

# THE WHITE BOOK

## CHAPTER 4

### Cadet Support Services

### SECTION 3 Campus Advocacy, Response, and Education (C.A.R.E)

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**I. Organization:** The Campus Advocacy Response and Education (CARE) Department consists of a Director of The CARE Department and approximately 50 cadets that are referred to as The Human Affairs Team (HAT) to whom the CARE Director serves as Faculty advisor. However, they are members of the Cadet Chain of Command.

The Campus Advocacy and Response Educator (CARE) is dedicated to creating a campus environment where all individuals feel safe, supported, and heard. Through survivor-centered advocacy, inclusive education, and proactive prevention strategies – including bystander intervention training – we work to eliminate interpersonal violence and foster a culture of respect and equity. We empower students, faculty, and staff with the knowledge and tools to recognize, prevent, and respond to harm, while ensuring that survivors receive compassionate, confidential, and comprehensive support. The office hours are typically Monday-Friday 0800-1530, but advocacy and C.A.R.E. are available 24/7.

**II. Functions:** The main functions of The CARE Department are to:

- A. Sexual misconduct advocacy and prevention training
- B. Provide bystander intervention training
- C. Train and advise the Cadet Human Affairs Team to support the Corps of Cadets' morale and welfare by utilizing on-campus and off-campus resources
- D. Provide resources to students and faculty to receive assistance with social/emotional concerns

**III. Procedures:**

**A. Sexual misconduct advocacy and prevention training:**

- 1. Advocacy Services are available to all cadets, students, faculty, and staff regardless of the reason and at no cost. Some cadets, students, faculty, and staff choose to participate in CARE services based upon their own unique needs (i.e., a self-referral) whereas other cadets, students, faculty, and staff are referred to CARE from on campus sources (e.g.,

coaches, Counseling Center, faculty, TACs).

2. CARE provides critical emotional, informational, and practical support to individuals who have experienced sexual harassment, assault, or other forms of sexual misconduct.
3. **Confidentiality:** The CARE Director has institutional confidentiality and must comply with state laws and national ethics regarding confidentiality. Communication between CARE Director and client will NOT be disclosed to anyone without the client completing a written authorization form to release the information.

**4. Legal and ethical exceptions to confidentiality:**

- i. Nature, date, time, and location of circumstances to Title IX
- ii. When there is clear and substantial risk of imminent/serious harm to the client or another person
- iii. In the case of child abuse or abuse of a vulnerable adult
- iv. In the event of a court order for information

**5. Referrals:**

- i. **On campus:** The CARE Department may refer clients to The Citadel Counseling Center, an Ombudsperson, Public Safety, the Title IX Coordinator, the Infirmary, or the Chaplain.
  - ii. **Off-campus:** If the client is interested in pursuing support off-campus, the CARE Department will provide resources for community partners including (but not limited to) the Charleston Police Department; local hospitals; Tri-County S.P.E.A.K.S.; My Sister's House; the Department of Defense Safe Helpline; the Rape, Abuse, and Incest National Network confidential support hotline; and/or off-campus mental health professionals.
6. Advocacy and Sexual Misconduct prevention training are provided to all cadets annually and are available to all faculty, staff, and other students upon request.

**B. Provide bystander intervention training:**

1. Bystander intervention training is provided to all cadets through Leadership Training Exercises and is available to all faculty, staff, and other students upon request.

**C. Train and advise the Cadet Human Affairs Team (HAT) to support the Corps of Cadets' morale and welfare by utilizing on-campus and off-campus resources:**

1. HAT are certified in Suicide Awareness, Mental Health 911, and Conflict Resolution. They are subject matter experts on resources available to clients on and off-campus.
2. **Confidentiality:** Although the CARE Director has institutional confidentiality, HAT members are mandatory reporters. They will maintain the privacy of individuals in non-emergency or non-crime related situations. They are mandated to report hazing, discrimination, and sexual misconduct reports and allegations.

- D. Provide resources to students and faculty to receive assistance with social/emotional concerns.** Please see III.A.4. for referral information.

**IV. Staff Roles and Responsibilities:** The Human Affairs Teams are comprised of fifty cadets who report directly to Cadet Commanders to advise them on morale, mental and physical health within the unit, and other trends to better enable Commanders to adjust mission focus if needed. They act as peer supporters, reporting issues and referring students to professionals when appropriate, and they promote a social climate of equal opportunity, fair treatment, and awareness of social issues impacting the leadership development of all students. They will work alongside TAC Officers, the chain of command, HATs, and other campus resources to ensure mission success. **They will report any Commandant's Mandatory Reporting Requirements within one hour to the Commandant's Department to include serious injury, hospitalization, sexual misconduct, hazing allegations, mental health emergencies, incarceration, or any other serious incident/event that may bring discredit to The Citadel.**

- A. Confidentiality:** Although the CARE Director has institutional confidentiality, HAT members are mandatory reporters. They will maintain the privacy of individuals in non-emergency or crime related situations. They are mandated to report hazing, discrimination, and sexual misconduct reports and allegations.

**B. Human Affairs Team:**

**1. Regimental Human Affairs Officer –**

Specific responsibilities include:

- Reports directly to the Regimental Commander and assists in establishing, maintaining, and monitoring an organizational climate that is based on The Citadel core value of respect.
- Report specific trends, morale/welfare status, current critical information, and training updates to Regimental Commander
- Advise/Assist Director of CARE with White Book updates, policy changes, and campus awareness/focus events
- Directly supervise the Regimental Human Affairs NCO
- Ensure all Battalion Human Affairs Officers are completing their duties and properly utilizing the chains of command
- Maintains and monitors the climate of the unit and report any issues as required, with a particular emphasis on regimental and battalion climates.
- Meets with the CARE Director on a bi-weekly basis or as needed for advising and planning purposes.

**2. Regimental Human Affairs NCO –**

Specific responsibilities include:

- Reports directly to Regimental Human Affairs Officer for operational/Human Affairs related information.
- Tracks training status for all HAT Members and receives monthly consolidated reports from Battalion Human Affairs Officers.

- Analyzes Battalion reports to determine retraining requirements, Corps-wide or Battalion trends, and reports findings to Regimental Human Affairs Officer to determine necessary course of action / response to trends.
- Meets with the CARE Director on a bi-weekly basis or as needed for advising and planning purposes.

### **3. Battalion Human Affairs Officer –**

Specific responsibilities include:

- Reports directly to Battalion Commander and Regimental Human Affairs Officer.
- Tracks training status for all subordinate HAT Members and reports training status to Regimental Human Affairs NCO.
- Maintains record of types of incidents/issues reported to them
- Creates monthly consolidated reports of incidents reported directly to them and from Company Human Affairs Teams within their battalion.
- Analyzes the consolidated battalion reports to determine retraining requirements, Battalion-wide trends, and reports findings to Battalion Commander and Regimental Human Affairs NCO.
- Maintains and monitors the climate of the unit and reports any issues as required, with a particular emphasis on company climates and seniors.
- Meets with the Regimental Human Affairs Team weekly or bi-weekly to discuss Battalion morale, trends, and planning purposes.
- Meets with the CARE Director on an as needed basis for advising and planning purposes.

### **4. Company Human Affairs Officer –**

Specific responsibilities include:

- Reports directly to Company Commander and Battalion Human Affairs Officer.
- Meets with the Battalion Human Affairs Team weekly or bi-weekly to review and/or discuss Company morale, trends, and planning purposes
- Meets with the Company Human Affairs NCO weekly to review and/or discuss events in the company report, refine responses, and develop plans of action within the company
- Maintains and monitors the climate of the unit and report any issues as required, with a particular emphasis on juniors and freshmen.
- Utilizes knowledge of campus resources to respond to reports and concerns of individuals within the company.
- Escort fourth class cadets being discharged through the out- processing procedure and the competition and submission of withdrawal paperwork
- Meets with the CARE Director on an as needed basis for advising and planning purposes.

### **5. Company Human Affairs NCO –**

- Reports directly to Company Human Affairs Officer.
- Meets with the Company Human Affairs Officer weekly to review and/or discuss events in the company report, refine responses, and develop future plans of action within the company.
- Maintains and monitors the climate of the unit and report any issues as required, with a particular emphasis on sophomores.

- Escort fourth class cadets being discharged through the out- processing procedure and the competition and submission of withdrawal paperwork
- Utilizes knowledge of campus resources to respond to reports and concerns of individuals within the company.
- Meets with the CARE Director on an as needed basis for advising and planning purposes.