

THE WHITE BOOK

CHAPTER 4

Cadet Support Services

SECTION 3

CARE

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Position: CARE Director/ Campus Advocate

I. Organization: The Campus Advocacy Response and Education (CARE) Department consists of a Director of The CARE Department and 70 cadets that are referred to as The Human Affairs Team (HAT), whom the CARE Director serves as Faculty advisor, but they are members of the Cadet Chain of Command. The office is located in Mark Clark Hall RM 215 and maintains a website at www.citadel.edu/CARE.

The office hours are Monday-Friday 0800-1630 during the fall and spring semesters; alternative hours are posted for furloughs and summer session. The overall mission of The Citadel CARE Department is to empower students who have been impacted by sexual assault, sexual harassment, domestic violence, or stalking by providing private advocacy, resources and supportive services. These services may be extended to the students' support system (family, friends, peer groups, or staff/faculty members), if applicable.

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

- A. Provide bystander intervention trainings
- B. Orchestrate outreach and other educational opportunities
- C. Facilitate trainings that allow cadets to receive assistance with social/emotional concerns
- D. Collaborate with community partners to aid with sexual assault prevention, sexual assault response, and domestic violence

III. Procedures:

1. **Referrals:** Services are available to all cadets, students, faculty, and staff regardless of the reason. Some cadets, students, faculty, and staff choose to participate in CARE services based

upon on 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).

- i. **On campus:** CARE Department may refer students to The Citadel Counseling Center, an Ombudsperson, Public Safety, the Title IX Coordinator, the Infirmary or the Chaplain.
 - ii. **Off-campus:** If the student 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.
2. **Process:** Cadets, students, faculty, and staff can schedule an appointment in four ways: (1) emailing the Director, (2) texting/calling the Director on her cell-phone, (3) calling CARE directly, or (4) visiting CARE in Mark Clark Hall, Room 215.
 3. **Confidentiality:** The CARE Director has institutional confidentiality and must comply with state laws and national ethics regarding confidentiality. While HAT members are valuable members of the helping chain, they do not have the same level of responsibility or training, nor do they provide the same level of care as individuals in the helping professions. Therefore, HAT members do not promise to keep information confidential. They keep information private as a leader and only inform those who "need to know."
 - i. Communications between CARE Director and student will not be disclosed to anyone without the client completing a written authorization to release information form.
 - ii. Legal and ethical exceptions to confidentiality:
 - a. When there is a clear and substantial risk of imminent/serious harm to the
 - b. student or another person
 - c. In the case of child abuse or abuse of a vulnerable adult
 - d. In the event of a court order for information
 4. **Fees:** CARE services are free to all cadets, students, faculty, and staff at The Citadel.

IV. Staff Roles and Responsibilities:

- a. **Regimental Human Affairs Officer:** The mission of the Regimental HAO is to assist the Regimental Commander in establishing, maintaining, and monitoring an organizational climate that is based on The Citadel core value of respect and to – with the TAC, the chain of command, other members of the HA teams, and other campus resources – ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis.

Specific responsibilities include:

- Directly supervise the Regimental HA NCO.
- Ensure all HA teams are properly trained and coordinate with BN HAOs to facilitate mission accomplishment.

- Establish and maintain liaison with campus support offices such as CARE, CCC, Chaplain, and Ombudspersons.
 - Receive and act on guidance from the CARE director and keep her informed about matters involving the corps HA climate.
 - Understand and comply with various laws and policies about reporting, confidentiality, and regulatory procedures.
- b. **Regimental Human Affairs NCO:** The mission of the Regimental Human Affairs NCO is to assist the Human Affairs Officer in establishing, maintaining, and monitoring an organizational climate that is based on the Citadel core value of respect and to- with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources — ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis. Because of the sensitivity of his or her responsibilities, the HA NCO must be aware of and comply with various laws and policies about reporting, confidentiality, and regulatory procedures.
- Meet with the Director CARE every week to exchange information, specifically providing the cadet-perspective of the campus social climate.
 - Help train battalion- and company- level Human Affairs Teams during Challenge Week.
 - Take minutes of Human Affairs meetings.
- c. **Company Human Affairs Sergeant:** The mission of the Human Affairs Sergeant is to assist the Human Affairs Officer in establishing, maintaining, and monitoring an organizational climate that is based on the Citadel core value of respect and to- with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources— ensure each individual cadet receives the care and support required by applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis. He or she directly supervises the HA Corporal. Because of the sensitivity of his or her responsibilities, the HA NCO must be aware of and comply with various laws and policies about reporting, confidentiality, and regulatory procedures. Additional information is provided in the “Human Affairs Training and Resource Guide.” Specific responsibilities include: – Establish liaison with the Director of CARE and other campus support resources. – Monitor the climate of the unit and report any issues as required, with a particular emphasis on juniors and sophomores. – Escort, or supervise the HA CPL’s escort of, fourth class cadets being discharged through the out-processing procedure and the competition and submission of withdrawal paperwork.
- d. **Company Human Affairs Corporal:** The mission of the Human Affairs Corporal is to assist the Human Affairs NCO/Officer in establishing, maintaining, and monitoring an organizational climate that is based on the Citadel core value of respect and to- with the TAC, the chain of command, other members of the Human Affairs Team, CARE, and other campus resources—ensure each individual cadet receives the care and support required by

applicable laws, regulations, and principled leadership in areas involving equal treatment and personal crisis. Because of the sensitivity of his or her responsibilities, the HA CPL must be aware of and comply with various laws and policies about reporting, confidentiality, and regulatory procedures. Additional information is provided in the "Human Affairs Training and Resource Guide." Specific responsibilities include: – Establish liaison with the Director of CARE and other campus support resources. – Monitor the climate of the unit and report any issues as required, with a particular emphasis on sophomores and freshmen. – Under the supervise of the HA NCO, escort fourth class cadets being discharged through the out-processing procedure and the competition and submission of withdrawal paperwork.