself, fellow students and employees. With this type of information, The Citadel can keep an accurate record of the number of incidents involving students, analyze whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution if the report includes crimes defined under *Clery* reporting requirements. If you are a witness to any crime, report it immediately to the police. Because police reports are public records under state law, PSAF cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in annual disclosure of crime statistics can generally be made to other individuals identified in paragraph VII.A. above. Confidential reports of crime may also be made to the local Crime Stoppers (554-1111).
- C. Alleged victims / complainants will be informed and consent obtained before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, then The Citadel will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, then The Citadel official taking the report will inform the complainant that its ability to respond may be limited. The complainant will also be notified that in accordance with college policy, retaliation is prohibited and that Citadel officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

VIII. CRIMINAL ACTIVITY OFF-CAMPUS

- A. The Citadel does not own any off-campus residences. The City of Charleston and the Charleston County Sheriff's Department have law enforcement responsibility for off-campus crimes. The Charleston County Sheriff's Office and The Citadel do, however, have a mutual aid agreement with the college. As a result, Citadel Public Safety officers may assist the Charleston County Sheriff's Department or City of Charleston Police with off-campus incidents.
- B. City police and sheriff's deputies also communicate with college officials when students, off-campus, are engaged in criminal incidents. In accordance with *College Regulations*, The Citadel will address off-campus conduct of students as if it occurred on-campus when the behavior or the presence of the individual or student organization, in the college's sole judgment, impairs, interferes, or obstructs the mission, processes, or functions of the college.

IX. TIMELY WARNINGS

- A. The Citadel Public Safety (PSAF) Department, located inside the Lesesne Gate adjacent to Capers Hall, will issue timely warnings in compliance with the *Clery Act*.
- B. Timely warnings will be issued in response to reported crimes committed either on-campus or, in some cases, off-campus that, in the judgment of The Citadel, constitute an ongoing or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report the circumstances to PSAF by phone at (843) 953-5114

or by dialing 811 from a campus phone, or in person at The Public Safety Office at Lesesne Gate.

- C. PSAF will consult, as appropriate and necessary, with other college officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.
- D. Timely warnings are considered for the following classifications of reported crimes: (1) criminal homicide, (2) sex offenses, (3) robbery, (4) aggravated assault, (5) burglary, (6) motor vehicle theft and (7) arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the *Clery Act* and in an effort to prevent similar crimes from occurring.
- E. When a determination is made that a timely warning should be issued, PSAF will take appropriate steps to make timely notification to the campus community.
- F. Options for notification include, but are not necessarily limited to, Bulldog Alert - The Citadel's mass notification system (phone, text and email), emergency warning sirens, digital sign boards, campus e-mails, physical postings on doors and bulletin boards, or The Citadel website.
- G. The warnings may include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety instructions.
- H. The Citadel does not issue crime alerts for the crimes listed in IX.C. above if the subject of a crime is apprehended and the threat of imminent danger to members of The Citadel community has been mitigated by the apprehension. Nor will a warning be sent if a report was not filed with PSAF or PSAF was not notified by campus officials in a manner that would allow the department to post a "Timely Warning" for the community. A general guideline will include a report that is filed more than five days after the date of the alleged incident which may not allow Public Safety to post a "Timely Warning" to the community. This type of situation will be evaluated on a case-by-case basis. Lastly, an alert will not be sent if the report was filed within a medical, legal or pastoral/counselor privileged relationship that is exempt from reporting to PSAF.
- I. The department also maintains a daily crime log which is normally updated every two days and contains all crimes reported to The Citadel Public Safety Department.

X. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

- A. The Citadel adopted an Emergency Response plan which establishes policies, procedures and an organizational hierarchy for response to emergencies on campus. The Plan describes the role and operation of Citadel personnel during an emergency. The complete plan is available on The

Citadel's website at <http://bulldogalert.infor/media/docs/20080617.Campus-ER-Plan-Master.pdf> in accordance with the *Clery Act*.

- B. Immediate Notification: The Citadel has implemented a campus-wide emergency notification system which can be activated to alert the campus community in the event of a serious emergency. The system consists of three primary components:
1. **Emergency warning sirens** located on Byrd Hall and McAlister Field House. Upon notification of an emergency that presents a potential threat to the campus population, Public Safety will activate emergency sirens to alert campus occupants. When the emergency sirens are activated, all campus occupants are to:
 - a. Immediately increase awareness of surroundings and be alert for any types of potential threats;
 - b. Activate personal communication devices to prepare for receipt of emergency information messages (e.g. cell phones, pagers, etc.);
 - c. If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known; and
 - d. If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures.
 2. **The Bulldog Alert Messaging System:** Upon notification of an emergency that presents a potential threat to the campus population, designated users of the Bulldog Alert messaging system will activate the system and send a text, email, or voice message, or a combination thereof, to those communication devices that are entered into the college's emergency notification database. These messages will contain important information about the emergency and/or specific response instructions.
 3. **Wireless Digital Sign Boards** with audio digital alerts have been placed in several "high traffic" areas around campus. In the event of an emergency, these boards may also be used to communicate important information or instructions.

XI. NOTIFICATION PROCESS

- A. Public Safety shall provide the initial response to investigate reported concerns and determine any potential threat. That officer shall immediately notify senior college administrators, as identified on the Key Phone Number list maintained by the Office of the President in the event that the responding officer identifies an event which:
1. Disrupts normal operations of the college or poses a serious threat to persons or property;
 2. Requires a timely response and coordinated, efficient management;
 3. Requires the application of resources beyond the capability of those in the area or facility where the event has occurred; and/or
 4. Results in a declaration of an emergency by civil authorities and this declaration includes a likely impact on campus operations.
- B. Senior college administration officials responsible for receipt and further action include, but are not limited to the following:

1. The President of The Citadel
2. The Provost
3. The Executive Vice President for Finance, Administration and Operations
4. The Commandant of Cadets
5. The Vice President for External Affairs
6. The Vice President for Facilities and Engineering
7. The Director of Athletics

- C. The first administrative official that receives notification of an incident shall be responsible for making further notifications and preparing for activation of this plan. Once notified of an incident, the EVP or, in the absence of the Executive Vice President, the senior official notified, will without delay, and taking into account the safety of the community, determine the content of the notification, the appropriate segment or segments of the campus community to receive a notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

XII. TESTING

- A. The Citadel Public Safety Department will conduct monthly tests of the emergency communications sirens and notification systems. The tests will occur at approximately noon on the first Monday of each month.
- B. The Citadel Public Safety Department and the Department of Environmental Health and Safety are responsible for conducting additional announced and unannounced tests of emergency response and evacuation procedures, and for maintaining documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced.

XIII. SECURITY AWARENESS PROGRAMS

- A. PSAF presents crime prevention programs to incoming students each August, and to new employees at employee orientation. This briefing includes methods to maintain personal safety and campus security measures. PSAF personnel also inform students and employees about crime on-campus and in surrounding neighborhoods.
- B. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through emails sent over the college's electronic mail system, and/or through Bulldog Alert, The Citadel's electronic emergency notification system.

XIV. COLLECTING STATISTICS

- A. The Citadel strongly recommends that all crimes be reported to law enforcement, but recognizes that victims may not always do so. A student who is the victim of a crime may be more inclined to report to someone other than a Public Safety official.

- B. For example, a victim of a sexual offense may prefer to turn to the Director of CARE / Sexual Assault Prevention and Response Coordinator for assistance. Or, a victim may prefer to report to another school official, such as a TAC officer, an Ombudsperson, or a coach. For this reason, the *Clery Act* requires The Citadel to collect crime reports from a variety of individuals and organizations designated as (Campus Security Authorities) CSAs.
- C. Under *Clery*, a crime is reported when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or even the alleged offender. Once a CSA receives information about a crime and concludes it was provided in good faith, he or she should document it in a crime report (see Annex A or Annex B). In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. Statistics that are reported by CSAs are of alleged criminal incidents.
- D. Use of the form reports at Annex A and B: Individuals who suspect a crime has been committed should file a report regardless of whether the crime has been investigated by the police or a campus security authority. Likewise, individuals should not wait for a finding of guilt or responsibility to report an apparent crime. It is not necessary for the crime to be investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. If a CSA is in doubt as to whether a crime has been reported, report the incident and rely on the judgment of law enforcement professionals to make the final determination.
- E. The Citadel also collects statistics from local law enforcement: *Clery* requires that The Citadel make a reasonable, good faith effort to obtain *Clery* crime statistics from the Charleston City Police Department (CPD). CPD is not required by *Clery* to provide any statistics but documentation must be on file showing an effort was made to request statistics for each calendar year. The Citadel must collect, classify and count all crime reports and crime statistics.
- F. The *Clery Act* requires disclosure of three general categories of crime statistics. These crimes are:
 1. **Criminal Offenses:** Criminal Homicide, including: a. murder and non-negligent manslaughter; b. negligent manslaughter; c. robbery; d. sex offenses including: (1) forcible; (2) non-forcible; e. aggravated assault; f. burglary; g. motor vehicle theft; and h. arson.
 2. **Hate Crimes:** Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/ damage/vandalism of property that were motivated by bias; and
 3. **Arrests and Referrals for Disciplinary Action for Weapons:** carrying, possessing, etc., drug abuse violations and liquor law violations.

XV. OFF-CAMPUS ORGANIZATIONS

The Citadel has no recognized off-campus organizations with off campus housing facilities. It should be noted that the Campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years may be accounted for by the fact that the

geographic boundaries for reporting were greatly expanded in 1998, and reporting of drug, alcohol, and weapons violations was also broadened to include not only arrests but also disciplinary referrals.

XVI. NOTES

A. Compliance:

Non-compliance with this policy may result in disciplinary action.

B. Approved by the Director of The Citadel Staff on 12 March 2012

C. Responsible Department:

Public Safety

D. Responsible Official:

The Citadel Campus Security Authority Coordinator

E. Cross References

Crisis Management Plan

Memorandum 2-26 Sexual Violence Prevention and Response

Memorandum 4-2 Missing Persons

XVII. RESCISSION

None

FOR THE PRESIDENT:

OFFICIAL

Joseph W. Trez
Colonel, USA, (Retired)
Director of The Citadel Staff

ANNEXES:

ANNEX A: The Citadel Crime Statistic Report Form

ANNEX B: Confidential Sexual Assault Report Form

ANNEX C: The Citadel Campus Map for *Clery* Reporting Purposes

ANNEX D: Letter to Deans, Vice Presidents, Directors, and Department Heads from the Director of The Citadel Department of Public Safety.

ANNEX E: Campus Security Authority Appointment Letter

The Citadel Crime Statistic Report Form

If no crimes were reported to you during this reporting period, print your name, date, and department and please initials below.

Reporting Person _____ Date: _____ Initials _____

To report a crime, please complete the form below using the appropriate classification from the definitions below or from the reverse of this form for Hate Crimes. Sexual Assault Crimes are reported using the The Citadel Confidential Sexual Assault Report Form.

Reporting Person: _____ Phone Number: _____

Classification (see definitions below): _____ Date Incident Occurred: _____

Location of Incident (Building name or address): _____

Brief description of the incident: (Attached an additional sheet of paper if more space is required)

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street? Building: _____ Street: _____

Did the crime occur on Citadel owned, controlled, or leased property? Yes: _____ No: _____

Did the crime occur at a Citadel-sponsored activity or event? Yes: _____ No: _____

Murder / 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.

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 / 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 resulting 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.

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

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

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

Weapon Law Violation: 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.

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).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing or 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.)

Crime definitions from the Uniform Crime Reporting Handbook

Please forward this completed form to: The Citadel Public Safety Department Attn: CAMPUS CSA COORDINATOR
171 Moultrie Street
Charleston, South Carolina 29409.

ANNEX A to Memorandum 2-27, Campus Safety and Security Reporting, dated 12 March 2012

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Hate Crimes

The Citadel is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

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

Vandalism: To willfully or maliciously destroy, 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.

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.

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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. the assault is then also classified as a hate/bias crime.

If a hate (bias) related crime was reported to you, please **fill out the top section of Page 1 and then complete the following information** about the type of bias involved in the crime.

Type of Bias (circle one):	Race	Religion	Ethnicity
	Gender	Sexual Orientation	Disability

ANNEX A to MEMORANDUM 2-27, CAMPUS SAFETY AND SECURITY REPORTING, and dated 12 March 2012

The Citadel
CONFIDENTIAL SEXUAL ASSAULT REPORT FORM

This form is for the purpose of collecting data to determine the number of incidents occurring within this community in order to comply with federal law and to develop appropriate resources.

Do not complete this form in presence of the assault survivor.

Assault reported to: _____ Date: _____

For classification purposes – Please classify the incident on the reverse side of this form, using the legal definition.

General descriptions of (attempted) rape/sexual assault, including information about whether the assault was reported to anyone.	Survivor Information						Assailant Information			
	Date:	Time: Day or Night	Male/Female	Student Status (Fr., So., etc.)	Student/Non-Student	Cadet Y / N	Stranger or Acquaintance	# of Assailants	Student / Non-student	Cadet Y / N

Location of Incident: _____

DID THE INCIDENT OCCUR ON A UNIVERSITY-OWNED OR CONTROLLED PROPERTY? YES NO

DID THE INCIDENT OCCUR AT A UNIVERSITY-SPONSORED ACTIVITY/EVENT? YES NO

WAS EITHER OF THE PERSONS UNDER THE INFLUENCE OF ALCOHOL AT THE TIME OF THE INCIDENT?

SURVIVOR _____ ASSAILANT _____

BOTH _____ NEITHER _____

INSTRUCTIONS:

1. This form is intended for use in cases of rape and/or sexual assault or attempted rape and/or sexual assault.
2. Do not include the survivor’s name or other identifying information (e.g. student identification number, address, phone number) on this form.
3. Record as much requested data as possible based on information volunteered or discussed. Do not pry for information, just list the information obtained in the conversation.
4. Complete this form even if the survivor indicates that he or she has spoken with another person on campus and even if you will be referring the survivor to another department.
5. Completed forms should be forwarded to the Coordinator of the Sexual Assault Crisis Consultation Team.
6. The current coordinators are Ms. Emma Bennett in Human Resources for faculty and staff, and Ms. Janet Shealy, The Director of Cadet Advocacy, Response, and Education for cadets and CGC students.

DEFINITIONS FOR CLASSIFICATION PURPOSES:

(Check the correct classification of the incident you are reporting in the box in the left margin)

Sex Offenses-Forcible:

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

C. Sexual Assault With An Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental physical incapacity.

D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse.

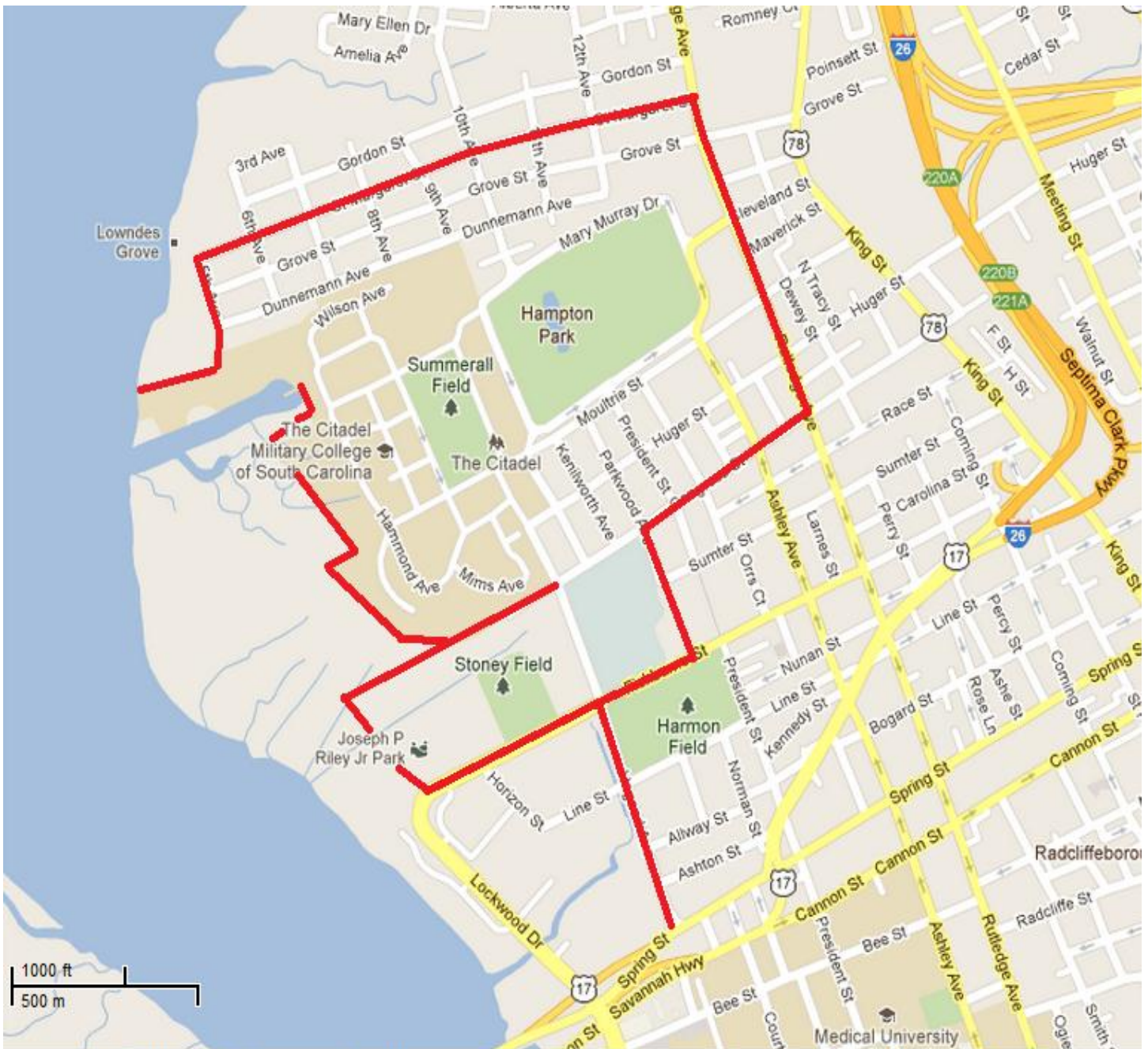
A. Incest

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

B. Statutory Rape

Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sex offenses definitions are taken from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.



The Citadel Campus, for Clery reporting purposes, is bordered on the west by the Ashley River, on the east by Rutledge Avenue, on the South by Congress Street and Fishburn Street and on the north by St. Margaret Street.

Annex C to Memorandum 2-27, Campus Safety and Security Reporting Policy, dated 12 March 2012

TO: Vice Presidents, Deans, and Department Directors /Heads of Departments

FROM: Director of Public Safety

DATE:

RE: Appointment of Campus Security Authorities (CSAs)

1. According to a federal law, known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, The Citadel is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a ‘Campus Security Authority’ (CSA).”
2. The law defines a “Campus Security Authority” as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” For example, a dean or vice president with authority over students and who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities except, when serving as an advisor to a student group. Clerical staffs, as well, are unlikely to have significant responsibility for student and campus activities.
3. The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, liquor law violations, drug violations and/or illegal weapons possession. We are required to report statistics for offenses that occur on campus, in residence facilities, in non-campus property owned or controlled by the college, and on public property immediately adjacent to our campus.
4. In accordance with Citadel Memorandum 2-27, Campus Safety and Security Reporting, dated 12 March 2012, you are receiving this letter as a directive to appoint individuals in your area within 30 days from the publication of this memorandum to serve as Campus Security Authorities. The appointment will be made in writing using the form at enclosure 1 to this Annex. Paragraph IV D of this Memorandum specifies those positions that must be appointed as CSAs in accordance with the *Clery Act* guidelines and instructions. In those areas where a specific position is not directed, you may either serve in the position yourself as a CSA or appoint someone in your area to serve in that capacity. Once trained by Human Resources, the CSA’s will be asked to report on any crimes that they are aware of in calendar year 2011 and to date in 2012.
5. If you have any questions about this request or you would like to discuss the specifics about an incident, please feel free to contact Capt. Bill Ragland at 953-5632. Thank you for your assistance in complying with this federal law. Please return all completed forms to The Citadel Department of Public Safety, 171 Moultrie Street, Charleston, South Carolina 29409.

William (Bill) Fletcher
Director
The Citadel Department of Public Safety

ANNEX D to Memorandum 2-27, Campus Safety and Security Reporting Policy, dated 12 March 2012

MEMORANDUM FOR: (Insert Name and Department of Appointed Individual)

FROM: (Insert Name of Vice President, Dean or Department Director/Head making the Appointment)

SUBJECT: APPOINTMENT AS A CAMPUS SECURITY AUTHORITY (CSA)

1. In accordance with the provisions of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act* and Citadel Memorandum 2-27 Campus Safety and Security Reporting Policy, dated 12 March 2012, you are appointed as a Campus Security Authority for the (insert the name of the CSA).
2. You are required to read and become familiar with the contents of Memorandum 2-27. You will attend certification training for your duties as a CSA within 30 days of your appointment to this position. Contact the Training Manager in Human Resources at 953-6709 to arrange for the date and time of your certification training.
3. The period of your appointment is for the length of your assignment to your position within the organization if you are in a mandatory CSA position as defined in paragraph IV.D. of the memorandum. If you are not in a mandatory CSA position, then your appointment will be until relieved by me or my successor in this position.
4. Your role as a CSA is to report those allegations of *Clery Act* crimes that you conclude are made in good faith to you from victims, witnesses, other third parties, or even offenders. Your report will be forwarded to the CSA at the next higher level in your organizational structure. For example, an athletic coach would make a report to the Associate Athletic Director / Senior Woman Administrator who would then in turn consolidate the reports from all the coaches and submit the Director of Intercollegiate Athletics report to the Campus CSA Coordinator at Public Safety.
5. Crimes that are reported should be recorded and forwarded through CSA channels to the CSA coordinator at Public Safety within two working days of being received by a CSA. Statistics of negative results within a month will be submitted on the last working day of each month.
6. You and your immediate supervisor should ensure that this additional duty is immediately included in your Position Description (PD) as an additional duty.
7. A copy of this appointment will be filed in the CSA's personnel file both within the department and at Human Resources.

Annex E to Memorandum 2-27, Campus Safety and Security Reporting, dated 12 March 2012