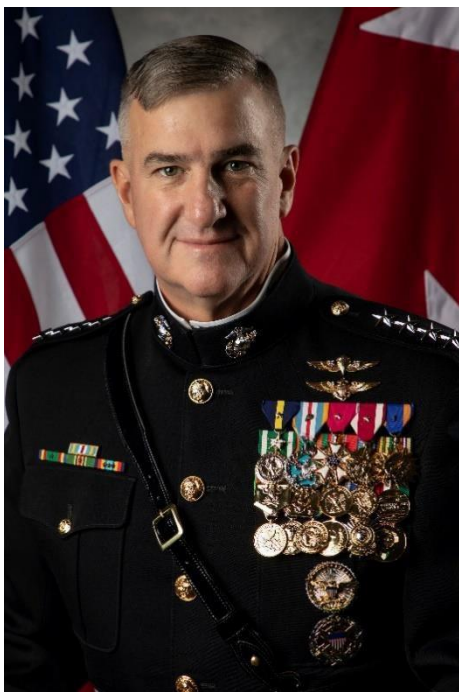




# Annual Security and Fire Safety Report 2025-2026 Academic Year

(Includes Crime Statistics for CYs 2022, 2023, & 2024)



A safe and secure campus is essential to The Citadel's mission to Educate Principled Leaders. The Citadel Public Safety Department is integral in providing a safe environment where Cadets, Students, Faculty, and Staff can learn, work, and live. The Citadel regularly evaluates the security needs of the community. This publication supports those efforts. It defines who to call and what to do if you are a crime victim.. It also outlines policies promoting a safe learning and working environment. These policies work in conjunction with Federal, State, and Local laws. Please consider these recommendations and work with The Citadel Public Safety Department to make The Citadel a safe and secure campus. While the College and Public Safety go to great lengths to promote a safe and secure environment, personal safety is an individual responsibility. Together, we must take personal responsibility for our own safety and those around us. Working together, we will keep The Citadel a safe campus for all.

## **Public Safety Authority and Jurisdiction**

The Citadel Public Safety Department (PSAF) consists of law enforcement officers, including a director, deputy director, operations officer, parking enforcement, campus service officers, shift supervisors, and patrol officers. Officers patrol the campus via foot, marked and unmarked vehicles, utility vehicles, and bicycle patrols. The Environmental Health & Safety division and parking fall under PSAF but do not have law enforcement authority. PSAF coordinates with the Charleston Police Department for staffing support during special events.

### **Public Safety Arrest and Enforcement Authority:**

PSAF has statewide police authority to enforce State and Local law and apprehend and arrest anyone involved in illegal acts including on or off The Citadel campus. All PSAF law enforcement officers are commissioned by the Governor and regulated under the authority and supervision of the State of South Carolina Law Enforcement Division (SLED). PSAF also employs part-time South Carolina Advanced Constables for larger events, who do not have independent arrest authority.

Charleston Police Department officers supporting campus events have statewide authority to enforce State and Local law, and apprehend and arrest anyone involved in illegal acts on or off campus.

### **Public Safety Jurisdiction:**

The patrol jurisdiction of PSAF is limited to the institution's owned or controlled property. PSAF law

enforcement officers have the authority to enforce State laws and college Policies.

## **PSAF Working Relationships with other Local and State Law Enforcement Agencies**

PSAF maintains a positive and close working relationship with the City of Charleston Police Department, Charleston Sheriff's Department, State Law Enforcement Division (SLED), and the Isle of Palms Police Department. This collaboration and partnership includes sharing information and intelligence, joint training and exercises, collaboration on large-scale events and joint membership on the local Chief's Association. PSAF regularly coordinates these law enforcement entities for support and assistance as it relates to the safety and security of the campus.

PSAF officers and local law enforcement officers communicate regularly on the scene of incidents in and around campus. PSAF investigators work closely with local law enforcement investigators as required.

## **Written Memorandums of Understanding with Local Law Enforcement**

The Citadel has no active written agreements or Memorandums of Understanding (MOU) with any law enforcement agency for the investigation of alleged criminal incidents or any other reason. In accordance with the South Carolina Jessica Horton Act, S.C. Code Ann. 59-145-19, all deaths resulting from an incident occurring on Citadel property, and all allegations of criminal sexual assault on campus are immediately reported to SLED.

## **Reporting Crimes and Other Emergencies Accurate and Prompt Reporting**

Members of The Citadel community and all visitors/guests are encouraged to report crimes, suspicious behavior and emergencies occurring accurately and promptly on campus, on public property running through or immediately adjacent to campus, or in other property that is owned or controlled by The Citadel. Reports should be made to PSAF or to one of the Primary Campus Security Authorities (CSAs) or Preferred Receivers of reports outlined below, including when the victim of a crime elects to, or is unable to, make such a report.

Accurate and prompt reporting ensures PSAF can evaluate, consider, and send timely warning notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log, and accurately document reportable crimes in its annual statistical disclosure.

### **Primary Campus Security Authorities (CSA) or preferred receivers of reports:**

- PSAF via (843) 953-5114 or on-campus extension 811
- Use emergency functionality on the Bulldog Alert Mobile application or desktop application (on Citadel computers resident in Citadel facilities)
- Report in person to the PSAF at the Public Safety office at 208 Richardson Ave.
- Report to the local police or local emergency services via 911
- Sex Offenses and other incidents of sexual or relationship violence may also be reported to the college's Title IX Coordinator at (843) 953-6881 or in person at Bond Hall, Room 310
- Via the Human Resources Department (HR) at (843) 953-6922, or in person at the HR Building, 97 Hagood Avenue
- Via the Commandant of Cadets at (843) 953-6930, or in person at Jenkins Hall, 2<sup>nd</sup> Floor
- Via the Provost and Dean of the College at (843) 953-5101, or in person at Bond Hall, Rm. 187

You may also contact the City of Charleston Police Department at (843) 577-7074 or 911, the County of Charleston Sheriff's Department at (843) 202-1700, or the South Carolina Law Enforcement Division at 1-888-559-TIPS (8477). For incidents at The Citadel Beach House, contact the Isle of Palms Police Department at (843) 886-6522.

## **Response to a Report**

PSAF Dispatchers are available 24 hours a day/7 days a week at (843) 953-5114 or on campus extension 811 and via the Bulldog Alert application. Dispatch will either send an officer or request the reporting party file an in-person report. All reported crimes are investigated by the college and may become a matter of public record. Crime victims are given on and off campus resource information as appropriate. All PSAF reports are forwarded to the Commandant for cadets or the Provost for graduate and non-cadet undergraduate students for potential action, as appropriate. PSAF will contact other law enforcement or first responders as needed. If a sexual assault or rape should occur, staff on scene, including PSAF, offers victims a wide variety of services. In accordance with the South Carolina Jessica Horton Act, all incidents of criminal sexual assault are immediately reported to SLED – (Criminal sexual assault includes incidents of Rape and Criminal Sexual Contact, but not incidents of Domestic Violence, Dating Violence or Stalking). SLED and PSAF participate in joint investigations into the reported act of criminal sexual conduct as required.

## **Voluntary Confidential Reporting**

The Citadel encourages victims or witnesses of any crime to promptly report to PSAF. PSAF does not have a voluntary confidential reporting process as police reports are public records under State law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authority (CSA). However, some CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to professional and pastoral counselors and Ombudspersons are kept confidential.

Professional and pastoral counselors and Ombudspersons are encouraged to inform their clients as appropriate, of procedures to confidentially report crimes to primary CSAs and the means and methods to report crimes using the college's anonymous reporting protocols (outlined below). All incidents of criminal sexual assault will be immediately reported to SLED.

## **Anonymous Reporting**

The Citadel allows faculty, staff and students opportunities to report incidents anonymously, which allows a reporting person to complete a report without providing any personal identifying information. Anonymous reporting can be accomplished using the Ethics Point system, a third-party vendor providing 24/7/365 compliance and ethics-related reporting.

- Online: Make a report at [www.citadel.ethicspoint.com](http://www.citadel.ethicspoint.com)
- Hotline: Call 1-844-237-9053 (toll free)

Incidents to PSAF may also be reported anonymously via <https://www.citadel.edu/root/report-a-criminal-offense>.

The purpose of an anonymous report is to promote safety. These allow the college to keep accurate records of the number of incidents involving campus community members, determine patterns of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in

this manner are counted and disclosed in the annual crime statistics.

While anonymous reporting is available, the College's ability to investigate and appropriately address allegations of misconduct becomes significantly limited in such cases.

### **Monitoring and Recording of Criminal Activity by Students at Noncampus locations of Recognized Student Organizations**

The Citadel has no student organizations owning or controlling housing facilities, negating the requirement for outside law enforcement to report and record criminal activity.

### **Security of and Access to Campus Facilities Policy**

During business hours, The Citadel campus, excluding barracks, is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access is restricted to employees, students, residents, and guests. A perimeter fence to the north, east, and south of campus limits access to The Citadel. The Ashley River borders campus on the west. Traffic and access to campus is through three primary gates: Lesesne Gate, Hagood Gate, and Summerall Gate, and two auxiliary gates at Congress Street and on Dunnemann Avenue. During the academic year, cadets monitor Lesesne Gate and Hagood Gate during selected business hours. The gates at Dunnemann Avenue and Congress Street are also closed at 1800. Citadel Public Safety is located at 208 Richardson Avenue.

The five barracks are monitored by cadet or student guards from 0530 until 2300 each weekday during the fall, spring, and summer school sessions. Between 2300 and 0530 (0100 and 0530 on Friday and Saturday nights), barracks gates are locked, and access is only granted by the overnight Officer-in-Charge, a Citadel employee. During extended breaks, barracks gates are secured around the clock.

Various facilities have more limited hours, which vary. Deas Hall, Daniel Library, Summerall Chapel and Mark Clark Hall are secured according to schedules developed by resident departments and campus operations. Emergencies may necessitate changes or alterations to any posted schedules. Residential areas are limited to residents and their guests. Residents are responsible for the security of their individual units.

Keys to College buildings, facilities, and other structures are property of The Citadel. Only authorized individuals have keys to Citadel facilities. Those who are permitted to have keys are expected to use them only for authorized College-related purposes. Permission to possess or use keys to College buildings, facilities, or other property may be denied or rescinded at any time and for any reason.

At least one Public Safety officer is always on patrol. Public Safety officers patrol campus grounds, conduct regular interior and exterior checks of academic and administrative buildings and respond to incidents occurring within the on-campus barracks or residential facilities. Public Safety officers and/or a campus services officer (during the academic year) provide security escorts when requested for staff members, students, and faculty. Functions on the Bulldog Alert application also provide monitoring as desired by the user.

### **Security Considerations Used in the Maintenance of Campus Facilities**

The Citadel facilities and landscaping are maintained in a manner minimizing hazardous and unsafe conditions via crime prevention through environmental design (CPTED). Parking lots and pathways are illuminated with lighting. PSAF regularly reports malfunctioning lights and other unsafe physical conditions to Facilities Management. The campus' overall safety and security program is supplemented by a variety of technological systems including: closed circuit television; emergency phones; the [Bulldog Alert app](#); and fire detection, suppression, and reporting systems. Other members of the College community are helpful when they report equipment problems to PSAF or Facilities Management. PSAF is consulted on security measures during

construction and renovation capital projects.

## **Hazing Policies and Reporting**

The Citadel is committed to promoting an environment where all campus members can learn, work, and live free from physical or psychological injury incurred during recruitment, initiation processes, and participation in a student organization, club, or athletics team. To this end, the College prohibits hazing and works to prevent and address all incidents of hazing involving members of the campus community. Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in The Citadel community. Student groups, organizations, athletic teams, and employees are important contributors to a vibrant and positive campus life and are expected to act in accordance with applicable policies and codes of conduct to treat others with respect.

### **Definitions**

1. **Hazing:** Hazing is defined slightly differently under applicable governing authorities. For the purposes of this policy, the definition shall apply to all of the following:
  - A. **Federal Law (SCHA):** 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 physical preparation necessary for participation in an athletic team), of physical or psychological injury, including –
      - whipping, beating, striking, electronic shocking, placing 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 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, 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, or Federal law.
  - B. **College Regulation (Citadel College Regulations):** A wrongful striking, an unauthorized laying hand upon; a threat of violence; an offer to do bodily harm by any student to another student; any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or a requirement of any student to perform personal services for another student except as specifically provided for cadets in the Blue Book, Regulations for the South Carolina Corps of Cadets.
2. **Student Organization:** 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, student government or cadet unit) 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.

### **Reporting Incidents of Hazing**

### Non-Confidential Reporting Options

Citadel Public Safety  
843-953-5114/Email: [PSAF@Citadel.edu](mailto:PSAF@Citadel.edu)  
208 Richardson Ave.

COL Heyward Hutson  
Assistant Commandant for Discipline  
843-953-6931/Email: [hhutson1@citadel.edu](mailto:hhutson1@citadel.edu)  
206 Jenkins Hall

John A. Robinson, Jr., JD, MBA  
Executive Director of Student Affairs and Academic Services  
843-953-5155/Email: [jrobin21@citadel.edu](mailto:jrobin21@citadel.edu)  
369B Bond Hall

Valerie Mercado  
Title IX Coordinator/Compliance Officer  
843-953-6881/Email: [vmercado@citadel.edu](mailto:vmercado@citadel.edu)  
310 Bond Hall

Leah Schonfeld  
CHRO/Assistant Vice President, Human Resources  
843-953-6961/Email: [schonfeldl1@citadel.edu](mailto:schonfeldl1@citadel.edu)  
97 Hagood Ave (HR Building)

### Confidential Reporting Options

MAJ Eileen Quinn  
Director of CARE and Campus Advocate  
843-953-7277/Email: [equerra@citadel.edu](mailto:equerra@citadel.edu)  
215 Mark Clark Hall

Dr. Lee Westberry, PhD  
Ombudsperson  
843-953-5188/Email: [lwestber@citadel.edu](mailto:lwestber@citadel.edu)  
237 Bond Hall

Shamus Gillen  
Ombudsperson  
843-953-7698/Email: [gillens@citadel.edu](mailto:gillens@citadel.edu)  
Holiday Alumni Center Rm 122

Electronic and anonymous reporting may also be done by using the Fraud, Waste, and Abuse Compliance Hotline found at the bottom of the [www.citadel.edu](http://www.citadel.edu) homepage or at:

<https://secure.ethicspoint.com/domain/media/en/gui/38738/index.html>

### Investigation Process

After receiving a report, The Citadel will review the submission and determine the next appropriate actions. The Office of the Commandant investigates allegations of hazing involving cadets. The Office of the Provost investigates allegations of hazing involving all other students. The Office of Human Resources investigates allegations of hazing involving employees. If a report alleges criminal activity,

the investigating official will notify The Citadel's Department of Public Safety and/or local law enforcement. The Citadel will assist and provide support to any complainant who reports allegations of hazing to law enforcement.

### **Prevention and Awareness Programs**

The Citadel has implemented a variety of programs directed to educate students, faculty, and staff regarding safeguarding against hazing and reporting of incidents of hazing. These programs include, but are not limited to, the following:

- Faculty and staff: For all new employees, an online training module is provided by Human Resources as part of the onboarding process.
- Students: All students are provided an online training module as part of their orientation/matriculation process. In addition, all students have access to the online training module via Vector Solutions on their MyCitadel web page.

### **Missing Students**

#### **Missing Student Statements of Policy**

In accordance with the Higher Education Opportunity Act (HEOA), The Citadel maintains and implements procedures when on-campus residential students are believed to be missing for greater than 24 hours. All students residing in on-campus student housing facilities or barracks have the option to annually register confidential missing person contact information (name and primary contact information) for a person to be notified by the College in the event the student is determined to be missing (or potentially missing). This registration process includes a web-based form for collection and is available annually as students register for classes.

Students residing in on-campus housing or barracks are informed annually that they have the option to identify a person designated as a confidential missing person contact to be notified by The Citadel no later than 24 hours after the time the student is determined to be missing by the designated college officials authorized to make that determination (specifically, PSAF and the Commandant) or the local law enforcement agency in which the student went missing. Students may update this information during their student career. Students are advised that the contact information they provide will be registered confidentially and can be accessed only by authorized campus officials. This information is only disclosed to law enforcement personnel in furtherance of a missing person investigation. These procedures and registration process is communicated to cadets via their Citadel email account when registering each academic year. The missing person contact information is registered confidentially, accessible only by authorized campus officials and law enforcement, and is not used outside a missing student investigation.

The Citadel aggressively works to resolve reported missing persons cases. A student is considered to be missing under the school's [Missing Persons policy](#) if absent, without any known reason, for more than twenty- four (24) hours. All reports of missing cadets must be immediately directed to the Commandant of Cadets at 843-953-6930 and Public Safety by calling (843) 953-5114 or on campus extension 811. In the event a student under 18 years of age and not emancipated is reported missing, the Citadel must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional missing person contact designated by the student. For all missing students, The Citadel will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law



enforcement agency was the entity that made the determination that the student was missing.

Failure to report a student missing or suspected as missing is punishable in accordance with Citadel policy. When a student is reported missing, Public Safety initiates an investigation and makes a determination as to the status of the missing student based on facts.

### Missing Student Procedures

Upon receiving a report, investigating that report and determining that the student has been missing for 24 hours or more, Public Safety will notify the student's designated contact person(s) within 24 hours and notify all pertinent law enforcement agencies. If the student is under 18 years of age and is not emancipated, Public Safety will notify the student's custodial parent or guardian and the designated missing person contact registered by the student within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, The Citadel will inform the local police department (or the local law enforcement agency with jurisdiction) that the student is missing within 24 hours.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures Public Safety will follow include: contacting the Commandant of Cadets and residential leaders, checking with emergency health care providers, and taking such other investigative actions as are appropriate under the circumstances. The College will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

### Timely Warning Notices

The Citadel is responsible for Timely Warning Notices (TWN) in compliance with the Clery Act.

In the event a crime is reported or observed, within the Citadel Clery Geography (On Campus, Public Property and Non-campus property), in the judgment of PSAF and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a Timely Warning Notice will be issued.

Anyone with information about a crime believed to warrant a Timely Warning Notice should immediately report the crime to PSAF by phone at (843) 953-5114, by dialing 811 from a campus phone, in person at the Public Safety Office at 208 Richardson Avenue, or via the various Bulldog Alert [applications](#). 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 several factors, such as the nature of the crime, the seriousness of the incident, and whether it poses a serious or continuing threat to the campus community. Information may be withheld from the Timely Warning Notice if there is a risk of compromising law enforcement efforts.

Timely Warning Notices are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter / Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Citadel community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director of PSAF)



or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.

- Burglary
- Arson
- Motor Vehicle Theft
- Hate Crimes
- Other Clery crimes as determined necessary by the Director of PSAF or their designee.
- Other crime classifications and locations beyond those required by the Clery Act as determined necessary by the Director of PSAF or their designee.

Timely Warning Notices are distributed as soon as pertinent information is available, withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences. The college is not required to issue a Timely Warning Notice for crimes reported to pastoral or professional counselors.

The Citadel does not issue Timely Warning Notices for the crimes listed above if the subject of a crime is apprehended and the apprehension mitigates the serious or continuing threat to members of The Citadel community. Typically, alerts are not issued for any incidents older than ten (10) days from the date of occurrence, as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner. This type of situation will be evaluated on a case-by-case basis.

PSAF supervisors and lead officers confer with the Director of PSAF, Deputy Director or their designee during the response to a crime to ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate) to determine if a serious or continuing threat to the community and if the distribution of a Timely Warning Notice is warranted.

Timely Warning Notices are primarily distributed to campus community members via the Bulldog Alert System, including message distribution by text, app notifications, landline and blast email notification. Faculty, staff and cadets are encouraged to sign-up for the Bulldog Alert [mobile application](#) to allow text and app notification. Bulldog Alert System also sends a blast email to everyone with a citadel.edu account. Bulldog Alert is supplemented by the “Big Voice” public address notification system installed throughout campus, which includes a siren. An alert siren is also a component of the college’s emergency notification system. Campus Advisory posters located at building entrances and lobbies and posting to the college’s website serve as additional back-up communications methods.

Timely Warning Notice distributed to the campus community by the Director of PSAF, Deputy Director of PSAF or their designee, and routinely reviewed and approved by the Chief of Staff, General Counsel and/or Vice President for Communications and Marketing prior to distribution. The Director of PSAF or Deputy Director of PSAF have the authority to issue a Timely Warning Notice without consultation if immediate distribution is warranted. Should the Director of PSAF or Deputy Director of PSAF be directly impacted and involved in an incident response or otherwise unavailable, the Chief of Staff, General Counsel or Vice President for Communications and Marketing have the authority to distribute Timely Warnings.

## **Emergency Response and Evacuation Procedures**

### **Emergency Response**

The Citadel has adopted an Emergency Response Plan establishing policies, procedures and organizational

hierarchy for various campus emergencies. Link: [Citadel Emergency Response Plan](#) .

Citadel departments are responsible for developing emergency response and continuity of operations plans for their areas. Campus emergency management and environmental health and safety personnel provide resources and guidance for these plans as requested.

The College conducts emergency response drills and exercises each year and tests the emergency notification systems on campus monthly. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

For 2024, and subsequent years, The Citadel will publicize a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) meeting Higher Education Opportunity Act (HEOA) requirements.

### Emergency Evacuation Procedures

The Citadel complies with South Carolina and Industry Fire Code standards for emergency evacuation drills. Students and employees learn emergency exit locations in the barracks and other buildings, and how to safely exit and assemble after an evacuation. Evacuation procedures change with time of day, building loads and other factors. PSAF or other emergency/safety personnel will communicate on-scene any specific directions after an evacuation.

Evacuation drills prepare building occupants for organized evacuation. Evacuation drills educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and become familiar with exits, fire alarm audible warnings, and other factors.

### General Evacuation Procedures for Building Occupants

At the sound of a fire alarm or if instructed to evacuate, proceed to the nearest exit, and leave the building. If first to recognize a fire situation, activate an alarm, evacuate to a safe location using the nearest exit, and notify PSAF via Bulldog Alert, or (843) 953-5114 or on campus extension 811 or 911.

1. Remain Calm
2. Do NOT use Elevators.
3. Assist the physically impaired. If unable to exit without an elevator, secure a safe location near a stairwell and immediately inform emergency personnel of the impaired location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Do not re-enter the building.

### **Shelter-in-Place Procedures**

Staying in place during an emergency may be the best option if your building or structure remains safe. Other buildings may be damaged, or the external environment may be more dangerous. Additionally, threats on campus, such as criminal activity, may dictate messaging to 'Shelter in Place.'

### **Basic "Shelter-in-Place" Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until advised. If your building is damaged, take personal belongings and follow evacuation procedures (close door, proceed to the nearest exit, and use the stairs vice elevators). Once evacuated, seek shelter at the nearest college building

quickly. If police or fire department personnel are on the scene, follow their directions and remain clear of roads and sidewalks.

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

A shelter-in-place notification may come from several sources, including Bulldog Alert, Big Voice, or verbally.

### **How to “Shelter-in-Place”**

1. Stay where you are. Collect supplies and a phone; silence the phone in situations an intruder may be present. If outdoors, proceed into the closest building quickly and/or follow directions from Bulldog Alert or emergency personnel.
2. Best factors for Shelter in Place:
  - An interior room.
  - Above ground level.
  - With the least number of windows.
3. Shut and lock all windows (tighter seal) and close and lock doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as able.
6. Make a list of the people with you and advise PSAF or -911.
7. If in response to an intruder, secure all lights, and prepare to further barricade and defend yourself.

### **Emergency/Immediate Notification**

The Citadel has multiple communication paths to notify and inform the campus community. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples that may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Individuals can report emergencies occurring at The Citadel by dialing (843) 953-5114 or on-campus extension 811 or by dialing 911 for outside emergency responders.

In the event of an emergency, The Citadel will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

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 on campus. An “emergency notification” is broader than a “timely warning.” “Timely Warnings” address certain criminal actions that represent a serious or ongoing threat to the campus community, whereas “emergency notifications” may address both criminal actions and other significant incidents or emergencies, such as weather and medical emergencies.

The Public Safety staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, the campus Fire Marshal, the Director of Environmental Health and Safety, local first responders and/or the national weather center.

If the Director of PSAF or designee, in conjunction with other college administrators, local first responders, Public Health Officials and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of The Citadel community, PSAF will collaborate with the Chief of Staff, Senior Vice President, General Counsel and/or Vice president for

Communications and Marketing to determine the content of the message and initiate sending the alert using some or all of the systems described below to communicate the threat to The Citadel community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The Citadel will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: PSAF, local law enforcement, the Chief of Staff, Senior Vice President, the Commandant, campus Fire Marshal, Director of Emergency Health and Safety, and/or the local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods, depending on the type of emergency: The Citadel's Bulldog Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), "Big Voice" or public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any of these systems fail or the college deems it appropriate, in person communication may be used to communicate an emergency.

1. Emergency warning sirens, located at various locations on the Citadel campus:
  - a. Immediately increases awareness of surroundings and be alert for any type of potential threat.
  - 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 or impacted are known.
  - d. If indoors, prepare to initiate evacuation, shelter-in-place (as outlined above), or emergency lockdown procedures.
2. The Bulldog Alert messaging system:
  - a. The Bulldog Alert messaging system may be activated to send a combination of text, email, and app alerts. These messages will contain important information about the emergency and/or specific response instructions. All students and employees are provided a campus email address upon enrollment or employment. Students and employees should regularly check their email. Students and employees can download Bulldog Alert via Apple or Google app stores. More information may be found online: <https://www.citadel.edu/bulldogalert/emergency-contact-information/>. Parents and guardians of Citadel students may also download the app.
3. Notification Process and Officials Responsible for Implementation:
  - a. The Citadel Public Safety Department receives information from individuals on- and off-campus and from the various offices and departments on campus. Public Safety will provide the initial response to investigate reported concerns and determine any potential threat. If Public Safety determines that a potential threat exists, dispatch will immediately notify senior college administrators listed below, who will be responsible for further action.
  - b. Emergency messaging will primarily be used in situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of campus or cancellation of classes (i.e., severe weather, chemical spills, fires, and crimes). Messages about criminal activity generally will not be sent using these systems unless appropriate officials determine that there is an imminent threat of danger. **The victim's name and other personally identifying information will NOT be included in any Emergency Notification.** The emergency notification

system is provided in addition to existing emergency notification procedures and does not replace any other emergency notification system (e.g., fire alarms, tornado sirens).

- c. Senior college administration officials responsible for receiving notification of potential threats and taking further action include, but are not limited to:
  - i. The President,
  - ii. The Provost
  - iii. The Chief of Staff
  - iv. Senior Vice President for Operations and Administration
  - v. Commandant of Cadets
  - vi. Vice President for Communications and Marketing

Other Vice Presidents and Senior Staff as required.

If there is an immediate threat to the health or safety of students or employees occurring on campus, The Citadel will follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

#### 4. 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 workday of each month. The Citadel Public Safety and The Citadel 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, its date and time, and whether it was announced or unannounced. The Citadel Department of Public Safety will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test per calendar year.

Follow-up information and updates will be distributed using some or all of the identified communication systems (except fire alarms). When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. Additionally, updates regarding a prolonged and ongoing emergency situation such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) **at the top of the institution's homepage** that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

#### **Publicly Available Record-Keeping**

The Citadel does not publish the names of crime victims or identifiable information regarding victims in the PSAF daily crime log or in Timely Warnings or Emergency Notifications. Police reports are open for inspection and copying under South Carolina's Freedom of Information Act. The extent to which The Citadel can protect the identity of a victim/survivor contained in police reports is not absolute; however, The Citadel uses its best efforts

to protect the identity of the Title IX victim/survivor and the intimate details of the report.

## **Security Awareness and Crime Prevention Programs**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of The Citadel to inform students and employees about campus security procedures and practices and the prevention of crimes.

PSAF presents crime prevention programs to incoming students each August. A briefing for new employees is conducted at every new employee orientation and is available online. This briefing includes methods for maintaining personal safety and campus security measures. PSAF personnel also inform students and employees about crime on-campus and in surrounding neighborhoods.

During the 2023-2024 academic year The Citadel offered approximately eleven (11) crime prevention and security awareness programs focused on the effective use of emergency numbers and an introduction to crime prevention. In addition, The Citadel organized two (2) programs specifically addressing active shooter and shelter-in-place awareness and education training, and eleven (11) programs focused on personal safety and non-residence hall security.

A PSAF program includes “Project ID.” This encourages members of the campus community to mark their valuables with The Citadel NCIC (National Crime Information Center) number SCO-101100, followed by their CWID number. If marked items are subsequently stolen, they can be identified and returned to their rightful owner upon recovery by a law enforcement agency. Engravers are available for loan at the PSAF office at 208 Richardson Avenue. Additionally, PSAF will provide escorts for staff, students, and visitors to their vehicles when requested, and the Bulldog Alert application includes features for monitoring travel by PSAF or person(s) selected by the user.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious- and involved and advised to call PSAF to report suspicious behavior.

For additional questions regarding crime prevention, contact the department directly at: (843).953.5114 or on campus extension 811.

## **Policies on Alcohol, Tobacco, Other Drugs, and Drug Testing**

The Citadel is committed to maintaining a safe, drug-free environment and strictly prohibits the unlawful manufacture, possession, distribution, or use of illicit drugs, as well as the unlawful purchase, possession, distribution, or use of alcohol by all faculty, staff, cadets, students, and visitors—whether on Citadel property or during any Citadel-sponsored activities. The PSAF has primary responsibility for enforcing local and state alcohol laws, as well as state and federal drug laws.

With limited exceptions, The Citadel prohibits cadet and non-cadet student possession of alcohol anywhere on campus. Any person or persons desiring to serve wine, champagne, or beer at any function on Citadel property or in Citadel facilities (except private residences) must request to do so in writing and obtain permission to serve alcoholic beverages from the Chief of Staff or designee. No alcoholic beverages other than beer, champagne, or wine may be served at any Citadel facility during events involving cadets and students. Persons serving alcohol on campus must abide by South Carolina state laws concerning alcoholic beverages: It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). Likewise, the possession of alcohol by anyone less than twenty-one (21) years of age is unlawful. Violators are subject to College disciplinary action,



criminal prosecution, fine, and imprisonment.

The Citadel will not tolerate the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic, or other controlled drugs and substances, or of drug paraphernalia. The Citadel prohibits all students at any time or place, whether on or off campus, from possessing or using any hallucinogenic, narcotic or other controlled drug or substance or any paraphernalia, unless expressly permitted by law. Any student possessing or using any hallucinogenic, narcotic, or other drug or substance which is prohibited or otherwise controlled by law in South Carolina, may be subject to expulsion from the College. Any student possessing or using any drug paraphernalia, which is prohibited by law in South Carolina, and any student using any other paraphernalia in an attempt to use any drug or substance, which is prohibited or otherwise controlled in South Carolina, may be subject to expulsion from the College. Any student possessing or using any other hallucinogen, which causes a loss of control or inebriation, may be subject to dismissal from the College.

Under The Citadel's drug testing program, the College randomly tests members of the Corps of Cadets for the presence of illegal drugs and other controlled substances. Agreeing to participate in this program is a condition of acceptance at The Citadel, and submitting to testing when required under this program is a condition for remaining as a cadet. The Citadel additionally prohibits any person - whether a student, visitor, employee, or other person - from bringing onto or possessing on The Citadel campus or other Citadel property any hallucinogenic, narcotic, or other controlled drug or substance or any drug paraphernalia, except as specifically permitted by law. The possession of any such substance or item by any person on Citadel property is contrary to and in violation of the permission of any person to be on Citadel property, and possession or control of any such substance or item on Citadel property is regarded as criminal trespass. Further, any such prohibited item located on Citadel property is regarded as contraband and subject to immediate seizure. The enforcement of alcohol and state and federal drug laws on campus is primarily the responsibility of The Citadel Public Safety Department. PSAF personnel will prosecute and/or cooperate with appropriate state and federal law enforcement authorities in the prosecution of all alcohol and drug law violations. The Citadel's Alcohol and Other Drugs Policy is available on the web at <http://www.citadel.edu/root/images/policies/alcohol-and-other-drugs-policy.pdf> .

The Citadel is a tobacco-free campus. The use of all tobacco products including cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any nicotine delivery devices not approved by the Food and Drug Administration (FDA), is strictly prohibited in all facilities, buildings, and outdoor areas owned and operated by The Citadel. Occupants of Citadel campus housing are permitted to smoke in backyards and on screened back porches only. All faculty, staff, cadets, students, contractors, vendors, and visitors are expected to comply with this policy. Promoting adherence to the policy is a shared responsibility of the entire campus community.

For further details on the above, refer to the following institutional documents:

- **Alcohol and Drug Abuse Prevention Program (ADAPP)** – Federally mandated document describing The Citadel's policies and programs to prevent illicit drug and alcohol use on campus, campus-owned properties, and at campus-sponsored activities and events.
- **Alcohol and Other Drugs Policy** – Institutional policy describing prohibited alcohol and drug-related conduct and associated disciplinary actions on campus and all Citadel-owned property, and at Citadel-sponsored events.
- **Blue Book** – Institutional document describing cadet rules and disciplinary standards, serving as a framework for leadership development and personal conduct.
- **Tobacco Product Free Campus Policy** – Institutional policy describing the prohibition of tobacco, vaping, and nicotine-based products on campus and all Citadel-owned property, and at Citadel-

sponsored events.

- **White Book, Section Four, Chapter 2** – Institutional document describing CADIC's organization, functions, processes, and standard operating procedures for the South Carolina Corps of Cadets.

## **Drug Free Schools and Communities Act**

To comply with the Drug-Free Schools and Communities Act of 1989 (Section 1213 of the Higher Education Act, codified at 34 CFR Part 86), The Citadel has adopted and implemented an Alcohol and Drug Abuse Prevention Program (ADAPP) that integrates local, state, and federal laws and institutional policies along with comprehensive prevention initiatives. It is distributed annually to all employees, cadets, and students. Every two years, a Biennial Review Report (BRR) is produced to evaluate the ADAPP's compliance with the DFSCA, assess its effectiveness, and recommend any necessary changes to policies and prevention efforts. The BRR is kept on record and made available to the U.S. Department of Education for audit purposes. For information on the ADAPP, refer to the following link <ADAPP>. For information on the BRR, contact the Director of Campus Alcohol and Other Drug Information (CADIC) at [kmoglin@citadel.edu](mailto:kmoglin@citadel.edu) or [cadic@citadel.edu](mailto:cadic@citadel.edu).

## **Alcohol, Tobacco, and Other Drug Misuse Prevention**

The Citadel established the Campus Alcohol and Drug Information Center (CADIC) in 2014 to develop, implement, and evaluate comprehensive alcohol, tobacco, and other drug (ATOD) misuse prevention programs on campus.

The mission of CADIC is "to support student well-being by providing evidence-based services, programs, and events that prevent the misuse of alcohol, tobacco, and other drugs."

### Services

Services are one-on-one interactions tailored to the unique needs and experiences of each visitor. They are provided in a private, confidential, and safe environment.

### Programs

Programs are a type of intervention targeted at small groups or cohorts that share risk factors for ATOD misuse. Content is delivered through various modalities, including presentations, role-playing, self-reflection exercises, values clarification, group discussions, and journaling.

### Events

Events are campus-wide or cohort-specific outreach activities that promote healthy behaviors, provide information on low-risk choices, and connect participants with campus resources. They may include guest speakers, panels, simulations, or town halls, with an emphasis on broad education rather than individual or group interventions.

### CADIC Online

'CADIC Online' refers to a selection of ATOD educational programs available to students via the internet. These self-paced programs range in duration from 30 minutes to several hours.

CADIC works in collaboration with both on- and off-campus partners to fulfill its mission. These partnerships enhance prevention and recovery efforts by integrating expertise, resources, and coordinated strategies.

### On-Campus Partners.

- Academic Affairs and Student Services
- Assistant Commandant for Standards and Discipline
- Cadet Activities
- Cadet Leadership – including the Human Affairs Team
- CARE

- Citadel Police Department
- Counseling Services

#### Off-Campus Partners.

- Charleston County Sheriff's Department
- Charleston Police Department
- College of Charleston
- Higher Education Center for Alcohol and Drug Misuse Prevention and Recovery (HECAOD)
- North Charleston Drug Task Force (NCDTF)
- Prevention Research Institute (PRI)
- South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS)
- Southeastern Chapter, National Safety Council
- Tri-County Intergroup Office (TCIO) for Support Groups

CADIC uses assessment and evaluation as complementary processes to support continuous improvement and accountability. Assessment defines how success is measured at both the learner level (e.g., student outcomes) and the departmental level (e.g., program outcomes), determining the extent to which those outcomes are achieved. Evaluation builds on assessment to examine the overall effectiveness, value, and impact of programs and initiatives.

- 1. **Process evaluation** measures the type, quantity, and quality of an intervention delivered to a target audience. Its purpose is to determine whether implementation occurred as intended and in alignment with established best practices.
- 2. **Impact evaluation** measures the change in awareness, knowledge, attitudes, skills, or behaviors immediately following a program. Its purpose is to determine whether the program achieved its intended objectives.
- 3. **Outcome evaluation** measures long-term changes in the health status of a population (e.g., fewer accidents and illnesses) or sustained changes in behavior (e.g., annual number of alcohol violations) resulting from the totality of completed programs. It serves as an indirect measure of the department's progress toward its mission and goals.

For more information on ATOD misuse prevention at The Citadel, contact the CADIC Director at [kmodglin@citadel.edu](mailto:kmodglin@citadel.edu) or [cadic@citadel.edu](mailto:cadic@citadel.edu), or refer to the following documents:

- Alcohol and Drug Abuse Prevention Program (ADAPP) – Federally mandated document describing The Citadel's policies and programs to prevent illicit drug and alcohol use on campus, campus-owned properties, and at campus-sponsored activities and events.
- White Book, Section Four, Chapter 2 – Citadel internal document describing CADIC's organization, functions, processes, and standard operating procedures for the South Carolina Corps of Cadets.

## Sexual Offender Registration

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In South Carolina, information on all registered adult sex offenders (age 17 and older) is available from the [S.C. Sex Offenders Registry Website](#). Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance

by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day-care centers, family day-care centers or businesses and organizations that primarily serve children, women or vulnerable adults. Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency. Those who request the information must complete and submit a written request form at SLED or at a sheriff's office. A copy of the request form is available online; it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221. The fax number is (803) 896-7022.

### **A Personal Note from The Citadel's Director of Public Safety:**

This document is The Citadel's Annual Security Report, published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, as amended. It is available on the web at <http://www.citadel.edu/root/publicsafety> under Campus Security Report. A hard copy of the report may be obtained by calling the Department of Public Safety at (843) 953-5114 or visiting the Department of Public Safety office at 208 Richardson Avenue. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by The Citadel; and on public property within, or immediately adjacent to and accessible from, the campus. It also explains institutional policies concerning campus security, policies concerning sexual assault, and other matters. The Citadel campus community can make a difference in curbing criminal activity by immediately reporting questionable behavior or events. By reviewing and becoming familiar with the information in this report, we will keep our campus safe and secure.

### **(HEOA) Notification of Victims of Crime of Violence**

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

### **Preparing the Annual Disclosure of Crime Statistics**

The Citadel Department of Public Safety (PSAF) is primarily responsible for preparing the Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus – this includes the City of Charleston Police Department, Charleston Sheriff's Department and State Law Enforcement Division (SLED), as well as agencies that have jurisdiction at The Citadel Beach House. Campus crime, arrest, and referral statistics include those reported to The Citadel Department of Public Safety, designated campus officials known as Campus Security Authority's or CSAs (including, but not limited to directors, deans, department heads, designated Commandant's

Department staff, advisors to students/student organizations, and athletic coaches), and local law enforcement agencies. In addition, PSAF incorporates statistical information from the Title IX/Compliance Officer; Cadet Advocacy, Response and Education (CARE), Human Resources, and Commandant. A written request for statistical information is made on an annual basis to all CSAs (as defined by federal law) and to all University Deans, Directors, and Department Heads. Each year, The Citadel sends an email to all enrolled students providing the website to access this report. The Citadel also sends email notification to faculty and staff. Copies

of the report may also be obtained at The Citadel Department of Public Safety, located at 208 Richardson Avenue, The Citadel Graduate College and the Registrar's Office, both located in Bond Hall, and the Office of the Commandant of Cadets, located in Jenkins Hall.

### Crime Statistics

The following statistics indicate the number of Clery crimes reported to The Citadel that occurred within its Clery reportable geography. The Citadel is bordered on the west by the Ashley River, Dunnemann Street on the north, Hampton Park and Elmwood Avenue on the east, and Huger and Hagood avenues on the south.

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Murder/Non Negligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter By Negligence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2024	2	0	0	2	1
	2023	5	0	0	5	4
	2022	2	0	0	2	2
Fondling	2024	5	0	0	5	2
	2023	0	0	0	0	0
	2022	2	0	0	2	2
Incest	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Statutory Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2024	1	0	0	1	0
	2023	1	0	2	3	0
	2022	0	0	0	0	0
Burglary	2024	0	0	0	0	0
	2023	1	0	0	1	0
	2022	1	0	0	1	1
Motor Vehicle Theft	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2024	0	0	0	0	0
	2023	0	0	0	0	0

	2022	0	0	0	0	0
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Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Liquor Law Violation Arrests	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Drug Law Violation Arrests	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Weapons Law Violation Arrests	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action**	2024	8	0	0	8	0
	2023	20	0	0	20	0
	2022	7	0	0	7	0
Drug Law Violation Referrals for Disciplinary Action	2024	2	0	0	2	0
	2023	1	0	0	1	0
	2022	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	1	0	0	1	0

VAWA Offenses	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Domestic Violence	2024	2	0	0	2	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Dating Violence	2024	0	0	0	0	0
	2023	1	0	0	1	1
	2022	1	0	0	1	0
Stalking	2024	1	0	0	1	0
	2023	1	0	0	1	1
	2022	1	0	0	1	1

\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.

\*\*After completing an audit of our processes, we identified an error in past years (2023 and before) in our reported Liquor Law Violation Referrals for Disciplinary Action. In previous years, staff were counting violations that occurred at off campus locations, thus the reported statistics were inflated. The issue has been resolved for the 2024 statistics, and we are now accurately counting Liquor Law Violation Referrals for Disciplinary Action that occurred in Clery reportable geography, as required.



## **UNFOUNDED CRIMES**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of: criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2024 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2023 calendar year at this campus is zero (0).

The total number of unfounded crimes for the 2022 calendar year at this campus is zero (0).

## **HATE CRIME REPORTING:**

There were zero (0) hate crimes reported for this campus in 2022, 2023 or 2024.

### **Crime Definitions**

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder/non-manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of criminal sexual conduct, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

### **Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program**

#### **Arson**

The crime of maliciously and intentionally, or recklessly, starting a fire or causing an explosion.

#### **Criminal Homicide—Manslaughter by Negligence**

The killing of another person through gross negligence.

#### **Criminal Homicide—Murder and Nonnegligent Manslaughter**

The willful (nonnegligent) killing of one human being by another.

#### **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.

#### **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 and probably would result in serious personal 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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. Motor Vehicle Theft

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

### **Weapons: Carrying, Possessing, Etc.**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

### **Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

### **Liquor Law Violations**

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

#### **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.

A. *Criminal Sexual Contact*—The intentional touching of another person's clothed or unclothed body parts without consent, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This definition explicitly applies when the victim is incapable of giving consent due to age, mental or physical impairment (temporary or permanent).

B. *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.

### **Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program**

#### **Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

## **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**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **Daily Crime and Fire Log**

The Citadel combines its Daily Crime Log and Fire Log into one document. This log can be accessed on the PSAF website at: <https://spprdapps.citadel.edu/publicsafety/Crime-Statistics.pdf>. The log is also available for review at the PSAF Office at 208 Richardson Ave. from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The Daily Crime and Fire Log includes information related to all crimes reported to PSAF that occurred within the college's Clery geography and information about fires that occur in residential facilities (barracks), including the nature, date, time, and general location.

## **Violence Against Women's Act Policy Statements**

The Citadel prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, The Citadel issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

## **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - i. A Felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - E) 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.
  - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - i. The existence of such a relationship shall be 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.
  - ii. For the purposes of this definition—
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
  
- **Sexual Assault** An offense that meets the definition of rape, Criminal Sexual Contact, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
  - **Rape** is defined as 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.
  - **Criminal Sexual Contact** is defined as the intentional touching of another person's clothed or unclothed body parts without consent, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This definition explicitly applies when the victim is incapable of giving consent due to age, mental or physical impairment (temporary or permanent).
  - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
  
- **Stalking:**
  - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person's safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition—
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

- **Domestic Violence:** Domestic violence is defined by South Carolina state law, S.C. Code Ann. § 16-25-10, as the unlawful causing of “physical harm or injury to a person’s own household member” or the “offer or attempt to cause physical harm or injury to a person’s own household member with apparent present ability in circumstances reasonably creating fear or imminent peril.” A “household member” includes a spouse, a former spouse, persons who have a child in common, co-habitants involved during a romantic relationship or those who formerly cohabitated during a romantic relationship.
- **Dating Violence:** Dating violence is not a specific criminal violation in and of itself in the State of South Carolina and conduct that constitutes dating violence is covered under other statutes.
- **Sexual Assault:** The state of South Carolina does not have a definition of *sexual assault*. S.C. Code Ann. 16-3-651 (h) defines “sexual battery” as “Sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body,” except when such intrusion is accomplished with the person’s consent, or for medically recognized treatment or diagnostic purposes. In addition, the following offenses constitute the underlying offenses of rape, Criminal Sexual Contact, incest, and statutory rape under South Carolina law

S.C. Code Ann. §16-3-600 and §16-3-652 to 655; see also id. § 16-3-600, 16-3-651 (definitions).

#### **SECTION 16-3-652.** Criminal sexual conduct in the first degree.

(1) A person is guilty of criminal sexual conduct in the first degree if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

(a) The actor uses aggravated force to accomplish sexual battery.

(b) The victim submits to sexual battery by the actor under circumstances where the victim is also the victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or any other similar offense or act.

(c) The actor causes the victim, without the victim's consent, to become mentally incapacitated or physically helpless by administering, distributing, dispensing, delivering, or causing to be administered, distributed, dispensed, or delivered a controlled substance, a controlled substance analogue, or any intoxicating substance.

(2) Criminal sexual conduct in the first degree is a felony punishable by imprisonment for not more than thirty years, according to the discretion of the court.

#### **SECTION 16-3-653.** Criminal sexual conduct in the second degree.

(1) A person is guilty of criminal sexual conduct in the second degree if the actor uses aggravated coercion to accomplish sexual battery.

(2) Criminal sexual conduct in the second degree is a felony punishable by imprisonment for not more than twenty years, according to the discretion of the court.

**SECTION 16-3-654.** Criminal sexual conduct in the third degree.

(1) A person is guilty of criminal sexual conduct in the third degree if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

(a) The actor uses force or coercion to accomplish the sexual battery in the absence of aggravating circumstances.

(b) The actor knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force or aggravated coercion was not used to accomplish sexual battery.

(2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than ten years, according to the discretion of the court.

**SECTION 16-3-655.** Criminal sexual conduct with a minor; aggravating and mitigating circumstances; penalties; repeat offenders.

(1) A person is guilty of criminal sexual conduct with a minor in the first degree if:

(a) the actor engages in sexual battery with a victim who is less than eleven years of age; or

(b) the actor engages in sexual battery with a victim who is less than sixteen years of age and the actor has previously been convicted of, pled guilty or nolo contendere to, or adjudicated delinquent for an offense listed in Section 23-3-430(C) or has been ordered to be included in the sex offender registry pursuant to Section 23-3-430(D).

(2) A person is guilty of criminal sexual conduct with a minor in the second degree if:

(a) the actor engages in sexual battery with a victim who is fourteen years of age or less but who is at least eleven years of age; or

(b) the actor engages in sexual battery with a victim who is at least fourteen years of age but who is less than sixteen years of age and the actor is in a position of familial, custodial, or official authority to coerce the victim to submit or is older than the victim. However, a person may not be convicted of a violation of the provisions of this item if he is eighteen years of age or less when he engages in consensual sexual conduct with another person who is at least fourteen years of age.

(3) A person is guilty of criminal sexual conduct with a minor in the third degree if the actor is over fourteen years of age and the actor willfully and lewdly commits or attempts to commit a lewd or lascivious act upon or with the body, or its parts, of a child under sixteen years of age, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of the actor or the child. However, a person may not be convicted of a violation of the provisions of this subsection if the person is eighteen years of age or less when the person engages in consensual lewd or lascivious conduct with another person who is at least fourteen years of age.

- **Stalking:** South Carolina law, S.C. Code Ann. § 16-3-1700, prohibits stalking which is defined as a “pattern of words, whether verbal written, or electronic, or a pattern” of “two or more acts occurring over a period of time, however short, evidencing a continuity of purpose” 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” either “(1) death of the person or a member of his family; (2) assault upon the person or a member of his family; (3) bodily injury to the person or a member of his family; (4)



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

- **Consent:** The state of South Carolina does not have a definition of consent, in relation to sexual activity. The Citadel defines consent in institutional policies as voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts.

### **How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

1. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
2. Speak up when someone discusses plans to take sexual advantage of another person.
3. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
4. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org) )

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you do not know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Do not allow yourself to be isolated** with someone you do not trust or someone you do not know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

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<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Do not leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
12. **Do not accept drinks from people you do not know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - e. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  - f. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students,

new employees, and ongoing awareness and prevention campaigns that includes:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable definitions of these terms for the State of South Carolina;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of South Carolina;
- D. The institution's definition of consent and the purposes for which that definition is used;
- E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- G. Information regarding:
  - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
  - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and
  - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
  - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document);

## **Primary Prevention and Awareness Programs**

The Citadel provides primary prevention and awareness programs to all incoming students and employees that involve the distribution of educational materials to new students, participating in and presenting information and materials during new student and employee orientations, and providing programs by invitation at staff meetings or academic programs. In addition, first-year students are directed to take online courses, facilitated by Vector Solutions, related to sexual harassment, sexual violence, and other forms of sexual misconduct awareness and education.

The primary prevention and awareness programming includes Clery definitions of dating violence, domestic violence, sexual assault, stalking, and consent, and it also includes the local definitions of these terms according to statute and / or policy and the purpose and process for applying these terms. The primary prevention and awareness programming specifically advises all incoming students and employees that The Citadel prohibits dating or domestic violence, sexual assault, and stalking.

Additionally, The Citadel's primary prevention and awareness programming provides an understanding of safe and positive options for bystander intervention as well as risk reduction information. Finally, the primary prevention and awareness programming provides an awareness of the procedures The Citadel will undertake when one of these crimes is reported, inclusive of the College's disciplinary process in response to an allegation of related policy violation(s).

## **Ongoing Prevention and Awareness Campaigns**

Ongoing prevention and awareness campaigns includes mandatory training of professional staff and student leaders through a coordinated effort of Title IX Coordinator, the Director of CARE, and Human Resources staff; Vector Solutions Sexual Harassment/Sexual Violence continued education, Human Affairs Team Training; programming specific to developing healthy relationships; and Office of the Commandant and Academic Affairs training specific to the adjudication of student conduct cases addressing allegations related to sexual misconduct. The following are some specific examples of annual programs currently offered by The Citadel.

### **Online Education**

Vector Solutions provides student and employee education about sexual, domestic, and dating violence, consent, stalking, healthy and unhealthy relationships, bystander intervention and other resources.

### **Human Affairs (HA) Team Training**

This is a program where current cadets undergo training that addresses the goals of improving awareness of sexual violence and prevention training, increase mechanisms and capacities for reporting and improving our institutional response to sexual harassment training.

The HA team also supports two CARE initiatives; *Stay on Guard & Bite Back*. The focus of Stay on Guard is to target students during the first 6 weeks that they receive passes on campus. The purpose is to raise awareness of the resources available to students, both on and off campus as well as inform them of areas that are unauthorized for them to be at.

Bite Back focuses on coordinating and providing bystander education opportunities through training and social media. Students will learn how to recognize a harmful situation and respond in a way that could positively impact the outcome of the situation.

### **Ongoing In-Person Sexual Harassment Awareness & Prevention Training**

Throughout the academic year, the Title IX Office organizes and facilitates various in-person awareness and prevention trainings, including the following audiences: incoming first-year students with a January refresher session, sophomores, various athletic teams, and academic classroom presentations (by request).

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital. In South Carolina, evidence may be collected even if you chose not to make a report to law enforcement.<sup>3</sup>

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<sup>3</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

### ***Involvement of Law Enforcement and Campus Authorities***

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College will assist any victim with notifying law enforcement if the victim so desires.

**To contact The Citadel's Department of Public Safety**, which is a sworn law enforcement agency, please use the following contact information:

#### **EMERGENCIES**

ON CAMPUS: Dial 8-1-1

OFF CAMPUS: Dial 9-1-1

Telephone: Dial (843) 953-5114

EMAIL: [PSAF@Citadel.edu](mailto:PSAF@Citadel.edu)

MAIL: The Citadel Department of Public Safety

171 Moultrie Street

Charleston, South Carolina 29409

### ***Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking***

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator or Deputy Coordinators, by calling, writing, or coming into the office to report in person using the contact information provided below, and Campus Public Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

#### **Title IX Coordinator and Deputy Title IX Coordinators**

##### **Valerie Mercado, Title IX Coordinator/Compliance Officer**

171 Moultrie Street - Bond Hall, Rm 310, Charleston, SC 29409

[vmercado@citadel.edu](mailto:vmercado@citadel.edu) (843) 953-881 (office)/(724) 433-0462 (cell)

##### **Kayla Buckmon, Deputy Title IX Coordinator**

171 Moultrie Street - Bond Hall, Rm 310

[kshaw3@citadel.edu](mailto:kshaw3@citadel.edu) (843) 953-5092

## Volunteer Deputy Coordinators

**Rachel Fineberg, Associate Athletic Director/SWA**

[rfineber@citadel.edu](mailto:rfineber@citadel.edu) | (843) 953-6604

**Melantha Ardrey, Human Resources**

[mardrey@citadel.edu](mailto:mardrey@citadel.edu) | (843) 953-4467

### Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Public Safety or local law enforcement. Students and employees should contact the Title IX Coordinator for assistance using the contact information previously provided.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedures The Citadel Will Follow
<b>Sexual Assault, Dating Violence, Domestic Violence, Stalking</b>	<ol style="list-style-type: none"><li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care, if applicable</li><li>2. Institution will assess immediate safety needs of complainant</li><li>3. Institution will provide written information to complainant on how to preserve evidence</li><li>4. Institution will assist complainant with contacting police if complainant requests and provide the complainant with contact information for police department</li><li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate and provide each party, if Citadel members, with information regarding other supportive measures, if applicable</li><li>6. Institution will provide the victim with a written explanation of the victim's rights and options (as well as information regarding supportive measures available to the parties, if applicable)</li><li>7. Institution will issue a "No Contact" or "No Trespass" orders if deemed appropriate</li><li>8. Institution will provide assistance on how to apply for Protective Order</li><li>9. Institution will provide a copy of the institutional policy applicable to the status of the respondent for incidents alleging sexual assault, dating violence, domestic violence and stalking to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution. The Title IX Coordinator is the person to whom anyone may report, however, if the complaint does not meet the jurisdictional requirements for Title IX, it will be referred to the policy administrator who is responsible for the intake, investigation, and resolution of such complaints. Complete information regarding all major timeframes of The Citadel's procedures may be located further in this document. If anyone has questions regarding which policy is applicable, they may always contact the Title IX Coordinator to inquire.</li></ol>

### Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

***Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution***

The Citadel complies with South Carolina law in recognizing orders of protection and restraining orders (and any other order deemed lawful under South Carolina law) and any employee or student who obtains an order of protection should provide a copy to Public Safety. That person may then meet with Public Safety and the Title IX Coordinator to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts while on campus, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student or employee to complete assignments or to work from home, etc. The Citadel cannot apply for a legal (court ordered) order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s) however, the College can issue no contact campus directives that if violated, would constitute a violation of college policy.

In South Carolina, there are two types of protection from abuse orders you can seek. We will start first with Orders of Protection, which apply when the abuse is being perpetrated by a person related to you. Restraining orders are different and can be obtained against persons not related to you for acts like stalking as further explained over the following pages.

**Overview of How to File for an Order of Protection in the State of South Carolina-File In Family Court for these Orders:**

Who can file?

South Carolina law says that you can **file for an Order of Protection if you have been a victim of abuse**. "Abuse," under this law, means either: 1. physical harm, 2. bodily injury, 3. assault or the threat of physical harm, or 4. a sexual criminal offense **committed by a family or household member**.

To file for an Order of Protection in family court, the person who caused the abuse has to be related to you in one of these ways:

1. your husband or wife or former husband or wife,
2. the mother or father of your child, or
3. a person of the opposite sex with whom you live or used to live.

If you do not fit into one of these categories and have experienced some kind of abuse, you may need to file for a restraining order in a magistrate's court.

What can an Order of Protection give you?

The Order, if granted by the Judge, can give you the following relief on a temporary basis (6 months to 1 year):

1. Restrain the abuser from abusing you, threatening to abuse you or bothering you in any way.

2. Restrain the abuser from contacting you or communicating with you, coming to your home, work, school, or other place that the judge writes in the order.
3. Grant you custody of any children you have with the abuser.
4. Grant visitation with the children: either giving reasonable visitation or denying visitation.
5. Require the abuser to pay child support for any children you have together.
6. Require the abuse to pay spousal support or alimony if you are married to the abuser.
7. Grant you possession of the home you live or lived in.
8. Restrain the abuser or both of you from transferring or destroying any property that might belong to the other person or that may be marital property.
9. Allow you or the other person to get their personal property and restrict either or both people from destroying personal property. The order can also include that either person will have police assistance in getting their personal property.
10. Award attorney's fees to either person if they had to use an attorney in the Order of Protection case.
11. Grant you any other relief that you have asked for in your petition - e.g. possession of a specific car, a pet, or any other specific requests you have that are not included in the list above.

This list includes things that are possible. The judge is in control of what relief is actually given. This means that you may or may not be given all the relief you have asked for.

#### When should you file your Petition?

The sooner you file your Petition, the better. You should file the Petition for Order of Protection as soon as possible after the abuse has happened; if you feel you need the protection. Some judges may tell you that if you wait to file for an Order of Protection, you are not in fear of the abuser or do not need the protection. The sooner you file your Petition after something has happened, the sooner you will have your hearing and may be issued an Order of Protection.

#### Where do you file the Petition?

##### **You will file your Petition at the Clerk of Court (family court) in the county:**

1. where the abuse happened; or
2. where the abuser lives (unless the person is out of state); or
3. where you last lived with the abuser.

You can also file the Petition where you live or where you are sheltered, but if the abuser lives in another county and your county is not found in the list above (1-3), then you will also have to fill out another form that moves your case to the county where the abuser lives. The clerk would then transfer the case and the hearing would be held in the other county.

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.



## **Restraining Orders-Harassment, Stalking, or Non-Familial (Non-Domestic) Abuse**

If you are not in immediate danger, but believe yourself to be in need of protection, you can apply for a restraining order. Restraining Orders may be obtained from a Magistrates' Court. You should contact the Magistrate for the area in which the offender lives. For a complete list of Magistrates' Courts and their locations, [click here](#).

**Magistrates deal with cases of harassment, stalking, or abuse by a person who is not a member of your family.** However, if you are uncertain whether or not your situation is "domestic" (for instance, a boyfriend-girlfriend situation, like dating violence, or a situation involving persons who cohabitate or share community property) you should check with Family Court or Magistrates' Courts for information on where you can file your case. You may also call 9-1-1 in an emergency or if you feel you are in immediate danger and the police can help explain the process for obtaining the various types of orders.

**Cases for Restraining Orders must involve at least 2 incidents of harassment, stalking, or other threatening situations.** There is no filing fee. You will also be asked to fill out a complaint and motion. A hearing date will be set for 5 to 15 days from the date you file your paperwork in the Magistrates' Court. This gives the court time to arrange for the papers to be served on the person named as the Defendant. Complaints will be served by a Sheriff's Deputy or a constable. The defendant must be served before the hearing can take place. A Magistrates' Restraining Order is good for a period of one year from the date of the hearing. These restraining orders can be renewed after the six-month period, but you will need to request another hearing from the court in order for this renewal to be granted. If an immediate restraining order is required it can be issued and remain valid until the time of the "show cause" hearing.

A violation of either a restraining order or a temporary restraining order is a criminal offense, and if such an order is violated, you can contact the Magistrates' Court and request that the Magistrate issue an arrest warrant.

### **If you are the victim of domestic violence, or believe yourself to be at risk:**

If you are not in immediate danger but believe yourself to be in need of protection and the offender is either a member of your family or someone with which you cohabitate, you may wish to file a Domestic Abuse case. Cases involving Domestic Abuse are filed in Family Court (*see section on Orders of Protection above*.)

### **Suspected Abuse of Others**

If you are witness to a crime, you should call 9-1-1 or contact your local law enforcement agency. If you have not actually witnessed a crime but have good reason to suspect that a child or adult has been the victim of abuse or neglect, you may wish to contact the South Carolina Department of Social Services. DSS has local offices in Charleston; the number for DSS Protective Services is (843) 953-9422.

## **Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Citadel will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations). For complaints that are deemed "Title IX", both the complainant and respondent will be afforded supportive measures, as applicable.

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement. To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator or any Deputy Title IX Coordinator or the AC-D (cadets) or Human Resources (employees).

## **On and Off Campus Services for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Citadel will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

### **On Campus:**

#### **Counseling and Mental Health - MUSC Health at The Citadel**

Psychotherapy and Counseling Services  
9 Hammond Ave  
Phone (843)953-1981/(843)953-4827

#### **Health – MUSC Health at The Citadel**

Sick call, acute care clinic, general medicine clinic, primary care sports medicine clinic, immunizations/vaccinations, pharmacy, laboratory, x-ray, ECG, diagnostic and interventional point of care ultrasonography.

9 Hammond Avenue  
Charleston, SC 29409  
(843) 985-1981/(843) 953-4827  
[citadel@musc.edu](mailto:citadel@musc.edu)  
<https://www.citadel.edu/root/infirmery-home>

#### **Victim Advocacy – Campus Advocacy, Response, and Education (CARE)**

Victim support, resources, consultation, and advisement. Education programs centered around sexual misconduct prevention and response.

#### **Director of CARE - Ms. Eileen Quinn**

215 Mark Clark Hall  
[eguerra@citadel.edu](mailto:eguerra@citadel.edu)  
(843) 953-7277 (office)  
(843) 732-6770 (cell)  
<https://www.citadel.edu/root/care>

#### **Alcohol, Tobacco and Other Drug – Campus Alcohol and Drug Information Center (CADIC)**

Education and intervention resources and services including information on AA and other rehabilitation/recovery services.

#### **Director of CADIC – Kevin M. Modglin**

219 Mark Clark Hall  
[kmodglin@citadel.edu](mailto:kmodglin@citadel.edu)  
843-953-0510 (office)  
843-813-6326 (cell)  
<https://www.citadel.edu/cadic/>

#### **Visa and Immigration Assistance – Zane Segle, Ph.D., PDSO**

The Center for International and Special Programs  
1043 Capers Hall  
(843) 953-7083

**Student Financial Aid – Office of Financial Aid and Scholarships**

Bond Hall, Room 138

(843) 953-5187

[financial\\_aid@citadel.edu](mailto:financial_aid@citadel.edu)

<https://www.citadel.edu/root/contact-financial-aid>

**Off Campus:**

**Health/Mental Health – Medical University of South Carolina (MUSC)**

Triage, medical treatment, assessment.

171 Ashley Ave, Charleston, SC 29425

(843) 792-3826

[www.muschealth.org](http://www.muschealth.org)

**Victim Advocacy – Tri-County S.P.E.A.K.S.**

Free confidential services to adult survivors of sexual assault. 24-hour hotline, hospital accompaniment during Sexual Assault Forensic Exams (SAFE), police and law enforcement accompaniment, court accompaniment, follow-up services, trauma-informed counseling, as well as support groups.

(843) 745-0144

<https://tricountyspeaks.org>

**My Sister's House/Charleston**

Support and information regarding legal issues and procedures

(843) 744-3242

(843) 747-4069

[hope@mysistershouse.com](mailto:hope@mysistershouse.com)

<https://www.mysistershouse.org/about-us>

**City of Charleston Police Department Victim's Advocates**

Support, resources, and information related to criminal charges

Catrice Smalls, Victim Advocate (843) 720-2425

Chelsea Hagan, Child Advocate (843) 720-3031

Vera Witt, Spanish Speaking Advocate (843) 720-3032

Joshua Williamson, Elder Advocate (843) 720-2534

**Rape, Abuse, and Incest National Network-National  
Hotline/Website for Abuse Victims**

<http://www.rainn.org>

**Legal Assistance – South Carolina Legal Services**

If you want to apply for their services, call the intake office at 1-(888) 346-5592, or [click here to apply online](#). To contact the Executive Director, Andrea Loney, email her at [andrealoney@sclegal.org](mailto:andrealoney@sclegal.org).

Contact the South Carolina Department of Crime Victim Compensation (DCVC)

(If you need legal assistance and financial support due to crime victimization)

**Phone:** (803) 734-1900

**Fax:** (803) 734-1708

**Toll Free:** 1-800-220-5370  
(Crime Victims Only, Please)  
**Hours:** 8:30am - 5:00pm  
Monday - Friday  
**E-mail:** [dcvc@scag.gov](mailto:dcvc@scag.gov)

**Financial Aid/Assistance** – Students may contact the U.S. Department of Education with questions regarding Federal Financial Aid Programs using the information immediately below.

## Financial Aid Information

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### **Federal Student Aid Information Center**

- information about federal student aid programs
- help with completing the *Free Application for Federal Student Aid*
- general information about your current federal student loans

**1-800-4FED-AID (1-800-433-3243)**

**TTY: 1-800-730-8913**

Spanish speakers are available (se habla español).

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### **Defaulted Loans**

- Borrowers whose loans are in default
- Debt collection services

**1-800-621-3115 or**

**Federal Relay Service**

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### **Loan Consolidation**

- Questions about loan consolidation before you apply

**1-800-557-7394**

**TTY: 1-800-557-7395**

For additional information, see the [Federal Student Aid Contact Us](#) page.

## **Adjudication of Violations**

The college's disciplinary processes include prompt, fair, and impartial investigations and resolutions. In all instances, the process is conducted in a manner that is consistent with the institution's policies and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and a hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to all information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be

advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to lending support, advise, spiritual guidance, or other counsel to their party. An advisor may not speak on behalf of their person nor be disruptive/interrupt a meeting or proceeding. However, both parties may be fully represented by legal counsel if the Respondent is formally charged by a law enforcement agency;

5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the result once the appeal is resolved.

Whether or not criminal charges are filed, the college or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

### **Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**Policy 1: Title IX Grievance Policy**—This policy is applicable to all Citadel students and employees who are alleged as a respondent to have engaged in sexual harassment, sexual assault, dating violence, domestic violence or stalking against another Citadel student or employee when the incident alleged is determined by the Title IX Coordinator to fall under the jurisdiction of Title IX.

#### ***1. How to File a Disciplinary Complaint Under this Policy***

Any individual, including a third-party or a complainant, may make a report of conduct that could constitute sex discrimination or sexual harassment in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. However, The Citadel's receipt of a "Report" does not require The Citadel to initiate an "Investigation," as prescribed in this policy. **The Citadel will only initiate an investigation under this policy when a Complainant or the Title IX Coordinator files a Formal Complaint as defined in Section 3.(B)7 of the Title IX Grievance policy.**

A Report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. Electronic and anonymous reporting may also be done by using the Fraud, Waste, and Abuse Compliance Hotline found at the bottom of the [www.citadel.edu](http://www.citadel.edu) homepage or at <https://secure.ethicspoint.com/domain/media/en/gui/38738/index.html>

#### **Contact information for the Title IX Coordinator:**

Valerie Mercado  
Title IX Coordinator/Compliance Officer  
Bond Hall, Rm 310  
Charleston, SC 29409  
[vmercado@citadel.edu](mailto:vmercado@citadel.edu)  
(843) 953-6881

#### ***2. How the College Determines Whether This Policy will be Used***

For this policy to apply, all of the following must be true:

- The Complainant, ie the person alleged to be the victim of sexual harassment, must be a student or employee or be attempting to access the college's programs or activities;
- The Respondent, ie the person accused of being the perpetrator of sexual misconduct, must be a student or employee;
- The incident, as reported, must allege some form of sexual harassment as defined in this policy;
- The institution must have had substantial control of the respondent and the context in which the harassing behavior occurred (on campus or in a college program or activity if off campus); and
- The harassment must have occurred within the United States.

### **3. Steps in this Disciplinary Procedure**

Upon receipt of a Report of Sexual Misconduct, whether from a Complainant or from a third-party (*i.e.* a "Reporter"), the Title IX Coordinator will conduct an Initial Assessment of the reported information and respond to any immediate health or safety concerns raised by the report. The Title IX Coordinator will also promptly contact the Complainant to discuss:

- a. the availability of supportive measures with or without the filing of a Formal Complaint;
- b. the process for filing a Formal Complaint; and
- c. consider the Complainant's wishes with respect to supportive measures.

A Complainant may decline to participate in the Grievance Process, including the Initial Assessment, may request supportive measures only, may file a Formal Complaint, or may request more time to consider his or her options. Regardless of the Complainant's actions, as described below, the Title IX Coordinator may determine that it is appropriate to file a Formal Complaint on behalf of a Complainant. A Complainant is always eligible for reasonably available supportive measures, regardless of whether the Grievance Process or Alternative Resolution is initiated.

As part of the Initial Assessment, the Title IX Coordinator will determine, in consultation with other need-to-know college officials, as appropriate, whether the reported conduct falls within the jurisdiction and scope of this Policy.

#### **Intake Meeting**

The Initial Assessment typically includes an intake meeting, which may take place in person or via live technology, with the Complainant to understand the nature and circumstances of the report and to provide the Complainant with information about resources, including local law enforcement resources as applicable, procedural options, supportive measures, and an opportunity to discuss the Policy.

In addition to conducting the intake meeting, the Title IX Coordinator will provide the Complainant with written information about resources, procedural options for resolving Formal Complaints, reasonably available supportive measures, and the process for requesting and obtaining them, the range of disciplinary sanctions available upon a finding of responsibility for violating the Policy, the prohibition against retaliation, and how to report concerns of retaliation. The written information will also include information about campus and community resources and services, including counseling, health, mental health, victim advocacy, legal assistance, and other available services. This written information will also include a notification about the process for seeking disability-based accommodations, academic adjustments, and/or auxiliary aids under section 504 of the Rehabilitation Act/or the Americans with Disabilities Act.

## **Supportive Measures**

The Citadel will offer and implement appropriate and reasonable supportive measures to the parties upon a report of sexual harassment.

Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to The Citadel's education program or activity, including measures designed to protect the safety of all parties, The Citadel's educational environment, and/or deter harassment, discrimination, and/or retaliation. The Citadel will maintain the privacy of the supportive measures, provided that privacy does not impair The Citadel's ability to provide the supportive measures.

### **Supportive measures may include, but are not limited to:**

- a. Referral to counseling, medical, and/or other healthcare services
- b. Referral to the Employee Assistance Program
- c. Extensions of deadlines or other course-related adjustments
- d. Modifications of work or class schedules
- e. Campus escort services
- f. No Contact or No Trespass Orders
- g. Restrictions on contact between the parties (no contact orders)
- h. Changes in work or housing locations
- i. Leaves of absence
- j. Increased security and monitoring of certain areas of the campus

Violations of No Contact Orders will be referred to the appropriate cadet, student, or employee conduct policy for enforcement.

## **Filing a Formal Complaint**

At any time following an incident that could constitute sexual harassment, a Complainant or the Title IX Coordinator may file a Formal Complaint. Filing of a Formal Complaint initiates the Title IX Grievance Process, which includes an Investigation and concludes with a Hearing.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint alleging sexual harassment against a respondent and requesting that The Citadel investigate the allegation.

Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of The Citadel, including as an employee.

If the Complainant elects not to file a Formal Complaint, the Title IX Coordinator may still determine a Formal Complaint is necessary. The Title IX Coordinator will consider the following factors:

1. The totality of the known circumstances;
2. The nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
3. The respective ages and roles of the Complainant and Respondent;
4. The risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
5. Whether there have been other reports of other Sexual Misconduct by the Respondent;
6. The Complainant's interest in the college not pursuing an investigation or disciplinary action and the impact of such actions on the complainant;
7. Whether the college possesses other means to obtain relevant evidence;
8. Fairness considerations for both the Complainant and the Respondent;
9. The Citadel's obligation to provide a safe and non-discriminatory environment; and
10. Any other available and relevant information.

The Citadel will inform the Complainant of the Title IX Coordinator's decision to file a Formal Complaint in writing. The Complainant need not participate in the process further but will receive all notices issued under this Policy.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through The Citadel's Alternative Resolution Process.

If proceeding through a formal resolution, the complaint will be assigned for investigation. The Citadel will complete the Grievance Process in a reasonably prompt manner after the filing of the Formal Complaint, though The Citadel may extend the Process for sufficient reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

## **Investigation**

### **1. Notice of Investigation**

An investigation will occur within a reasonably prompt timeframe to determine if the alleged conduct constitutes sexual harassment. The investigation commences with the issuance of a Notice of Investigation to both the respondent and complainant. The Investigation concludes with a final determination after a Hearing.

### **2. Appointment of Investigator(s)**

When the decision is made to initiate an investigation, The Citadel will designate an Investigator or Investigators to conduct a prompt, thorough, fair, and impartial investigation. Any Investigator used by The Citadel will have received training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking; the scope of The Citadel's education program and activity (to include employment and other college programs and activities); and on how to conduct an investigation that is fair and impartial. The Investigator will be impartial and free from conflict of interest or actual bias for or against complainants or respondents generally, or individual complainants and respondents.

### **3. Gathering Evidence**

The Investigator, not the parties, is responsible for gathering relevant evidence. All parties will have the opportunity to present inculpatory and exculpatory evidence and name witnesses, including fact and expert witnesses. The Investigator will seek to meet separately with the Complainant, Respondent, and relevant witnesses. The parties are encouraged to preserve and provide all relevant information, such as documents, electronic communications, and physical evidence, as promptly as possible to facilitate prompt resolution. The failure to voluntarily provide information can affect The Citadel's ability to conduct a prompt, thorough and equitable investigation.

Parties to the Grievance Process do not have the right to depose parties or witnesses, nor to invoke a court system's subpoena powers to compel parties or witnesses to appear at hearings, or otherwise. The Citadel will compel cadets, students, and employees to appear at meetings and hearings, but it does not have subpoena power, and it cannot compel attendance of third parties. The College expects all parties and witnesses to be truthful in information that they provide to the College, and the failure to be truthful in this process may constitute a separate violation of College policy.

### **4. Presumption that Respondent is Not Responsible**

The Respondent will be presumed not responsible for any alleged policy violation unless and until a determination is made, by a preponderance of the evidence, that the Respondent committed sexual harassment.

### **5. Witnesses**



The Investigators will interview witnesses as part of the Investigation. The name(s) of the witness(es) and the information gathered in the interviews will be included in the written investigative report.

#### 6. Other Forms of Evidence

The Investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

In general, a person's medical and counseling records are privileged records, not accessible to the Investigator unless the person voluntarily waives the privilege in a written consent. When a party waives privilege and provides information to the Investigator, the relevant information from the records must be shared with the other party.

#### 7. Inspection and Review of Evidence and Investigative Report

At the completion of the Investigation, the Investigator(s) will create an Investigative Report that fairly summarizes the relevant evidence gathered during the Investigation.

Prior to the completion of the Investigative Report, the Investigator will send, to each Party and the Party's Advisor, the evidence obtained through the investigation. The Citadel will send the evidence through electronic methods or via hard copy, in its sole discretion. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the Investigation.

Evidence that will be available for inspection and review by the parties and their Advisors will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- a. Evidence that is directly related to the allegations, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility; Inculpatory and exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator(s) to consider prior to when the parties' time to inspect and review evidence begins.

The parties will have ten (10) days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before finalizing the Investigative Report.

No later than ten (10) days prior to the hearing, the Investigator will send the completed Investigative Report to each party and the party's Advisor for their review and written response. The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of relevant, inculpatory, and exculpatory, evidence. Evidence that, in the reasoned judgment of the investigator, is not directly related to the allegations in the Formal Complaint will be included in the appendices to the Investigative Report.

### **Hearing**

The Citadel will not issue a disciplinary sanction under this policy without holding a live hearing with cross-examination, unless otherwise resolved through an informal/alternative resolution process. The live hearing is an opportunity for the parties to address the hearing body in person about issues relevant to the determination

of responsibility. It is an opportunity for the parties to call witnesses, including fact, character, and expert witnesses, for the decision-makers' consideration. The hearing body is comprised of three decision-makers.

The live hearing may be conducted with all parties physically present in the same geographic location. At The Citadel's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. This technology will enable participants simultaneously to see and hear each other when answering questions. Requests for remote participation must be made in writing, to the Title IX Coordinator or Board President, at least five (5) business days in advance of the hearing. At its discretion, The Citadel may delay a hearing based on technological errors not within a party's control.

## **Hearing Procedures**

For all live hearings conducted under the Title IX Grievance Policy, the procedure will be as follows:

- a. The Board President will open and explain rules and expectations for the hearing;
- b. The Board members will ask questions of the Parties and Witnesses;
- c. After the Board members ask questions of each Party and Witness, the Parties' Advisors will conduct cross-examination of each Party and Witness.
- d. The Board members and the Advisors shall each have the opportunity to ask follow-up questions, subject to the Board President's authority to limit such follow-up questions for appropriate reasons.

## **Advisor Cross-Examination Procedure**

Each party's Advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination, the Advisor may ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility, directly, orally, and in real time.

## **4. Decision-Making Process**

The board members are responsible for objectively evaluating the relevant inculpatory and exculpatory evidence and making a determination, by a preponderance of the evidence, as to whether the respondent violated this policy. The determination must be reached by a majority of the panel.

**Policy 2: Discrimination and Harassment Policy (Title VII)**-This policy governs employees as the respondent in complaints of sexual harassment, sexual assault, dating violence, domestic violence, and stalking when it is determined that Title IX is not applicable.

### **1. How to File a Disciplinary Complaint Under this Policy**

Individuals experiencing discrimination or harassment should report it immediately. There are several ways to report and individuals can choose the entity that works best for their situation. Reporting can occur as follows:

- Human Resources
- Title IX Coordinator
- Immediate supervisor/Department/Division Head
- Vice President/Dean

- Ombudsperson (for guidance on reporting or how to report not actual reporting)
- Via the [Discrimination Complaint Form](#)

Once a report is made, HR will meet with the Complainant to determine next steps and to gather a written statement to initiate the process.

## **2. How the College Determines Whether This Policy will be Used**

The Citadel utilizes this policy when all of the following are true:

- The Respondent is an employee;
- The complaint alleges sexual misconduct as defined in the policy; and
- The allegations do not fit within Title IX.

## **3. Steps in the Disciplinary Process**

This outlines what generally happens when a report of discrimination or harassment is submitted. These steps are not in chronological order and they do not all have to be taken in order for a complaint to be thoroughly processed. The Citadel will use its discretion to ensure all cases are handled appropriately.

- Form is submitted to the Chief Civility and Engagement Officer (CIEO).
- Form is reviewed by CIEO and the employee making the complaint is contacted if the form was not submitted in person to answer any questions regarding the complaint.
- VP/Dean is alerted of complaint filing and ensuing investigation (unless they are named in complaint).
- Interim measures are taken, if necessary.
- Neutral investigators are assigned.
- Accused is notified in writing of the allegations.
- Investigator (s) meet with both parties, separately, and any witnesses and review any evidence provided or obtained. If the allegation is of an act of sexual assault, dating violence, domestic violence, or stalking, the Complainant and Respondent will each be permitted to have an advisor of their choosing at any meeting or proceeding in which they are required to be present. An advisor may be anyone, including legal counsel. An advisor may counsel, advise, and support their party but may not disrupt any meeting or proceeding nor may they ask questions of the investigators or speak for their party.

The Citadel retains discretion to conduct an administrative review into allegations of harassment or discriminatory conduct, in absence of a formal complaint. In determining whether to initiate an administrative review of allegations harassment or discrimination, The Citadel will consider all known information, including: (1) the nature and the severity of the allegations; (2) whether the allegations are amenable to resolution through other channels, such as human resources intervention; (3) the history of prior complaints regarding the same individuals, department and/or area; (4) the expressed wishes, if known, of the affected individual(s); and (5) any other pertinent information.

Administrative reviews will include interviewing witnesses and reviewing pertinent documents and will normally be concluded within 60 business days. This timeframe may be extended for good cause and any recommended action items will be reviewed by the College's General Counsel. The same level of confidentiality applicable in complaint investigations will apply to administrative reviews.

## **4. Decision-Making Process**

Investigators create a written report submitted to CIEO and Chief HR Officer.

VP/Dean is notified of outcome and sanction is determined if necessary.

The Complainant and Respondent will be notified in writing of the investigation outcome and the finding. For

allegations of sexual assault, dating violence, domestic violence and stalking, the written outcome will also include the rationale for the decision, the associated sanction, and the process by which the parties may appeal. HR may include additional recommended action items, which may include, but are not limited to: (a) a directive to stop any ongoing discriminatory, harassing and/or retaliatory behavior/practices; (b) disciplinary or other corrective action be taken against the Respondent and/or others; (c) relief be granted to the Complainant, such as accommodations, reinstatement, hiring, reassignment, promotion, training, back pay or other compensation and/or benefits (specific remedies shall be fact-specific to each complaint); and/or (d) other proactive measures, such as targeted training or education.

**Policy 3: Memorandum 3-107 Section 7: Regulations for Non-Cadet Students and Cadets in Day Student Status for Fall and Spring Semesters and All Students for Summer School and Barracks Regulations for Summer School**

This policy applies to a person registered for, or auditing, credit, or non-credit Citadel courses, on either a full or part-time basis who are not members of the South Carolina Corps of Cadets. South Carolina Corps of Cadet members are covered by this policy as a “student” while they are enrolled in summer school. Any registered person is considered a student if they enroll in such courses or programs on a physical campus or site, whether in the U.S. or abroad, or via distance learning, the internet, or any other means of course-delivery technology during any term. Students who withdraw after allegedly violating the code are considered students for the purposes of this policy.

**1. How to File a Disciplinary Complaint Under this Policy**

As soon as possible after learning of a violation of the Code of Student Conduct, students, employees, or anyone else in the Citadel community should notify as Associate Provost in writing. Students also have the option to report incidents to other college personnel, such as the Chief Civility and Engagement Officer or Title IX Coordinator (for incidents under the Title IX Grievance policy or the Discrimination and Harassment Policy (Title VII)), the Department of Public Safety, other faculty or staff, as well as the Ethics Point Hotline: <https://secure.ethicspoint.com/domain/media/en/gui/38738/index.html> or call toll-free at 855-280-8357. Please know that reports submitted anonymously may result in a limited response from the Provost’s Office due to inadequate information to investigate the reported incident thoroughly.

**2. How the College Determines Whether This Policy will be Used**

The Citadel utilizes this policy when all of the following are true:

- a. The Respondent is a person registered for, or auditing, credit, or non-credit Citadel courses, on either a full- or part-time basis who are not members of the South Carolina Corps of Cadets.;
- b. The complaint alleges sexual misconduct as defined in the policy; and
- c. The allegations do not fit within Title IX.

**1. Steps in the Disciplinary Process**

Every reasonable effort will be made to complete investigations within 60 days of the report of the alleged violation. Investigations will be led by the Provost’s Designee and may include participation by the offices of Public Safety, General Counsel, Information Technology, and the Sr. Vice President for Operations, among other departments at or external to The Citadel, when appropriate.

Additional provisions for investigations conducted into allegations of sexual assault, dating violence, domestic violence, or staking:

1. Investigations will only be conducted by persons who have been annually trained in how to conduct such investigations, including how to engage in proper interviewing techniques and collection of evidence in accordance with the Clery Act.
2. The parties (Complainant and Respondent) have the right to an advisor of choice, who may be present at any meeting or disciplinary proceeding in which the party is required to be present. An advisor may be anyone, including legal counsel. An advisor may counsel, advise, and support their party but may not disrupt any meeting or proceeding nor may they ask questions of the investigators or speak for their

party.

3. Investigations will normally be concluded within 60 business days, the process will be transparent to the accuser and the accused, and the major timeframes for the investigation may be extended for good cause and with written notice.
4. The Complainant and Respondent shall have equal access to evidence and other information that will be used to reach a finding.
5. The Complainant and Respondent will have timely notice for meetings with sufficient time to prepare.
6. No person is required to participate in an investigation as a Complainant or Respondent, however, The Citadel may proceed despite a party's lack of cooperation.
7. The Citadel will not discourage or prohibit persons from sharing information with others about their experience with sexual assault, dating violence, domestic violence or stalking or punish them for such speech (unless said speech violates another institutional policy), however, The Citadel strongly encourages the parties to keep such information regarding the investigation private as to protect the integrity of the investigation.

The Citadel retains discretion to conduct an administrative review into allegations of sexual assault, dating violence, domestic violence, and stalking, in absence of a report. In determining whether to initiate an administrative review of allegations (1) the nature and the severity of the information; (2) the age of the parties; (3) the history of prior complaints regarding the same individuals, department and/or area; (4) the expressed wishes, if known, of the affected individual(s); and (5) any other pertinent information. If The Citadel does determine it will proceed with an investigation without a report, notice will be provided to the involved parties, Complainant and Respondent, and all other "regular" procedures listed herein will follow, including ongoing notice, opportunities to be heard and to present evidence and witnesses, and the right to be notified of the major timeframes of the process and outcome, including rationale and sanctions, if applicable.

### **Protective Measures**

The Citadel may employ protective measures, including but not limited to temporary suspension (see below at Section V (A)), class changes, meeting room changes, restriction of interaction and no trespass. The college reserves the right to take interim measures as appropriate. For incidents of sexual assault, dating violence, domestic violence and stalking, The Citadel will make changes to living, transportation, working and academic situations if reasonably available and upon request.

### **Student Disciplinary Process**

Although The Citadel has an obligation to uphold federal, state, and local laws, The Citadel's rules and regulations operate independently from them. As such, The Citadel may pursue enforcement of its own rules whether or not legal proceedings are initiated or discontinued.

### **Provost's Designee Procedures**

All infractions of Memorandum 3-107 are initially handled by the Provost's Designee. Whenever possible, charges shall be stated in writing (and shall always be stated in writing for complaints of sexual assault, dating violence, domestic violence, and stalking.)

Upon receiving notice of a potential violation of Memorandum 3-107, the Provost's Designee shall initiate a disciplinary proceeding. The Provost's Designee will provide written notice of the charges, as well as the time, place, and nature of the alleged violation to the charged student(s) and the complainant. The notice shall also state the date, time, and location for a disciplinary meeting with the Provost's Designee. Pending the meeting, the President may temporarily suspend the charged student if, in the President's discretion, the student poses a substantial risk of self-harm or harm to others. The Citadel may also take other protective interim measures in the Provost's Designee's discretion. An unexcused absence will be construed as admission to the charge. Notice of whether a non-legal advisor will attend, or legal counsel will be present<sup>4</sup> must be submitted in writing to the Provost's Designee three (3) business days before the scheduled meeting.

The Provost's Designee will send the charged student(s) a written copy of the final sanctioning decision<sup>4</sup> within 10 business days of the disciplinary meeting. If a charged student wishes to dispute the charges, the disciplinary meeting will go forward as scheduled. An unexcused absence will be construed as admission to the charge. Notice of whether a non-legal advisor will attend, or legal counsel will be present<sup>5</sup> must be submitted in writing to

the Provost's Designee three (3) business days before the scheduled meeting. At the disciplinary meeting<sup>6</sup>, the charged student will have an opportunity to present a case, witnesses, and/or pertinent evidence.

If, upon conclusion of the disciplinary meeting and review of the matter, the Provost's Designee determines that, if the complaint is true, there may be justification to suspend or expel a student, the Provost's Designee will refer the entire matter to a Hearing Board, see below, for both findings of fact and consideration of the sanctions of suspension and expulsion.

If, upon conclusion of the disciplinary meeting and review of the matter, the Provost's Designee determines that, even if the complaint is true, there are no grounds to consider suspension or expulsion of a student, the Provost's Designee shall render a decision and, if a violation is found to have occurred, impose disciplinary sanctions in accordance with the disciplinary sanction sections of this Code. The Provost's Designee shall consider the student's entire academic and/or disciplinary record in issuing a sanction. The Provost's Designee will send the charged student(s) a written copy of the final decision within 10 business days of the disciplinary meeting.

If a charged student wishes to admit the charges in whole or in part, they may do so and will waive their right to the disciplinary process. The Provost's Designee will determine whether there may be justification to suspend or expel a student; if so, the Provost's Designee will refer the matter to a Hearing Board for consideration of the sanctions of suspension and expulsion, per Section E (ii). If not, the Provost's Designee may impose a sanction and will consider the student's entire academic and/or disciplinary record in deciding the appropriate sanction in accordance with the disciplinary sanction sections of this Code.

In all cases, the Provost's Designee will send the charged student(s) a written copy of the final sanctioning decision within 10 business days of the disciplinary meeting.

### **Hearing Board Procedures**

If the Provost's Designee determines there may be justification to suspend, dismiss or expel a student, a meeting before Hearing Board will be scheduled.

At the Hearing Board the following procedures apply:

- a. The Provost's Designee will notify the charged student(s)<sup>7</sup> in writing of the time, place, and location of the hearing, as well as the Hearing Board procedures. The hearing will be held even if the charged student declines to attend. Pending the hearing, the President may temporarily suspend the charged student if, in the President's discretion, the student poses a substantial risk of self-harm or harm to others or take other protective interim measures in the Provost's Designee's discretion.

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<sup>4</sup> If the student was charged with sexual assault, dating violence, domestic violence or stalking, the Complainant will also be provided with written notice of the finding and the associated sanction as well as the process by which they may appeal the Sanctioning Body's decision on sanction.

<sup>5</sup> If the student was charged with sexual assault, dating violence, domestic violence or stalking, an advisor of choice may be present at any meeting or disciplinary proceeding in which the party is required to be present. An advisor may be anyone, including legal counsel. An advisor may counsel, advise, and support their party but may not disrupt any meeting or proceeding nor may they ask questions of the investigators or speak for their party. A party is NOT required to notify the Provost's Designee of attendance of an advisor for allegations of the offenses listed in this section as it is their right to have one present.

<sup>6</sup> If a charged student is disputing the charges of sexual assault, dating violence, domestic violence or stalking, this step will not be followed, and the matter will be referred for full investigation. In that case, both the Complainant (allegedly harmed student) and the Respondent (accused student) shall both have the opportunity to present evidence and witnesses during the investigation where both parties have timely notice of meetings and opportunity to present evidence and witnesses for purposes of fact checking prior to the live conduct proceeding.

<sup>7</sup> In addition, for allegations of sexual assault, dating violence, domestic violence, and stalking, both the Complainant and Respondent shall be given notice of the time, date, and location of the hearing, which may occur no less than 10 days following the completion of the investigation.

- b. The Provost or the Provost's designee shall determine the application, selection, and training process for Board members<sup>8</sup>. All Board members must be present for the hearing. Every reasonable effort will be made to conduct the hearing within 10 business days of the Provost's Designee's referral.
- c. A list of witnesses, any written evidence, and notice of whether a non-legal advisor will attend, or legal counsel will be present must be submitted in writing to the Board three (3) business days before the scheduled hearing<sup>9</sup>. The student(s) has the right to: present witnesses, cross-examine witnesses (through the Counsel), and submit relevant evidence on their behalf, in writing or verbally.
- d. The Board will make and retain a verbatim record of the hearing in the form of a complete recording that will be stored with the Provost's Designee. However, the Board is not responsible for recording malfunctions, errors, or lost or destroyed recordings.
- e. After all presentations are complete, the Board will deliberate in a closed session and arrive at a decision. A decision must be reached by a majority vote of the Board. The deliberations and vote will remain confidential.
- f. In matters referred to the Board by the Provost's Designee under Memorandum 3-107, the Board shall make both findings of fact and determine whether suspension, dismissal or expulsion are warranted.

### **Decision-Making Process**

The Board members are responsible for objectively evaluating the relevant inculpatory and exculpatory evidence and making a determination, by a preponderance of the evidence, as to whether the respondent committed sexual misconduct. The determination must be reached by a majority of the panel. If the Board finds that a violation of Memorandum 3-107 or other college policy occurred, it shall consider whether to recommend a disciplinary sanction of suspension, dismissal or expulsion in accordance with the disciplinary sanction sections Memorandum 3-107. The Board shall consider the student's entire academic and/or disciplinary record in determining whether to impose such sanctions.

If the Board does not recommend the sanction of suspension or expulsion, the Board will remand the matter to the Provost's Designee to consider imposition of a sanction. In all instances, the Board will send the charged student(s) a written copy of the outcome<sup>10</sup>, including the sanction (if applicable) within 10 business days of the final determination.

## **Policy 4: Chapter 7: Section 1A: Cadet Discipline for Allegations of Sexual Misconduct**

### **1. How to File a Disciplinary Complaint Under this Policy**

#### **Making a Complaint**

- i. Violations or suspected violations of this process may be made verbally and directly to the institution's Title IX Coordinator. A Complainant may also report directly to the Assistant Commandant for Standards and Discipline (AC-D) if (a) the Complainant and Respondent are members of the same Battalion or (b) the Complainant requires immediate assistance. Regardless of where the complaint is initially reported, the Title IX Coordinator will make the Complainant aware of their right to file a Formal Complaint. Upon the filing of a Formal Complaint, the Title IX Coordinator will conduct an assessment regarding whether the institution's Title IX Policy has jurisdiction or if this process will apply.

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<sup>8</sup> The notice of hearing shall include the names of the Board members and both the Complainant and Respondent will be provided the opportunity to request an alternate if an allegation of conflict of interest or bias is raised and determined by the Provost's Designee to hold merit.

<sup>9</sup> See previous footnote regarding advisors and sexual assault, domestic violence, dating violence and stalking complaints

<sup>10</sup> If the student was charged with sexual assault, dating violence, domestic violence or stalking, the Complainant will also be provided simultaneously with written notice of the finding and the associated sanction as well as the process by which they may appeal the Sanctioning Body's decision on sanction.

- ii. The Title IX Coordinator, or designee will provide the party with their rights and options. At such time that the Title IX Coordinator determines the Title IX Policy has jurisdiction, the complaint will proceed only through that process and is not eligible for resolution under this process.
- iii. Any person always has the right to report the incident immediately to law enforcement and has the right to be assisted by the Title IX Coordinator or the AC-D in doing so if they desire. Persons retain the right to report to the Police and not The Citadel or to The Citadel and not law enforcement. The options are not mutually exclusive.
- iv. If the Title IX Coordinator determines that the Title IX Policy does not have jurisdiction, the case will be transferred to the AC-D for investigation and resolution under this process. In such cases, the AC-D will ensure the party has been provided their rights and options.
- v. The details or facts surrounding the report of an offense are most frequently determined through an Explanation of Report, Written (ERW) and/or any face-to-face session between the Complainant and the AC-D.
- vi. Any rank holding cadet, cadets acting in an official capacity, cadets who consider themselves victims of mistreatment as defined in this process, and any member of the faculty, staff, commissioned or noncommissioned officer may report an allegation of sexual misconduct to the AC-D. This procedure will attach when the allegation involves an act, that if proven true by a preponderance of evidence, would constitute sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence and/or stalking.

## **1. How the College Determines Whether This Policy will be Used**

The Citadel utilizes this policy when the following is true:

- a. The Respondent is a South Carolina Corps of Cadet member;
- b. The complaint alleges sexual misconduct as defined in the policy; and
- c. The jurisdiction does not fit within Title IX nor the Student Code of Conduct governing Cadets in summer school.

## **2. Steps in the Disciplinary Process**

### **Protective Measures**

The AC-D may employ protective measures, including but not limited to temporary suspension, class changes, housing changes, meeting room changes, restriction of interaction, no trespass orders, and no contact orders regardless of if a Formal Complaint is filed. The college reserves the right to take interim measures as appropriate. For incidents of sexual assault, dating violence, domestic violence and stalking, The Citadel will make changes to living, transportation, working and academic situations if reasonably available and upon request.

### **Investigations**

- i. Once this process has been determined to have jurisdiction to respond, the AC-D will provide the Complainant and Respondent with written notice outlining the allegations, the name of the investigator(s), the major timeframes of the process, information regarding their rights, and the process to submit evidence and names of witnesses they would like interviewed.
- ii. Investigations will only be conducted by persons who have been annually trained in how to conduct such investigations, including how to engage in proper interviewing techniques and collection of evidence in accordance with the Clery Act.
- iii. The parties (Complainant and Respondent) have the right to an advisor of choice, who may be present at any meeting or disciplinary proceeding in which the party is required to be present. An advisor may be anyone, including legal counsel. An advisor may counsel, advise, and support their party but may not disrupt any meeting or proceeding nor may they ask questions of the investigators or speak for their



party. Legal counsel may fully represent the Complainant if the Respondent is formally charged by a law enforcement agency.

- iv. Investigations will consist of interviewing the Complainant, the Respondent, any witnesses deemed to be relevant by the Investigator, and the collection of relevant evidence. Neither party is required to submit witnesses or evidence, however, if evidence or witness testimony is not presented for purposes of the investigation, it may not be permitted in the hearing. The Board President will have discretion over last-minute submissions of evidence.
- v. The parties have the right to provide questions to the investigator that they would like asked of the other party. The investigator will ask the questions provided if the investigator determines that the question is relevant and appropriate (questions regarding prior sexual history or regarding information considered to be privileged, i.e., mental health or medical records, will not be asked.) The investigator will capture the applicable party's responses and share those responses with the requesting party. Both parties will be offered this right.
- vi. The investigation will be finalized as soon as possible. The process will be transparent to the accuser and the accused, and the timeline for completion of the investigation may be extended if the investigation extends over a scheduled Corps furlough or for another good cause and with written notice.
- vii. The investigatory report will be shared, in a timely manner, with the Complainant and Respondent when it is completed, normally no more than 15 business days following the completion of the investigation. The parties are encouraged to inspect the report and offer feedback in writing to the investigator regarding any inaccuracies in the document. The investigator will review the feedback and determine if further investigation is required and if any changes should be made or if the report is final.
- viii. The Complainant and Respondent shall have equal access to evidence and information that will be used to reach a finding.
- ix. The Complainant and Respondent will have timely notice for meetings with sufficient time to prepare.
- x. No person is required to participate in an investigation as a Complainant or Respondent; however, The Citadel may proceed despite a party's cooperation. If a Complainant or Respondent chooses not to participate, they will still be provided with written notice as if they had participated.
- xi. The Citadel shall not discourage nor prohibit persons from sharing information with others about their experience with sexual assault, dating violence, domestic violence or stalking or punish them for such speech (unless said speech violates another institutional policy), however, The Citadel strongly encourages the parties to keep such information regarding the investigation private as to protect the integrity of the investigation.
- xii. Under this process, The Citadel retains discretion to conduct an administrative review into allegations of sexual assault, dating violence, domestic violence, and stalking, in absence of a Formal Complaint if and only when the information the college receives is determined to be especially egregious. In determining whether to initiate an administrative review of allegations (1) the nature and the severity of the information; (2) the age of the parties; (3) the history of prior complaints regarding the same individuals, department and/or area; (4) the expressed wishes, if known, of the affected individual(s); and (5) any other pertinent information. If The Citadel does determine to proceed with an investigation without a Formal Complaint, notice will be provided to the involved parties, Complainant and Respondent, and all other "regular" procedures listed herein will follow, including ongoing notice, opportunities to be heard and to present evidence and witnesses, and the right to be notified of the major timeframes of the process and outcome, including rationale and sanctions, if applicable.
- xiii. Once the investigative report is amended with feedback from the parties, the report will be provided, along with relevant evidence, to the AC-D, who will begin the process of convening a Commandant's Board (CB).

## **Cadet Statements**

- i. When a cadet makes an oral or written report or statement, regardless of circumstance, the expectation is that the report or statement is true and contains all the relevant facts known to the cadet.
- ii. Cadets will not use recording devices in investigations without the approval of The Commandant.
- iii. In any official investigation directed by the President, the Commandant, or their representatives, cadets are required to answer questions regarding facts within their scope of knowledge. Cadets are not required to incriminate themselves, though failure to answer such a question can be used against them in a Board, Hearing, or other measure. Cadets may not refuse to answer a question because it might incriminate someone else. Refusal to answer such questions is disobedience of orders.
- iv. See the Honor Manual for a discussion of improper questions.

## **Commandant's Board**

- i. The AC-D (or designee) shall convene a Commandant's Board as soon as feasible from the date the final investigative report is received by the AC-D. Both the Complainant and Respondent will be notified in writing of the date, time, and location for the hearing. They will also receive their hearing rights and be afforded the right to have their advisor of choice present. The advisor may not participate in the hearing and will only be permitted to advise, counsel, and support their party unless the Respondent is formally charged by a law enforcement agency. A cadet representative may also be selected and if not selected, will be appointed by the college for the purposes of the hearing.
- ii. Time limits for the scheduling of a Hearing or a Board are at the discretion of the Commandant.
- iii. Boards or Hearings may accept testimony by telephone or via video conferencing.
- iv. Boards or Hearings are administrative in nature and therefore do not constitute legal proceedings.

## **Cadet's Rights Hearing and Commandant's Boards**

- i. Students accused of a violation of disciplinary regulations which may lead to suspension, dismissal, or expulsion are entitled to the following:
  - a. To have a fair and prompt hearing before an officer or a board of officers of the College.
  - b. To be informed, in writing, of the offense, and to have reasonable time to prepare a defense. Extensions are approved at the discretion of The Commandant and apply equally to the Complainant as well as the Respondent.
  - c. To be present and present information and evidence on their own behalf.
  - d. To have a list of witnesses against them and either a summary of their testimony or the opportunity to confront and cross-examine the witnesses.
  - e. The Respondent may resign from the College at any time prior to a hearing or an appeal; however, the college will proceed in making and issuing a finding. A Respondent resigning before the completion of a Commandant's Board will resign with prejudice regarding the maximum punishment for the charge they are facing.

## **Composition of the Commandant's Board (CB)**

- i. CBs in sexual misconduct proceedings are composed of two College administrators and one cadet, in the rank of Captain or above, selected by the Commandant from a pool of annually and adequately trained persons in accordance with the Clery Act with an additional member of the Commandant's staff serving as a Recorder.
- ii. The Board of three is comprised of a Board President and two voting members for the purposes of

the proceeding.

- iii. The Board will convene at the specified date, time, and location. Either party has the right to request to join the hearing virtually or, if physically present in the same space, to have a partition placed between their tables.
- iv. If one or both parties are virtual, each party is still permitted an advisor of choice, who will also be permitted to join virtually.
- v. The proceeding will open and the President of the board will ask both parties if they agree to the board composition and what is contained in the investigative report.
- vi. If both parties agree, the report is entered into the record. If either party disagrees, they should be prepared to state the exact issue they have with the report, including what portions they claim are factually inaccurate. The Board will record the party's responses. If neither party disagrees, the Board will ask the parties questions that they have regarding the report. All questions shall be asked by the Board President to each party. At no time shall the parties speak directly to each other. No advisor may ask questions of the board or speak on behalf of their party.
- vii. The Complainant will be questioned first by the Board and the Respondent second.
- viii. Any witnesses who have been called will be sequestered from each other during the hearing and will appear in the hearing during their testimony.
- ix. At such time as the Board has asked any questions of the parties, the parties cadet representative shall ask the opposing party any questions their party would like asked. If a party has not selected a cadet representative prior to the hearing, one will be appointed by The Citadel.
- x. The purpose of examination by the cadet representative is strictly to ask questions each party would like asked of the other party in the presence of the board members. At any point in the questioning, the Board President can instruct a cadet representative to withdraw a question they deem inappropriate for the proceeding. Examples include questions regarding a party's mental health or medical history or regarding prior sexual history not relevant to the matter at hand or regarding a party's sexual orientation.
- xi. The Complainant and Respondent will be permitted to attend the entire proceeding (i.e., neither will be sequestered for any reason at any point.)
- xii. Both the Complainant and Respondent can provide an impact statement to the Board. Such statements will be provided to the Board President at the beginning of the proceeding in a sealed envelope and shall not be read until and unless the Respondent is found, using the preponderance of the evidence standard, more likely than not to have engaged in the behavior in violation of The Citadel's policy. The letters, if provided, will be considered before sanctioning decisions are made.
- xiii. A decision will not be issued at the conclusion of the proceeding and the Complainant and Respondent will be notified, simultaneously and in writing, as soon as feasible with the outcome of the proceeding as well as the associated sanction, if applicable. Both parties have the opportunity to appeal the finding as described in the following section.

### **3. Standard of Evidence**

The standard of evidence is preponderance of the evidence, which means in order to find a respondent in violation of The Citadel's policy, the evidence must demonstrate that it is more likely than not that the misconduct occurred as alleged.

### **4. Decision-Making Process**

A decision will not be issued at the conclusion of the proceeding and the Complainant and Respondent will be notified, simultaneously and in writing, as soon as feasible with the outcome of the proceeding as well as the associated sanction, if applicable. Both parties have the opportunity to appeal the finding as described in the following section.

All policies and procedures noted previously use the same evidentiary standard, afford the same range of protective measures, and provide for the same set of available sanctions. Because of this standard, those items have not been separately addressed by policy and instead are being included here and are applicable to all previously discussed policies and procedures.

## **5. Appeals**

Appeals for Class II and Class III offenses go through the AC-D to the Commandant. Class I offenses, including Suspensions and Dismissals go through the Commandant to the President. Class I offenses resulting in Expulsions are made through the Commandant to the President who will confer with the BOV. College Regulations, Chapter VI, establishes the procedures for appeals.

## **6. Possible Sanctions**

In cases involving students, the members of the hearing panel make findings of fact and a recommendation of sanctions. In cases in which the panel does not recommend separation from the college, the Commandant, or the Provost, as appropriate, makes the final determination of sanction. In cases in which the panel recommends suspension or dismissal, the Provost makes the final determination of sanction. In cases in which the panel recommends expulsion, or in cases where the Provost recommends expulsion, the President makes the final determination of sanction.

In cases involving employees, the members of the hearing panel make findings of fact and a recommendation of sanctions. The Director of Human Resources, in consultation with the appropriate Vice President, makes the determination of sanction.

In all cases, the sanctioning authority may impose punishment based on the information in the Board's report as well as the cadet's or student's entire education record, or the employee's personnel file, as appropriate.

## **Range of Protective Measures Available to a Victim Alleging Misconduct**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Citadel will provide written notification to students and employees about accommodations and protective measures available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations). For complaints that are deemed "Title IX", both the complainant and respondent will be afforded supportive measures, as applicable.

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations and ensuring protective measures have been provided. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student

or employee with a safety escort, etc. The college may also provide escorts, uniformed or nonuniformed police or security presence or monitoring at campus locations, provide the victim with a cell phone, change keys, locks or other physical security, or any other measures the college deems are necessary to protect the safety of persons.

### **College-Initiated Protective Measures**

In addition to those protective measures previously described the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by The Citadel.

# THE CITADEL

## The Military College of South Carolina

### Higher Education Opportunity Act Annual Campus Fire Safety Report

#### Overview:

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus student residential facilities to develop and publish an annual fire safety report. The following report includes the information required by the HEOA, as it relates to The Citadel campus.

#### Annual Fire Safety Report:

The annual fire safety report is provided annually for the Annual Security Report. This report is titled the 2023 Annual Fire Safety Report.

#### General Statement of College Controlled Student Housing:

Student housing and dormitory space are provided in five (5) barracks buildings and one VTF Trailer located on The Citadel campus. Automatic fire alarms and fire suppression sprinkler systems protect all dormitory facilities operated by The Citadel. The status of these systems is monitored 24 hours/day, seven days/week. All dormitory facilities operated by The Citadel are provided with backup emergency electrical power that will operate various life safety systems components including alarms, sprinklers, and exit lighting, should a loss of regular power occur. In the event of an interruption of fire alarm or sprinkler system coverage, a fire watch patrol is established until the affected system is operational.

1. Murray Barracks – 6 Jones Avenue – built in 1999 and houses 448 Cadets.
2. Padgett-Thomas Barracks – 5 Jones Avenue – built in 2004 and houses 543 Cadets.
3. Law Barracks – 4 Jones Avenue – built in 2007 and houses 446 Cadets.
4. Stevens Barracks – 3 Jones Avenue – built in 1942 and houses 441 Cadets.
5. Watts Barracks – 4 Lee Avenue – built in 1996 and houses 448 Cadets.
6. VTF Trailer – 10 Jones Avenue – built in 2021 and houses 52 Cadets and is not utilized as permanent Cadet housing. This building is used for overflow during the beginning of the year and sporadically during the academic year.

There is no campus owned off-site housing of Cadets. The Citadel does not house Veteran students or Masters students on campus.

Facility	Address	Fire Alarm*	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year (2023)	Number of Evacuation (Fire) Drills Each Calendar Year (2022)	Number of Evacuation (Fire) Drills Each Calendar Year (2021)
Murray Barracks	6 Jones Avenue	x	x	x	x	x	4	4	4
Padgett-Thomas Barracks	5 Jones Avenue	x	x	x	x	x	4	4	4
Law Barracks	4 Jones Avenue	x	x	x	x	x	4	4	4
Stevens Barracks	3 Jones Avenue	x	x	x	x	x	4	4	4
Watts Barracks	4 Lee Avenue	x	x	x	x	x	4	4	4
VTF Trailer	10 Jones Avenue	x	x	x	x	x	4	4	4

\*All Barracks Fire Alarm Systems are monitored 24/7 by The Citadel Public Safety Department.

## **Number of Fire Drills for Student Housing Held during Previous Calendar Year:**

- 2022 – 4 fire drills were conducted per Barracks during the 2022 calendar year.
- 2023 – 4 fire drills were conducted per Barracks during the 2023 calendar year.
- 2024 - 4 fire drills were conducted per Barracks during the 2024 calendar year.

## **Academic and Campus Facility Fire Drills:**

All academic and campus facilities meet the International Fire Code (2021) requirement regarding the code-required number of fire drills. All fire drills are conducted by the campus Environmental Health & Safety Department's Fire Marshal's Office or an approved coordinator.

## **Summer School and Camps Housed within Barracks:**

Fire drills are conducted within 2 days of summer students/camp attendees moving into the barracks. Drills are conducted by the campus Environmental Health & Safety Department's Fire Marshal's Office or an approved coordinator.

## **Procedures for Cadet Evacuations from Barracks in Case of Fire**

Procedure for evacuation from Barracks for Cadets:

- Each Cadet shall be familiar with their designated evacuation assembly area used for evacuation accountability.
- Each Cadet shall be familiar with a minimum of 2 ways off/out of their floor and barracks.
- Each Cadet shall be familiar with the location of manual fire alarm pull stations on their floor and the 1st floor.
- Each Cadet shall be familiar with the location of the closest fire extinguisher to their room.
- Each Cadet room shall evacuate without hesitation during the activation of the fire alarm system.
  - Each Cadet shall evacuate, leaving all personal belongings.
  - All freshman Cadet restrictions within the barracks shall be suspended for the evacuation duration.
- Each Cadet room occupant shall proceed to the nearest stairway and or sally port.
- Each Cadet room occupant shall listen to the P.A. and barracks leadership for any additional information provided by barracks leadership during the evacuation drill.

The procedure for reporting a fire or other emergency is to contact The Citadel Department of Public Safety Office at 8-1-1 (campus phones only) or (843) 953-5114 and to activate the nearest fire alarm pull station.

## **Procedures for Employee and Cadet Evacuations from Academic Buildings in Case of Fire:**

Procedures for evacuation from academic and other non-barracks buildings on campus:

- Each employee should be familiar with their designated evacuation assembly area, which has been assigned by their department supervisor and approved by the Campus Fire Marshal's Office.

- Each employee should be familiar with a minimum of 2 ways off/out of their floor and building.
- Each employee should be familiar with the location of manual fire alarm pull stations on their floor and the first floor of their building.
- Each employee should be familiar with the location of the closest fire extinguisher to their work area and should be informed by their supervisor if an alternative extinguisher type is required and where they are located.
- During a fire alarm activation, all employees shall evacuate without hesitation, safely leading any students, visitors, or other building occupants out of the building and meeting in their approved assembly area outside the building.
  - Each employee shall evacuate, leaving all personal belongings.
- During a fire alarm activation, every employee shall proceed to the nearest exit to exit the building and meet within their approved assembly area.
- Some academic buildings on campus are equipped with a voice-directing fire alarm system; each employee shall listen to and follow the directions of the automated system.
- Each employee is responsible for the safe evacuation of all Cadets and visitors they are responsible for.

The procedure for reporting a fire or other emergency is to contact The Citadel Department of Public Safety Office at 8-1-1 (campus phones only) or (843) 953-5114 and to activate the nearest fire alarm pull station.

### **Reporting Fires on The Citadel Campus:**

All active fires should be reported by calling 9-1-1. The fire department will be notified, and an emergency response will be started. If time and personal safety permit, the Citadel Department of Public Safety should be notified of any fire event, and they can be reached at 8-1-1 (campus phones only) or (843) 953-5114.

If an extinguished fire is discovered, The Citadel Department of Public Safety should be notified, and they can be reached at 8-1-1 (campus phones only) or (843) 953-5114.

### **The Citadel's Policies on Portable Electrical Appliances, Smoking, and Open Flames:**

- No Cadet may import or maintain within the Barracks or VTF Trailer electronic cooking devices or electric oil diffusers. Any items requiring a plug shall be plugged directly into a surge protector that plugs directly into a wall outlet, or the appliance plugs directly into a wall outlet. The use of extension cords that are not fuse-protected is prohibited.
- No smoking is permitted on campus, including within the Barracks or VTF Trailer.
- No devices that produce an open flame are permitted within the Barracks or VTF Trailer.

It is the policy of The Citadel that all campus buildings and areas shall be in compliance with applicable fire and life safety standards, codes, and approved standards at all times. Fire prevention inspections are conducted by the Department of Environmental Health & Safety, with the Campus Fire Marshal.

All activities and departments coordinate with the college's Public Safety department, the Campus Fire Marshal's Office, the State Fire Marshal's Office, and the City of Charleston Fire Department in the investigation of any fire incident.

The Environmental Health & Safety Department and/or Fire Marshal schedules and coordinates the inspection, maintenance, and repair of campus emergency notification and life safety systems, assisted by the Facilities and Engineering Department.



To minimize the potential for fire, it is the policy of the College to prohibit open burning throughout the campus (including student housing facilities) (unless specifically authorized by the Director of Environmental Health and Safety and/or the Campus Fire Marshal). Open burning, as defined by the College, is any open/exposed flame or combustion that produces heat, light, or smoke and has the potential to cause a fire. Examples of open burning include, but are not limited to: candles, incense, bonfires, campfires, barbecue grills, and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics.

Smoking, vaping, candles, burning incense, personal heating devices or cooking devices, open flame, or operation of any other flame-producing devices are prohibited in any college dormitory room.

All campus event decorations must be made of fire-resistant or non-combustible material, U.L. rated and approved for use. Tampering with or hanging items from fire equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes etc.), or hanging items near exits, emergency lights, or in a manner that may impede egress, is also strictly prohibited.

Tampering with fire or emergency equipment, or intentionally causing a false fire alarm, is strictly prohibited. The Citadel's [Fire and Life-Safety Equipment Tampering policy](#) is the official college policy that specifically addresses this issue.

### **Fire Safety Education and Training Programs Provided to Cadets and Employees:**

#### Cadets

Cadets are provided a barracks-specific emergency preparedness guide that specifies the fire safety and barracks-specific evacuation plan. The barracks-specific emergency guide also provides the steps for reporting a fire or emergency, the location and operation of fire protection systems within the barracks, and the location and instructions on using fire extinguishers.

The emergency guide also provides a copy of the evacuation plan for the specific barracks, which provides the location of fire alarm pull stations and fire extinguishers, and the steps to take during an evacuation.

The emergency guide also provides a copy of the evacuation muster areas and the designated locations for occupants during a building evacuation for each barracks.

The Campus Fire Marshal's Office provides the Barracks Emergency Preparedness Guide to the Commandant's Office. It is emailed and distributed to the Cadets within the first week of barracks occupancy.

#### Employees

The Citadel employees are provided a class during their new hire orientation, provided by the Department of Environmental Health & Safety and the Campus Fire Marshal's Office. The orientation class offers an overview of safety topics, including OSHA, Fire, and Life Safety.

Employees are provided bi-annual safety classes from the Department of Environmental Health and Safety and the Campus Fire Marshal's Office on OSHA and Fire and Life Safety topics.

The Campus Fire Marshal's Office allows students and employees to sign up for fire extinguisher training, where a class and hands-on training are provided.

The Department of Environmental Health & Safety and the Campus Fire Marshal's Office distribute a monthly safety newsletter to employees.

### On-Campus Residents

Employees who live on campus are provided with safety reminders, home inspection checklists, and fire and life safety training.

In collaboration with the Facilities Housing Coordinator, the Campus Fire Marshal's Office provides residents with periodic newsletters with safety reminders and messages.

### **Reporting a Fire for Inclusion in the Fire Statistics**

Per federal law, The Citadel is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then notify PSAF by dialing (843)-953-5114 or on campus extension 8-1-1 or 9-1-1 for outside emergency responders.

If a member of the The Citadel community finds evidence of a fire that has been extinguished, and the person is not sure whether PSAF has already responded, the community member should immediately notify PSAF to investigate and document the incident for disclosure in the college's annual fire statistics.

The college has implemented the [Bulldog Alert](#) emergency notification system, an app alert and text mass notification system that is activated in accordance with the college's Crisis Management Plan to communicate critical emergency information and instructions in the event of a serious campus incident.

Facility	Address	Fire Alarm*	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards
Murray Barracks	6 Jones Avenue	x	x	x	x	x
Padgett-Thomas Barracks	5 Jones Avenue	x	x	x	x	x
Law Barracks	4 Jones Avenue	x	x	x	x	x
Stevens Barracks	3 Jones Avenue	x	x	x	x	x
Watts Barracks	4 Lee Avenue	x	x	x	x	x
VTF Trailer	10 Jones Avenue	x	x	x	x	x

## Fire Statistics

### Statistics and Related Information Regarding Fires in Residential Facilities for 2022

Facility	Address	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damaged Caused by Fire
Murray Barracks	6 Jones Avenue	0					
Padgett-Thomas Barracks	5 Jones Avenue	0					
Law Barracks	4 Jones Avenue	0					
Stevens Barracks	3 Jones Avenue	0					
Watts Barracks	4 Lee Avenue	0					
VTF Trailer	10 Jones Avenue	0					

### Statistics and Related Information Regarding Fires in Residential Facilities for 2023

Facility	Address	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damaged Caused by Fire
Murray Barracks	6 Jones Avenue	0					
Padgett-Thomas Barracks	5 Jones Avenue	0					
Law Barracks	4 Jones Avenue	0					
Stevens Barracks	3 Jones Avenue	1	1	Flammable liquid used for shining brass ignited	0	0	\$00
Watts Barracks	4 Lee Avenue	1	1	Flammable liquid used for shining brass ignited	0	0	\$00
VTF Trailer	10 Jones Avenue	0					

### Statistics and Related Information Regarding Fires in Residential Facilities for 2024

Facility	Address	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damaged Caused by Fire
Murray Barracks	6 Jones Avenue	0					
Padgett-Thomas Barracks	5 Jones Avenue	0					
Law Barracks	4 Jones Avenue	0					
Stevens Barracks	3 Jones Avenue	0					
Watts Barracks	4 Lee Avenue	0					
VTF Trailer	10 Jones Avenue	0					

## Fire Safety Education and Training Programs Provided to Cadets and Employees and On-Campus Residents:

**Cadets:** Cadets are provided a barracks-specific emergency preparedness guide that specifies the fire safety and barracks-specific evacuation plan. The barracks-specific emergency guide also provides the steps for reporting a fire or emergency, the location and operation of fire protection systems within the barracks, and the location and instructions on using fire extinguishers.

The emergency guide also provides a copy of the evacuation plan for the specific barracks, which provides the location of fire alarm pull stations and fire extinguishers, and the steps to take during an evacuation.

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**Employees:** The Citadel employees are provided a class during their new hire orientation, provided by the Department of Environmental Health & Safety and the Campus Fire Marshal's Office. The orientation class offers an overview of safety topics, including OSHA, Fire, and Life Safety.

Employees are provided bi-annual safety classes from the Department of Environmental Health and Safety and the Campus Fire Marshal's Office on OSHA and Fire and Life Safety topics.

The Campus Fire Marshal's Office allows students and employees to sign up for fire extinguisher training, which includes a class and hands-on training.

The Department of Environmental Health & Safety and the Campus Fire Marshal's Office distribute a monthly safety newsletter to employees.

**On-Campus Residents:** Employees who live on campus are provided with safety reminders, home inspection checklists, and fire and life safety training.

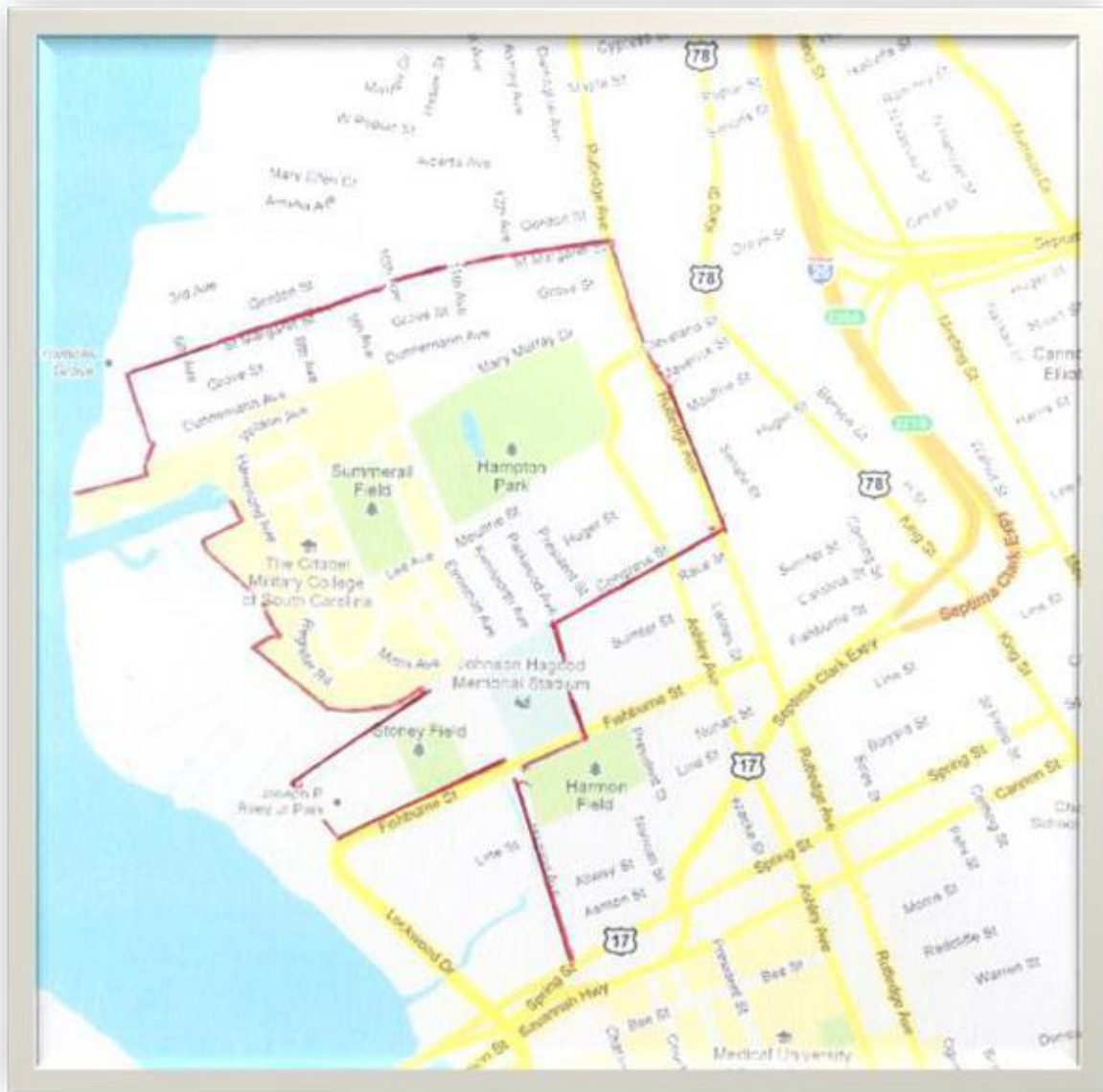
In collaboration with the Facilities Housing Coordinator, the Campus Fire Marshal's Office provides residents with periodic newsletters with safety reminders and messages.

#### **Plans for Future Improvements in Fire Safety:**

- Continue to develop a Community Risk Reduction program, in accordance with NFPA 1730, for all students, faculty, employees, and on-campus residents.
- Work with the South Carolina Fire Marshal's Office to become a designated Fire Safe South Carolina population.
- Continue to update older fire protection systems within campus barracks, academic and administrative buildings, and facilities.
- Add additional fire hydrants to areas on campus that lack adequate water supplies and replace old fire hydrants to meet the needs of the Charleston Fire Department.
- Work with the Commandant's Office for the Campus Fire Marshal's Office to provide fire and life safety training to Barracks TAC Officers, Cadet Leadership, and Cadets, and send safety messages to Cadets through their school email.

## Appendix A

### Campus Map



For Clery Act purposes, The Citadel's Robert R. McCormick Beach Club is located at The Isle of Palms and is bordered on the front by Palm Boulevard on the left by 48<sup>th</sup> Avenue and on the right by 47<sup>th</sup> Avenue. The rear of the property is bordered by the Atlantic Ocean. The address is 4700 Palm Boulevard Isle of Palms, S.C. 29451.

