A safe and secure campus is essential to The Citadel's realizing its vision of educating principled leaders. The Citadel Public Safety Department plays an integral role in providing a safe environment in which students, faculty, and staff can live and learn. The Citadel regularly evaluates the security needs of the community and considers those needs on an ongoing basis. This publication is a part of that effort. It lets you know who to call and what to do if you are the victim of a crime. It also outlines policies aimed at promoting a safe learning and working environment. These policies work in conjunction with federal, state, and local laws, which the Department of Public Safety enforces. Please carefully consider the recommendations in this publication and work with The Citadel Public Safety Department to help make The Citadel a safe and secure campus. Although the college and the Department of 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, as well as the safety of those around us. Working together, we will continue to keep The Citadel a safe campus for all.

The Citadel Public Safety Department

The Citadel Public Safety (PSAF) has statewide police authority to apprehend and arrest anyone involved in illegal acts on The Citadel campus and in the immediate off campus vicinity. The department consists of a team of law enforcement officers, including a director, deputy director, operations officer/investigator, parking enforcement officer and, during the academic year, two campus service officers, as well as four shift supervisors and eight state patrol officers. All PSAF department members are state commissioned law
enforcement officers operating under the authority and supervision of the State Law Enforcement Division (SLED).

The Citadel encourages all members of The Citadel community to immediately report any criminal offense, suspected criminal activity, or other emergency directly to Citadel Public Safety or to other local law enforcement. PSAF reports all criminal offenses to SLED. PSAF personnel investigate all allegations of criminal activity. PSAF personnel and/or representatives of city, county, state, or federal law enforcement authorities prosecute all criminal offenses that occur on Citadel property.

PSAF personnel work closely with local, state, and federal police agencies and have direct radio communication with the City of Charleston Police Department on the County of Charleston police radio network. PSAF is also part of the Charleston County 911 Emergency System. Local law enforcement agencies report any criminal activity students engage in at off-campus locations to Citadel PSAF. PSAF provides this information to the Senior Vice President for Operations and Administration, the Commandant, or the Provost, as appropriate, for disciplinary action or other appropriate response.

**Incident Reporting:**

The Citadel strongly encourages victims to report all crimes, either “officially” to the following authorities or unofficially, as described below. The Citadel also encourages “bystanders” to report crimes to the following authorities when a victim is unable to do so.

To report a crime on or off campus, contact Citadel Public Safety at (843) 953-5114, or dial 811 from any campus phone. Report any suspicious on-campus activity to PSAF immediately. 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.

You may also report a crime on campus to the following school officials:

Senior Vice President for Operations and Administration, (843) 953-6907, Bond Hall, Room 192; Commandant of Cadets, (843) 953-6930, Jenkins Hall, Room 203; Assistant Commandant of Cadets for Discipline, (843) 953-6931, Jenkins Hall, Room 206; 1st Battalion TAC Officer, (843) 953-6506, Murray Barracks, Room 1105; 2nd Battalion TAC Officer, (843) 953-2101, Padgett-Thomas Barracks, Room 2101; 3rd Battalion TAC Officer, (843) 953-5245, Law Barracks, Room 3101; 4th Battalion TAC Officer, (843) 953-1722, Watts Barracks, Room 5121; 5th Battalion TAC Officer, (843) 953-5365, Stevens Barracks, Room 4148; Ombuds-person, (843) 953-7469, cell (843) 469-7492, Bond Hall, Room 369; Ombuds-person, (843) 953-5096, cell (843) 437-9645, Thompson Hall, Room 137; Ombuds-person, (843) 953-4830, cell (843) 743-9487, Bond Hall, Room 120; Director, Campus Advocacy, Response and Education (CARE), (843) 953-7277, Thompson Hall, Room 105.

**Confidential Reporting Procedures:**

If you are the victim of a crime and do not wish to pursue action within The Citadel's disciplinary system or the criminal justice system, you are encouraged to consider making a confidential report. With your permission, the Director or a designee of PSAF can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep a matter confidential while taking steps to protect the safety of yourself, fellow students and employees. With this type of information, The Citadel can keep an accurate record of the number of incidents involving students, analyze whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.
Witnesses can also make confidential reports in the same manner. If you are a witness to any crime, report it immediately to PSAF or another law enforcement agency.

Because police reports are public records under state law, PSAF cannot hold reports of crime in confidence.

Confidential reports for purposes of inclusion in annual disclosure of crime statistics can generally be made to other individuals identified above. Confidential reports of crime may also be made to the local Crime Stoppers (843) 554-1111. You can also file a confidential or anonymous report using the campus hotline with Ethics Point: www.citadel.ethicspoint.com or by calling toll free (855) 280-8357.

**Criminal Activity Off Campus:**

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

**Access Policy:**

During business hours, The Citadel campus, excluding barracks, is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is restricted to employees, students, residents, and guests. Access to The Citadel is limited by a perimeter fence to the north, east, and south of campus. The Ashley River borders campus on the west. Traffic and access to the campus is through three primary gates: Lesesne Gate, Hagood Gate, and Summerall Gate. During the academic year, cadets monitor these gates (except Summerall Gate) during business hours. Hagood Gate and Summerall Gate are closed during non-business hours at 2200 and 1800, respectively. Citadel Public Safety is currently located adjacent to Lesesne Gate and at 208 Richardson Avenue.

The five barracks are secured by cadet or student guards from 0530 until 2300 each weekday during the fall, spring, Maymester, and summer school sessions. Between 2300 and 0530 (0100 and 0530 on Friday and Saturday night), barracks gates are locked, and access is only granted by the overnight Officer-in-Charge. During extended breaks, the barracks gates are secured around the clock. Various facilities have more limited hours, which vary during the year. Examples include Deas Hall, Daniel Library, Summerall Chapel and Mark Clark Hall. These facilities will be secured according to schedules developed by the department responsible for the facility. 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 property are the property of The Citadel. Only authorized individuals are permitted to have keys to Citadel buildings, facilities or other property. Those who are permitted to have keys are expected to use the keys only for authorized College-related purposes. Permission to have 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 on patrol at all times. Public Safety officers and/or a campus services officer (during the academic year) will provide security escorts when requested for staff members, students, and faculty.
Missing Persons Policy:

The Citadel aggressively works to resolve missing persons cases reported to it. A student is considered to be missing under the school’s 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 and Public Safety. Failure to report a student missing or suspected as missing is punishable in accordance with Citadel policy.

When a cadet is reported missing, the Commandant will initiate an investigation through the Corps of Cadets chain of command, and will contact Public Safety for assistance. The Commandant will make a determination as to the status of the missing cadet based on facts gathered from the investigation. Upon receiving a report and determining that the cadet has been missing for 24 hours or more, the Office of the Commandant will notify the contact person designated to be notified in the event that the student is determined to be missing, and PSAF officials will notify the City of Charleston Police Department and/or the Charleston County Sheriff’s Office. If the cadet is under the age of eighteen (18), the cadet’s custodial parent or guardian will be notified as well.

All cadets may identify an individual to be contacted by The Citadel in the event they are determined to be missing. Cadets should identify a contact person(s) by listing that person’s name and contact information in the Emergency Contacts database available through Lesesne Gateway. Cadets may update this information at any time during their cadet career. Contact information provided by cadets will be registered confidentially and accessible only by authorized campus officials. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Timely Warnings:

The Citadel Public Safety (PSAF) is responsible for issuing timely warnings in compliance with the Clery Act. Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus, that, in the judgment of The Citadel PSAF, constitute an ongoing or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report the circumstances to PSAF by phone at (843) 953-5114, by dialing 811 from a campus phone, or in person at the Public Safety Office at Lesesne Gate. PSAF will consult, as appropriate and necessary, with other College officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision to issue a timely warning will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Citadel community members and a timely warning would not be distributed. Sex offenses and burglaries will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information provided to PSAF.

When a determination is made that a timely warning should be issued, PSAF will take appropriate steps to make notification to the campus community. Victims’ names will not be publicized. Options for notification include, but are not necessarily limited to, Bulldog Alert - The Citadel's mass notification system (phone, text and email), campus-wide e-mails, physical postings on doors and bulletin boards, or the PSAF website. The warnings will include some or all of the following information: the date, time and location of the reported...
crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

The Citadel does not issue crime alerts for the crimes listed above if the subject of a crime is apprehended and the threat of imminent danger to members of The Citadel community has been mitigated by the apprehension. PSAF also will not issue a warning if a report was not filed with PSAF, or if PSAF was not notified in a manner that would allow the department to post a “Timely Warning” for the community. As a general guideline, a report that is filed more than five days after the date of the alleged incident will not allow Public safety to post a “Timely Warning” to the community. This type of situation will be evaluated on a case by case basis. Lastly an alert will not be sent if the report was filed within a medical, legal or pastoral/counselor privileged relationship that is exempt from reporting to PSAF.

**Emergency Response and Evacuation Procedures:**

The Citadel has adopted an Emergency Response Plan which establishes policies, procedures and an organizational hierarchy for response to emergencies on campus. The Plan describes the role and operation of Citadel personnel during an emergency. The complete plan is available on The Citadel’s website at http://www.bulldogalert.info/root/campus-emergency-response-plan.html In accordance with the Clery Act, The Citadel provides the following as the Emergency and Evacuation Procedures from that Plan:

1. Immediate Notification

The Citadel has implemented a campus-wide emergency notification system which can be activated to alert the campus community in the event of a serious emergency. An “emergency notification” is broader than a “timely warning,” as “timely warnings” address certain criminal actions, whereas “emergency notifications” may address both criminal actions and other significant emergency or dangerous situations, such as severe weather and medical emergencies. The system consists of three primary components, some or all of which may be activated in the event of an immediate threat to The Citadel community:

A. Emergency warning sirens located at various locations on The Citadel campus.

When the emergency sirens are activated, all campus occupants are to:

i. Immediately increase awareness of surroundings and be alert for any type of potential threat.

ii. Activate personal communication devices to prepare for receipt of emergency information messages (e.g. cell phones, pagers, etc.)

iii. If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known.

iv. If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures.

B. The Bulldog Alert messaging system

The Bulldog Alert messaging system may be activated to send a combination of text, email, and voice messages to those communication devices that are entered into the college’s emergency notification database. These messages will contain important information about the emergency and/or specific response instructions. 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 sign up for text message notifications through the Lesesne Gateway portal on The Citadel’s website. Parents and guardians of Citadel students can receive voice and text messages upon inclusion of their communication device numbers in The Citadel’s database by action of Citadel students.
Members of the larger campus community may receive information about emergencies on campus through the use of emergency warning sirens, The Citadel’s website, and The Citadel’s DAWG line at 843-953-DAWG (3294).

2. Notification Process and Officials Responsible for Implementation

1. 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.

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).

2. Senior college administration officials responsible receiving notification of potential threats and further action include, but are not limited to:

   1. The President,
   2. The Provost,
   3. Senior Vice President for Operations and Administration,
   4. Commandant of Cadets,
   5. Vice President for Communications and Marketing,
   6. Vice President for Finance and Business,
   7. Vice President for Institutional Advancement,
   8. Associate Vice President for Facilities and Engineering and Safety, and
   9. Director of Intercollegiate Athletics.

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

3. Testing:

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 work day 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, the date, time, and whether it was announced or unannounced. The Citadel will publish a summary of its emergency response and evacuation procedures in conjunction with at least one test per calendar year.

Publicly Available Record-keeping

The Citadel does not publish the name of crime victims nor 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 Programs:

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

Mark Valuables Forever With Project ID:

All members of The Citadel community can (and should) 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 Lesesne Gate. Contact Public Safety at (843) 953-5114 for additional information and assistance.

Alcohol and Drug Enforcement Policies:

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, in writing, and obtain permission to serve alcoholic beverages from the Vice President for Operations. 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 under twenty-one (21) years of age is prohibited. 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 hallucinogenic, narcotic, drug, or substance is prohibited or otherwise controlled by law in South Carolina, will 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 will be subject to expulsion from the College. Any student possessing or using any other hallucinogen which causes a loss of control or inebriation will 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 student. 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 is a tobacco free campus. Tobacco use in all forms including, cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-Food and Drug Administration (FDA) approved nicotine delivery devices, will be prohibited in all facilities, buildings and outdoor areas owned and operated by The Citadel. Citadel campus housing occupants are authorized to smoke in backyards and on back porches, provided the porch is screened. It is expected that all faculty, staff, cadets, students, contractors, vendors and visitors adhere to the policy.

Compliance with the policy-and encouraging others to do so-will be a shared responsibility of the campus community. For more information on state laws concerning alcohol and drug possession and distribution, as well as the adverse health effects of alcohol and drug use, see current Campus Alcohol and Drug Information Center (CADIC) publications located at (http://www.citadel.edu/root/cadic).

Substance Abuse Education Programs:

The Citadel encourages education as the first step in assisting students to take responsibility for their behavior and to understand the consequences of current and future behavior as it relates to drug and alcohol use. The Citadel takes a multi-faceted approach to accomplish this goal.

The Campus Alcohol and Drug Information Center (CADIC) is a department within the Office of the Commandant.

The mission of CADIC is “to enhance the well-being of cadets and students by decreasing risk factors that contribute to substance abuse and increasing protective factors that empower cadets and students to make healthy choices.” This mission is achieved through comprehensive services, programs, events, and outreach:

- Services are tailored, brief interventions that occur in the office and are provided one-on-one. Examples include BASICS and tobacco cessation.
- Programs are targeted toward the specific needs of a small audience, group, or cohort (e.g., fourth class cadets; second year athletes; first term CGC students). Examples include CHOICES curriculum, Prime for Life, Alcohol Skills Training Program.
- Events are large venues open to the entire campus and include health fairs, campus-wide competitions, and speakers.
Outreach includes interactive, educational activities that occur at random locations on

To provide a well-coordinated and comprehensive substance-abuse prevention effort on

campus, CADIC works closely with many departments, programs, and groups, including the

Counseling Center, Campus Advocacy, Response, and Education (Care), Assistant

Commandant for Discipline, Leadership Training Program (LTP), battalion and company

TACS, and the Human Affairs teams, who serve as peer health educators.

Cadets who are found responsible for violating the Alcohol and Other Drugs Policy are

sanctioned to CADIC for mandatory education and intervention by the Assistant

Commandant for Discipline. Furthermore, battalion and company TACS who learn of

possible substance use issues among cadets will proactively request a substance abuse

prevention program from CADIC in an effort to mitigate violations of the Alcohol and

Other Drugs Policy.

A large and important part of the substance abuse prevention effort comes from a group of

cadets known as The Human Affairs Team. The HA Team has received specialized training

in substance abuse prevention (as well as other health and safety issues) including

recognizing signs of substance abuse and making appropriate referrals on behalf of cadets.

Additionally, the HA Team assists with the implementation and delivery of substance abuse

prevention events and pro-health messages on campus.

CADIC uses several different evaluation methods in, “…assisting students to take

responsibility for their behavior and to understand the consequences of current and future

behavior as it relates to drug and alcohol use”:

- **Process evaluation** measures the implementation and operation of program

  components;

- **Impact evaluation** occurs immediately after a program and measures the change in

  knowledge, attitudes, and/or behaviors of the participants;

- **Outcome evaluation** measures the long-term results of the program and is an indirect

  measure of the project’s goals;

CADIC is committed to sharing program results with all relevant stakeholders or any

interested person or group in order to: (1) increase awareness of CADIC, (2) increase

awareness of substance abuse prevention efforts and the success of such efforts, and (3)

inform the campus community of developing best practices in the field of substance abuse

prevention. Furthermore, CADIC is committed to sharing aggregate evaluation and/or

assessment data with the scientific community (e.g., publication of findings in scientific

journals) with the intention of contributing to the advancement of best practices.

**Sexual Assault Prevention and Response Education Programs:**

Prohibitions:

The Citadel strictly prohibits sex based offenses. This prohibition applies to on-campus and

off-campus conduct, academic, educational, co-curricular, athletic, study abroad, and other

college programs. Sex-based offenses include criminal offenses such as rape, sexual assault,

domestic violence, dating violence, and stalking, as well as violations of the Sexual

Violence and Sexual Harassment policies of The Citadel.

Definitions:

The State of South Carolina and the federal government have both promulgated definitions

for certain sex based offenses; those definitions are reproduced below. The Citadel will

consider a violation of either definition, or the definition contained in The Citadel’s Sexual

Violence policy, to be a violation of school policy:

**Sexual Assault means**

(State) 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. (S.C Code Ann. 16-3-651)

(Federal) Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent (42 USC. Section 13925 (29))

**Domestic Violence means**

(State) Sexual battery (as defined above) when accomplished through use of aggravated force, defined as the use or the threat of use of a weapon or the use or threat of use of physical force or physical violence of a high and aggravated nature, by one spouse against the other spouse if they are living together (S.C. Code Ann. 16-3-615)

(Federal) A felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim
2. A person with whom the victim shares a child in common
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
4. A person similarly situated to a spouse of the victim under South Carolina law.
5. Any person against an adult or youth victim who is protected from that person’s acts under South Carolina law. (42 USC. 13925 (8))

**Dating Violence means:**

(State) No definition

(Federal) violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship (42 USC. 13295 (8));

**Stalking means**

(State) A pattern of words, whether verbal, written, or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted person and would cause a reasonable person in the targeted person's position to fear:

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.

(S.C. Code Ann. 16-3-1700 (c))

(Federal) engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

(42 USC. 13925 (8))

Consent means: an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties who are legally able to consent.

1. A person cannot legally consent to sex if he or she
   a. is under the age of sixteen (16) (in the State of South Carolina);
   b. has a mental disorder or developmental or physical disability that renders him or her
incapable of giving consent;

c. is not conscious or is asleep;
d. is incapacitated from alcohol or other drugs, and this condition is known or reasonably should be known to the accused; or
e. is induced to engage in sexual activity by the other person’s
   1. physical coercion;
   2. abuse of position of power, trust or authority; and/or
   3. use of artificial means (i.e., drugs such as Rohypnol).

2. Affirmative consent can be revoked. Thus, a person who initially consents to sexual activity may subsequently express by words or any other behavior, at any time, a lack of agreement to continue engaging in sexual activity.

This definition of consent is from The Citadel’s Sexual Violence and Prevention policy prohibiting Sexual Violence. The South Carolina Code does not contain a definition of consent.

**Education Programs:**

Each year, the Citadel’s Campus Advocacy, Response, and Education (CARE) Program provides mandatory educational programs to all cadets on sexual violence, including domestic violence, dating violence, stalking, sexual harassment, sexual violence, bystander intervention, and risk reduction. Programs include definitions, laws, policies, and procedures for reporting misconduct. Presenters include speakers from the college, as well as local and nationally recognized experts. Programs are conducted through a progressive, comprehensive curriculum. All other students (day students, graduate students, Veteran students, etc.) are welcome and encouraged to attend all programs.

1. **Freshmen programs include:**

   - An on-line program that they must pass with 85% accuracy
   - Two hours of sexual harassment/sexual assault classes during orientation week that cover definitions, expectations, legal aspects, institutional response policies, characteristics and signs of abusers, risk reduction, and an introduction to bystander intervention
   - Occasional local and/or national speaker

2. **Sophomore programs include:**

   - An on-line program on bystander intervention, prevention, definitions, and policies that includes interactive scenarios
   - The One-in-Four group’s program for men and women on how to respond to rape
   - Occasional local and/or national speaker

3. **Juniors programs include:**

   - A refresher course on sexual violence that includes interactive scenarios
   - A national speaker on the topic of alcohol-assisted sexual assault

4. **Seniors programs include:**

   The opportunity to train other cadets on these issues

**Bystander Intervention**

The Citadel teaches its students the principles of safe bystander intervention as a key to reducing violence on campus. Bystander intervention is based on the premise that changing student attitudes and increasing students’ knowledge about sexual violence will lead to increased intervention and a resulting decrease in attacks. Rather than placing blame on
either the victim or the perpetrator, bystander intervention programs encourage all members of a community to accept responsibility to prevent sexual violence. These programs encourage bystanders to pay attention to questionable behaviors, assume personal responsibility, and step in to prevent sexual violence.

All CARE sexual violence programs for cadets include a segment on bystander intervention. This segment teaches students to recognize risk and explains a variety of strategies to intervene safely.

The Citadel’s Men’s Program members educate their peers on sexual violence definitions, prevention, and response. Specifically, this program educates students on the physical, mental, and emotional consequences of rape; how to help someone recover from an assault experience; and how to safely intervene as a bystander in a situation that could turn into an assault. The program aims primarily to alter male students’ attitudes about sexual violence and victimization, thereby increasing the likelihood and efficacy of bystander intervention.

**Avoiding Potential Attacks**

The Citadel teaches all students and cadets strategies to reduce the risk of sexual assault. These lessons include recommendations that students and cadets: follow The Citadel, state, and federal rules and laws; not tolerate criminal behavior of others; look out for fellow cadets; stay in groups; establish “battle buddies” and always keep track of each other; do not drink alcohol; watch open drinks when in group settings; be aware of surroundings and take precautions; walk purposefully whenever off campus; portray a look of confidence; do not leave any location with unfamiliar people; always lock barracks’ room door.

**CARE**,** along with Human Resources and Title IX Coordinator, John P. Gedney (Primary) and four deputy Title IX Coordinators, also offer programs on sexual assault to Faculty/staff**. Programs include:

a. Classes through new employee orientation on sexual harassment/sexual assault/rape and reporting procedures for each
b. Classes for all new faculty on sexual harassment/sexual assault/rape and reporting procedures for each
c. Classes during department meetings when arranged
d. Title IX training

**Procedures following a sexual assault:**

Students who have experienced sexual assault, domestic violence, dating violence or stalking are encouraged to file a report with The Citadel’s Director, Cadet Advocacy, Response and Education (CARE), Public Safety, and/or local police. Victims may choose to report formally, which involves an investigation pursued through The Citadel’s disciplinary system, or they may report informally, which typically does not involve the disciplinary system. Additionally, victims may choose for an investigation to be pursued through the criminal justice system. The Director of CARE or another College official will guide victims through the available on-campus and off-campus options and provide support for their decisions. Whether or not individuals choose to make a formal disciplinary report, they are urged to seek appropriate help, which could include a medical evaluation, filing an on-campus or off campus police report, and/or obtaining information, support, and counseling, either on or off campus.

**A student who is a victim of sexual violence should immediately:**

a. Go to a safe place.

b. Contact someone who can help. Some options include:

1. Director, Cadet Advocacy, Response and Education - (843) 425-1315 (24/7)
2. Infirmary - 843-953-5447 (24/7)
3. Public Safety - 843-953-5114 (24/7) or 811 from a campus telephone
4. Off Campus Police - 911
5. People Against Rape - 843-745-0144
6. TACs, Chain of Command
7. Parent/guardian
8. Friend

c. Preserve evidence.

1. Victims are encouraged to request collection of physical evidence. Collection of
evidence includes an examination, within 120 hours of the assault, at the MUSC
Clinic (via the emergency room) by a Sexual Assault Nursing Examiner. Evidence
collection also includes examination and retention of clothing, bedding, and other
tangible objects. Prompt collection of physical evidence, both through an exam and
through retention of tangible objects, is essential should the victim decide to pursue
criminal prosecution and/or a civil action. Additionally, the exam includes evaluation
and prevention of sexually transmitted diseases, as well as consultation, examination
for other concerns.
2. For more information regarding the exam or evidence preservation contact the
Director of CARE (843) 953-1315.

d. Seek medical treatment: A person who has experienced a sexual assault is encouraged
to seek other appropriate medical treatment as promptly as possible.

1. Students with life-threatening conditions should call 911 or go to the MUSC
Emergency Department. For assistance getting there, they may contact the Director
of CARE at (843) 425-1315 or Public Safety at (843) 953-5114.
2. For treatment of less serious injuries, students can contact the Infirmary (843) 953-
5447.

e. Report the incident: A person who has experienced a sexual assault should report the
incident to Citadel officials immediately. A victim may also report the incident to law
enforcement authorities, both on-campus and off-campus. Citadel officials, including
but not limited to the Director of CARE, will assist a victim in notifying these
authorities, if the victim requests assistance.

A victim of sexual assault can report the incident to one or more of the following
Citadel officials:

1. Cadets: Janet Shealy, the Director of CARE, John Gedney, Title IX Coordinator, The
Commandant of Cadets, their respective company, battalion, or regimental TAC
officer, an ombudsperson, a member of the faculty or staff, or a Sexual Assault
Victim Advocate.
2. Non-cadet students: Janet Shealy, the Director of CARE, John Gedney, Title IX
Coordinator, the Provost or an Associate Provost or the Dean of CGC, an
ombudsperson, a member of the faculty or staff, or a Sexual Assault Victim
Advocate.
3. A victim of sexual assault may, but is not required to, notify appropriate law
enforcement authorities, including PSAF and/or City of Charleston Police. Citadel
officials, including but not limited to the Director of CARE and Title IX coordinator
will assist a victim in notifying these authorities, if the victim requests assistance.
Civilian courts, working with PSAF and/or other law enforcement officers, including
CPD, have authority to issue “no contact” or restraining orders, which have the
authority of law, and therefore can result in incarceration for individuals who violate
them.

Obtaining Information, Support and Counseling: Students who have experienced
sexual violence or who have knowledge of, and/or have been affected by another person's
sexual violence, are strongly encouraged to obtain information, support, and counseling
and/or advocacy, even if they choose not to file a formal report. Counselors and/or
advocates at a variety of agencies, both on and off campus, can provide information,
support, and advice for anyone, student or employee, who wishes to discuss issues related
to sexual violence, whether or not a sexual assault has actually occurred and whether or not
the person seeking information has been assaulted, has been accused of a sexual assault,
and/or is a third party or witness.

Additionally, counselors and/or advocates can help students decide what steps to take, such as seeking medical attention, preserving evidence, and obtaining off-campus counseling, and/or reporting to authorities. Counseling and/or advocate resources available to Citadel students and employees include:

1. The Citadel Counseling Center – (843) 953-6779 (students only)
2. Director, Cadet Advocacy, Response and Education – (843) 425-1315 (students only)
3. Ombuds Office – (843) 953-7469, (843) 953-5096, or (843) 953-4830
4. The Citadel Chaplain – (843) 953-5049
5. People Against Rape – (843) 745-0144

Confidentiality: The Citadel will preserve student confidentiality to the extent possible and allowed by law. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed.

Confidential Reporting: A person may speak confidentially with certain persons in legally protected roles, including the following:

1. The Citadel Counseling Center: (843) 953-6779 (students only)
2. The Citadel Chaplain: (843) 953-5049
3. Medical staff at The Citadel Infirmary: (843) 953-6847 (infirmary)
4. Off-campus with clergy, counselors, and physicians, including MUSC, where a Sexual Assault Nurse Examiner (SANE) is available

A confidential report will not result in a report to law enforcement, other than for statistical purposes under the Clery Act or a Citadel investigation.

In addition, The Citadel participates in several educational and awareness campaigns throughout the academic year, including Take Back the Night and Walk a Mile in Her Shoes. Other events may be deemed confidential upon needs of the community with request to the Title IX Coordinator. These events offer an opportunity for victims/survivors to share experiences in a private setting and are not treated as reports.

Non-Confidential Reporting: South Carolina law and Citadel policy require those not in a legally protected role with knowledge of a felony to report it to law enforcement. Citadel personnel, including TAC officers, are required to report Title IX offenses to the Title IX Coordinator, who will, in turn, report it to law enforcement. Reporting to The Citadel Public Safety or other law enforcement does not require the victim/survivor to pursue criminal charges.

The reporter (and victim/survivor if different from the reporter) may request confidentiality. The Citadel takes such requests seriously; however such requests may severely limit The Citadel’s ability to investigate and take reasonable action in response to a report. In such cases, the Title IX Council and The Citadel’s Title IX Coordinator, Mr. John Gedney, will evaluate the request for confidentiality in the context of The Citadel’s commitment to provide a reasonably safe and non-discriminatory environment.

In order to evaluate a request for confidentiality, the Title IX Coordinator may conduct a preliminary review into the alleged offense and weigh the request against the following factors:

- Seriousness of the alleged offense (including whether the offense involved the use of a weapon, other illegal activity, illegal drug or intoxicant, multiple accused persons, etc.).
- Whether there have been other complaints/reports made regarding the accused (e.g. a history of arrests, a record of misconduct at The Citadel or other institutions)
- Accused right to access the complaint/report including the reporter and/or victim/survivor's identity
- Applicability of any laws requiring disclosure
- Availability of other information to support the alleged offense
Whether the circumstances suggest there is an increased risk of the accused committing additional Title IX offenses (e.g. a pattern of behavior)
- Whether the alleged perpetrator has threatened the victim/survivor or others
- Safety of the reporter and victim/survivor

If the reporter (and victim/survivor if different from the reporter) insists that their privacy be protected and that their name or other identifiable information not be disclosed to the accused, The Citadel will advise the reporter/victim/survivor of the school’s limited ability to respond. An accused has a right to know the name of the reporter (and victim/survivor if different from the reporter) and information regarding the nature of the allegations in order to respond to the report; thus The Citadel may not be able to investigate and maintain the confidentiality of the reporter (and victim/survivor if different from the reporter). The Citadel may take other steps to limit the effects of the misconduct.

Change in Academic and/or Living Situation: The Citadel will, upon request of the complainant, consider adjusting academic and living situations, such as housing assignments, transportation, and class schedules, as well as working situations for Citadel employees, and will otherwise take action to limit contact between the parties. The Citadel will provide written notice to complainants on these options and will make these accommodations where reasonably possible, regardless of whether the alleged victim chooses to report to campus police or local law enforcement. The Citadel will keep these accommodations and protective measures confidential, to the extent that maintaining such confidentiality will not impair The Citadel's ability to provide the accommodations or protective measures. All such requests will be referred to and reviewed by the Title IX Coordinator. A range of factors will be considered in evaluating these requests including but not limited to: whether there have been other sexual violence complaints about the accused; whether the accused threatened further violence against the accuser or others; whether the alleged sexual violence was perpetrated with a weapon; whether the school possesses other means to obtain relevant evidence (e.g. security cameras, witnesses, physical evidence etc.)

Disciplinary Action: The Citadel has established procedures for significant disciplinary action, including the convening of Commandant's Boards and Class I Hearings for disciplinary offenses allegedly committed by cadets, and the convening of hearings for disciplinary offenses allegedly committed by non-cadet students and employees. These procedures are applicable to allegations of sex offenses, including domestic violence, dating violence, sexual violence, and stalking, and are described in the College Regulations, the Blue Book and the White Book, for cadets, Memo 7, for non-cadet students, and Human Resources Procedures, for faculty, staff and employees. Citadel procedures include a prompt, fair, and impartial investigation, a hearing which uses the “preponderance of the evidence” standard to determine responsibility, and an opportunity for appeal. For a detailed description of the steps involved, the anticipated timeline for each step, and the decision-making process, including who is responsible for making decisions, please see Annex A, below.

The officials who conduct investigations and hearings receive annual training on (1) the issues related to domestic violence, dating violence, sexual assault, and stalking, (2) how to conduct an investigation, and (3) how to conduct a hearing process that protects the safety of victims and promotes accountability. Among other provisions, these process provides, in part, that an accused cadet or student is allowed to choose up to two people to accompany him or her to any disciplinary-related meeting, and to present information to the decision-making authority. In cases of alleged sexual assault, these provisions are afforded to both the accused student or cadet and the accused victim. The Citadel will not limit the choice of advisor or presence for an accused or accuser; however, The Citadel does limit the extent to which certain non-student advisors may participate in the proceedings. These restrictions apply equally to both parties.

For cases involving alleged sexual assault, domestic violence, dating violence, or stalking offense, The Citadel will inform the alleged victim and the accused simultaneously, in
writing, of the outcome of any disciplinary proceeding and the school’s procedures to appeal. For purposes of this paragraph, the "outcome of a disciplinary proceeding" means the institution's final determination with respect to the alleged sex offense, any sanction that is imposed against the accused, any changes to the result, and the date on which a result becomes final. Providing this information to the alleged victim does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). Pursuant to FERPA, disciplinary records are "education records," therefore The Citadel does not identify victims in publicly available documents.

Cadets found to have violated the sexual violence policy may receive demerits, tours, or confinements, or be suspended, dismissed, or expelled from The Citadel. The Citadel may require a non-cadet student to undergo counseling, and/or may suspend the student from extra-curricular activities, leadership activities, participation in study-abroad or other programs, or suspend, dismiss, or expel the student from The Citadel. Employees may be reprimanded, suspended, or terminated from employment. In addition, offenders may be criminally prosecuted by civilian authorities.

**Additional Information:** Literature on rape, sexual violence, sexual harassment, and the College's response policies, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within The Citadel and in the community, is available through the Director, Campus Advocacy, Response and Education (CARE). The Citadel will provide this information, including a written explanation of the student’s or employee’s rights, to any student or employee who reports being a victim of domestic violence, dating violence, sexual violence, or stalking, whether the offense occurred on or off campus.

**Sexual Offender Registration:**

Information on all registered adult sex offenders (age 17 and older) is available from the S.C. Sex Offenders Registry Web site (http://services.sled.sc.gov/sor/). 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/publicsafety/. A hard copy of the report may also be obtained by calling the Department of Public Safety at (843) 953-5114 or visiting the Department of Public Safety at our office adjacent to Lesesne Gate. 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, our policies concerning sexual assault, and other matters. The Citadel campus
community can make a difference in curbing criminal activity by reporting questionable behavior or events immediately. By reviewing and becoming familiar with the information in this report, we will keep our campus safe and secure.

**Reporting the Annual Disclosure of Crime Statistics:**

The Citadel Department of Public Safety prepares this annual report to comply 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, as well as agencies which 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 (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 Office of the Director, Cadet Advocacy, Response and Education and The Citadel Counseling Center, which compile data throughout the year. 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 Lesesne Gate, 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 crimes and arrests occurring on campus and in the community bordering the campus during the past three years. These statistics are maintained in accordance with the Federal Crime Awareness and Campus Security Act of 1990. **NOTE:** Incidents of off-campus crime are reported if they occur on streets bordering The Citadel. Crimes required to be reported are reflected in the matrices below. 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. (See map on back cover.) From time to time, all members of the community will be asked to participate in specific crime prevention and safety programs sponsored by the Department of Public Safety. These programs include obtaining safe rides to campus when drivers are impaired, wearing of seat belts, and engraving of valuable items with a Citadel Campus Wide Identification (CWID) number.

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<tr>
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<tr>
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<tr>
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<td>c. Sex offenses – Forceable</td>
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<tr>
<td>d. Sex – offenses – Non-forcible</td>
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<td>e. Robbery</td>
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<td>f. Aggravated assaults</td>
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<tr>
<td>g. Burglary</td>
<td>8</td>
<td>5</td>
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<td>h. Motor vehicle theft (Thefts from motor vehicles not included)</td>
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<tr>
<td>i. Arson</td>
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<tr>
<td>j. Domestic violence</td>
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### Criminal offense – On Campus Student Housing Facilities (Battalions)

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<th></th>
<th>2014</th>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
<td>b. Negligent manslaughter</td>
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<td>c. Sex offenses – Forcible</td>
<td>5</td>
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<tr>
<td>d. Sex offenses – Non-forcible</td>
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<td>e. Incest</td>
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<td>f. Statutory rape</td>
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<td>g. Robbery</td>
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<td>h. Aggravated assault</td>
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<td>i. Burglary</td>
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<td>j. Motor vehicle theft (Thefts from motor vehicles not included)</td>
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<td>k. Incest</td>
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<td>l. Domestic violence</td>
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<td>m. Dating violence</td>
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<tr>
<td>n. Stalking</td>
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### Criminal offense – Non- Campus

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<tr>
<th></th>
<th>2014</th>
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<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>c. Sex offenses – Forcible</td>
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<tr>
<td>d. Sex offenses – Non-forcible</td>
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<td>e. Incest</td>
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<td>f. Statutory rape</td>
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<td>g. Robbery</td>
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<td>h. Aggravated assault</td>
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<td>i. Burglary</td>
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<td>j. Motor vehicle theft (Thefts from motor vehicles not included)</td>
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**NOTE:** In 2011, The Citadel reported one arson. This was changed to zero because in accordance with the Department of Education’s Handbook fires of suspicious origin or fires of unknown origin are not required to be disclosed as arson.
### Criminal Offense – Public Property

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<tr>
<th>Offense</th>
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<th>2015</th>
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<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
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<tr>
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<td>d. Sex offenses – Non-forcible</td>
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(Thefts from motor vehicles not included).

### Hate Crimes – On campus

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<tbody>
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<td>a. Murder/Non-negligent manslaughter</td>
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<td>h. Incest</td>
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<tr>
<td>i. Statutory rape</td>
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<td>j. Arson</td>
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<td>k. Domestic violence</td>
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<td>l. Dating violence</td>
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<tr>
<td>m. Stalking</td>
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</table>

(Hate Crimes – Off campus)

(Hate Crimes – Domestic Violence)

(Hate Crimes – Sexual Orientation)

(Hate Crimes – Gender)

(Hate Crimes – Disability)

(Hate Crimes – National Origin)
### Hate Crimes – On campus

#### Criminal Offenses:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Race</th>
<th>Religion</th>
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<th>Gender</th>
<th>Disability</th>
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<td>o. Destruction/damage/vandalism of property</td>
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### Hate Crimes: Non – Campus

#### Criminal Offenses:

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<th>Race</th>
<th>Religion</th>
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### Disciplinary Actions – On campus

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### Arrests – On campus

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<tr>
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<th>2016</th>
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<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
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</tr>
<tr>
<td>b. Drug abuse violations</td>
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<tr>
<td>c. Liquor law violations</td>
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</table>

**Note:** Drunkenness or driving under the influence violations are not included in these numbers.

### Arrests – On campus Student Housing Facilities

<table>
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<th>2014</th>
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<tbody>
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<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
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<tr>
<td>b. Drug abuse violations</td>
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<td>c. Liquor law violations</td>
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**Note:** Drunkenness or driving under the influence violations are not included in these numbers.

### Arrests – Non-Campus

<table>
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<tr>
<th>2014</th>
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<tr>
<td>b. Drug abuse violations</td>
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<td>c. Liquor law violations</td>
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**Note:** Drunkenness or driving under the influence violations are not included in these numbers.

### Arrests – Public Property

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<tr>
<td>b. Drug abuse violations</td>
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<td>c. Liquor law violations</td>
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**Note:** Drunkenness or driving under the influence violations are not included in these numbers.
Disciplinary Actions – On campus Student Housing Facilities

<table>
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<tr>
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<tr>
<td>a Weapons: carrying, possessing, etc.</td>
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<td>c Liquor law violations</td>
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Note 1: Drunkenness or driving under the influence violations are not included in these numbers.

Disciplinary Actions – Non-Campus

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<th>2015</th>
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<td>a Weapons: carrying, possessing, etc.</td>
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<tr>
<td>b Drug abuse violations</td>
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Note: Drunkenness or driving under the influence violations are not included in these numbers.

Disciplinary Actions – Public Property-Criminal offense

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Higher Education Opportunity Act
Annual Campus Fire Safety Annual Report
2016

Overview

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions 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.

General Statement of College Controlled Student Housing
Student housing and dormitory space is provided in five (5) barracks buildings located on The Citadel campus. All dormitory facilities operated by The Citadel are protected by automatic fire alarm and fire suppression sprinkler systems. 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.

All students and staff members assigned to dormitory facilities receive fire safety and fire evacuation training at the beginning of each semester. This training includes a review of The Citadel’s Emergency Response Plan, the college’s primary emergency preparedness and response document, which includes detailed information about fire reporting and response procedures.

In the event of a fire emergency, students are directed to immediately evacuate their rooms and proceed along the outdoor galleries and stairwells towards the nearest sally port exit. Once evacuated, students will report to Summerall Field and fall into their respective company formations for muster.

Evacuation instructions are posted on the company bulletin boards located within each barracks.

Fire evacuation drills are conducted each semester in coordination with the Regimental Provost Officer and the campus Resident State Fire Marshal, and each student room receives a weekly safety inspection.

Specific Fire Prevention Related Policies

It is the policy of The Citadel to provide students, faculty, staff and visitors with the safest environment possible, free from potential fire or safety hazards. The primary goal of the College’s Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in an actual emergency. This goal is accomplished by:

1. Performing regular inspections of campus facilities,
2. Conducting periodic emergency response training, exercises and drills
3. Providing and maintaining operational emergency notification and fire suppression systems

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 regulations at all times.

Fire prevention inspections are conducted by the college’s Resident State Fire Marshal. All activities and departments coordinate with the college’s Public Safety department, the State Fire Marshal’s Office, and the City of Charleston Fire Department, in the investigation of any fire incident.

The Department of Facilities and Engineering and Safety schedules and coordinates the inspection, maintenance and repair of campus emergency notification and life safety systems.

To minimize the potential for fire, it is the policy of the College to prohibit open burning throughout the campus (unless specifically authorized by the authority having jurisdiction to include the management of faculty/staff housing and campus-sponsored athletic events). 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, candles, burning incense, personal heating devices or cooking devices, or operation of any other flame producing devices are prohibited in any college dormitory room.

All campus event decorations must be 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.

Extension cords must not be used in place of permanent wiring or routed under rugs or carpets, through doorways, or in any manner that could present a trip hazard or impede egress. Extension cords must be U.L. rated and sized properly for the load applied.

Indoor use of the following items is prohibited within any Citadel operated facility (unless approved by the Authority Having Jurisdiction):

- Portable space heaters, personal cooking devices, barbecue type grills (and related accessories including charcoal, lighter fluids and lighters), any open flame or burning device including candles, incense sticks and related accessories, flammable liquids (for recreational or personal use), fireworks, firecrackers, rockets, flares, sparklers or similar devices, unapproved halogen lamps.

  Exceptions: Portable space heaters provided by Facilities staff, small coffee brewers, and microwave ovens approved for department break areas.

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 (Memorandum 6-3, 2009) is the official college policy that specifically addresses this issue.

**This policy can be accessed online at:**
http://www.citadel.edu/root/images/BOV/Policies/06-vpfe/6-3_fire_equipment_tamper_policy.08-06-09.pdf

**Reporting Emergencies:**

Fire or other campus emergencies are reported directly to the Public Safety department by dialing 811 from any on-campus telephone or by dialing 953-5114 from any other telephone.

Four (4) emergency call boxes are strategically located across The Citadel campus. These call boxes are activated by pressing a single button, and provide immediate, two-way voice communication to the on-duty Public Safety dispatch officer.

The college has also implemented the Bulldog Alert emergency notification system, a voice 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.

The Citadel

Annual Campus Fire Safety Report

Fire Statistics Reporting Table 2015

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<tr>
<th></th>
<th>Fire Alarm</th>
<th>Fire Sprinkler</th>
<th>Fire Detection</th>
<th>Alarm-Sound</th>
<th>Strobe Lights</th>
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http://www.citadel.edu/root/publicsafety-clery-info[10/19/2017 12:58:10 PM]
### Padgett-Thomas Barracks
- Yes
- Yes
- Smoke/Heat
- Horns
- Yes

### Murray Barracks
- Yes
- Yes
- Smoke/Heat
- Horns
- Yes

### Law Barracks
- Yes
- Yes
- Smoke/Heat
- Horns
- Yes

### Stevens Barracks
- Yes
- Yes
- Smoke/Heat
- Horns
- Yes

### Watts Barracks
- Yes
- Yes
- Smoke/Heat
- Horns
- Yes

## Annual Campus Fire Safety Report

### Fire Statistics Reporting Table 2016

<table>
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<tr>
<th></th>
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<th>Fire Number</th>
<th>Fire Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Loss/Value</th>
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For Clery 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 48th Avenue and on the right by 47th Avenue. The rear of the property is bordered by the Atlantic Ocean. The address is 4700 Palm Boulevard Isle of Palms, S.C. 29451.
Annex A

Disciplinary Proceedings for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

I. FILING THE FORMAL REPORT

A. All members of The Citadel community are strongly encouraged to promptly report all experienced or observed incidents of sexual violence.


1. If the victim is a cadet or student, reports of incidents of sexual violence should be made to the Director of Campus Advocacy, Response, and Education (CARE), Janet Shealy, (843) 953-7277 (office phone), (843) 425-1315 (24/7 cell), This email address is being protected from spambots. You need JavaScript enabled to view it. or This email address is being protected from spambots. You need JavaScript enabled to view it. .

2. Non-cadet students may also report to the Deputy Title IX Coordinator, Caroline Schlautt, (843) 953-0523 (office phone) or This email address is being protected from spambots. You need JavaScript enabled to view it. .

3. If the victim is any other member of The Citadel campus community, reports of incidents of sexual violence should be made to the Title IX Coordinator, John Gedney, (843) 953-6881 (office phone), (843) 276-9141 (24/7 cell), This email address is being protected from spambots. You need JavaScript enabled to view it. or This email address is being protected from spambots. You need JavaScript enabled to view it. .

4. This report may also be made anonymously using the campus hotline at (855) 280-8357 (toll free) or online at www.citadel.ethicspoint.com.

ii. Victims of incidents of sexual violence may alternatively make reports to one or more of the officials in Annex A, Paragraph 1.A, of Memorandum 6-025, or to one or more of those individuals identified in The Citadel Crisis Resource Directory. This resource is maintained by each cadet on his/her desk, and is available in The Citadel Emergency Contact Information and Procedures.

iii. Complainants may also file charges with local law enforcement authorities, including Citadel Public Safety, the Charleston Police Department, and the Ninth Circuit Solicitor. Citadel officials will assist complainants in their contacts with the police department or the Solicitor, but will not provide an attorney or legal advice.

B. Regardless of the initial recipient, all reports of dating violence, domestic violence, sexual assault or stalking made by or about Citadel students, faculty or staff are reported to the Title IX Coordinator. Cases involving cadets are also reported to the Director of CARE.

C. Upon receipt of a report from any of the individuals identified in I.A, above, the Title IX Coordinator immediately begins the investigation described in II, below, and notifies the following:

i. For cases in which the accused is a cadet, the Office of the Commandant.

ii. For cases in which the accused is a staff member, the Office of the Senior
II. INITIAL INVESTIGATION
A. The Title IX Coordinator will, within five (5) business days of being notified of a complaint, begin an initial investigation.
   i. The Title IX Coordinator may conduct the initial investigation himself or herself. Alternatively, he / she may appoint up to two (2) investigators who have received specialized training in investigation of Title IX incidents.

B. The investigator(s) will review statements obtained from the parties, interview the parties, interview witnesses, as appropriate, and review any other relevant documentary evidence.
   i. The purpose of the initial investigation will be to determine if there is credible evidence and probable cause to support the accusation.
   ii. The investigation will normally be completed and reported to the Office of the Commandant, SVPOA or Provost, as appropriate, within two (2) to three (3) weeks.

C. If the investigation suggests that the matter should be further pursued, and if the Commandant, SVPOA, or Provost agrees, the matter will be referred for formal disciplinary action as more fully described below.

III. PROCESS FOR DISCIPLINE OF CADETS ACCUSED OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING.
A. The cadet disciplinary process is governed by the Blue Book. The Blue Book process begins with the issuance of a Performance Report (PR) to the accused cadet. Upon receipt of a Performance Report indicating a violation, the cadet will either electronically sign the PR in the Cadet Accountability System (CAS) or, if extenuating or mitigating circumstances exist, complete an ERW explaining such circumstances. The cadet has seventy-two (72) hours to complete and return a PR and/or ERW.

B. The Assistant Commandant for Discipline reviews the PR, ERW, witness statements, and report of the Title IX investigator. The Assistant Commandant may impose punishment, up to and including sixty (60) tours and thirty (30) demerits. Alternatively, the Assistant Commandant may refer the matter to a Class I Hearing. The Assistant Commandant makes this decision based on the facts as alleged by the accuser, witnesses, and accused, as well as his knowledge of prior cases at The Citadel and best practices for colleges and universities. He typically completes this process within two (2) days.

C. If the Assistant Commandant elects to refer the matter to a Class I Hearing, he provides the accuser and the accused at least seventy-two (72) hours’ notice of the date, time and location of the Hearing. The accused and the accuser may have up to two (2) people assist them in preparation for and at the hearing.

D. The Assistant Commandant for Discipline typically serves as the Hearing Officer for a Class I Hearing, although the Commandant may appoint another officer to conduct the Hearing if the Assistant Commandant is a witness or otherwise has a conflict.

E. During the Hearing, the Hearing Officer may call witnesses, including the accuser or accusers. The accused and the accuser may also call and, through their representatives, question witnesses and each other. They may also present information in extenuation and mitigation. The Hearing Officer uses the Hearing Guide at Appendix 2 of the White Book to guide the conduct of the Hearing.

F. The Hearing Officer prepares a report of the hearing using CC Form 103. This document includes the Hearing Officer’s factual findings, as well as his punishment decision or recommendation. The Hearing Officer forwards this document to the Chief of Staff for the Office of the Commandant, who reviews the findings and recommendations. The Chief of Staff then forwards the document to the Commandant. The Chief of Staff may impose up to sixty (6) demerits and one-hundred (120) tours as punishment, based on his review of the PR, ERW, witness statements, CC Form 103, knowledge of prior incidents at The Citadel and best practices of colleges and universities. If the Chief of Staff recommends suspension, dismissal, or expulsion, he forwards the materials and his recommendation to the Commandant. This review process typically requires five (5) days.

G. The Commandant reviews the findings and recommendations. He may impose up to sixty (60) demerits and one-hundred (120) tours as punishment, based on his review of the PR, ERW, witness statements, CC Form 103, knowledge of prior incidents at The Citadel and best practices of colleges and universities. Alternatively, the
Commandant may recommend suspension, dismissal, or expulsion. If the Commandant recommends suspension, dismissal, or expulsion, he forwards the materials and his recommendation to the President. This review process typically requires five (5) days.

H. The President reviews the case documents and recommendations. Based on that information, he may impose any punishment, up to and including expulsion. The President typically completes his review within one to two weeks.

I. The Office of the Commandant informs the accused of the President’s decision, and the Director of CARE informs the accuser. Either party may appeal the decision by submitting a written appeal to the Office of the Commandant, for cases that do not result in suspension, dismissal or expulsion, or the Office of the President for cases that do result in suspension or dismissal. For cases that result in expulsion, the accused cadet may appeal to the Board of Visitors. Appeals must be submitted within five (5) days.

J. Appeals procedures are described in Memorandum 2-018 Policy for Cadet or Non-Cadet Student Appeals of Disciplinary Decisions (including Annex A and Appendix 1 to Annex A), available online at http://www.citadel.edu/root/images/Policies/2-018-student-appeals-of-disciplinary-decisions.pdf

IV. PROCESS OF FORMAL ACTION (NON-CADET STUDENT).

A. If the investigation of an allegation against a non-cadet student suggests that the matter should be further pursued, the matter will be referred for formal disciplinary action, pursuant to procedures outlined in Memorandum 7, Regulations for Non-Cadet Students and Cadets in Day Student Status for Fall and Spring Semesters and All Students for Maymester and Summer School and Barracks Regulations for Maymester and Summer School.

B. The Provost, or his or her designee, will issue an accusation to the accused student. Upon receipt of the accusation, the student will either admit the allegations or, if extenuating or mitigating circumstances exist, prepare a response explaining such circumstances. The student has seventy-two (72) hours to provide a response.

C. The Provost, or his or her designee, reviews the accusation, the response, witness statements, and report of the Title IX investigator. The Provost may impose punishment, up to and including suspending the student from extra-curricular activities, leadership activities, participation in study-abroad or other programs. Alternatively, the Provost may refer the matter to a hearing. The Provost makes this decision based on the facts as alleged by the accuser, witnesses, and accused, as well as his or her knowledge of prior cases at The Citadel and best practices for colleges and universities. He or she typically completes this process within two (2) days.

D. If the Provost elects to refer the matter to a hearing, he / she designates an official of the college to serve as the Hearing Officer and provides the accuser and the accused at least seventy-two (72) hours’ notice of the date, time and location of the Hearing. The accused and the accuser may have up to two (2) people assist them in preparation for and at the hearing.

E. During the Hearing, the Hearing Officer may call witnesses, including the accuser or accusers. The accused and the accuser may also call and, through their representatives, question witnesses and each other. They may also present information in extenuation and/or mitigation.

F. The Hearing Officer or Board prepares a report of the hearing. This document includes the Hearing Officer’s factual findings, as well as the punishment decision or recommendation. The Hearing Officer forwards this document to the Provost, who reviews the findings and recommendations. The Provost may suspend the student from extra-curricular activities, leadership activities, participation in study-abroad or other programs based on his or her review of the accusation, response, witness statements, Hearing Officer’s report, knowledge of prior incidents at The Citadel and best practices of colleges and universities. Alternatively, the Provost may recommend suspension, dismissal, or expulsion, in which case he / she forwards the materials and the recommendation to the President. This review process typically requires one to two weeks.

G. The President reviews the case documents and recommendations. Based on that information, he may impose any punishment, up to and including expulsion. The President typically completes his review within one to two weeks.

H. The Office of the Provost informs the accused of the President’s decision, and the Director of CARE informs the accuser. Either party may appeal the decision by submitting a written appeal to the Office of the Provost, for cases that do not result in suspension, dismissal or expulsion, or the Office of the President, for cases that do result in suspension or dismissal. For cases that result in expulsion, the accused cadet may appeal to the Board of Visitors. Appeals must be submitted within five (5) days.
I. Appeals procedures are described in Memorandum 2-018 Policy for Cadet or Non-Cadet Student Appeals of Disciplinary Decisions (including Annex A and Appendix 1 to Annex A), available online at http://www.citadel.edu/root/images/Policies/2-018-student-appeals-of-disciplinary-decisions.pdf

V. PROCESS FOR DISCIPLINE OF FACULTY WHICH COULD RESULT IN TERMINATION

A. If the Provost agrees that the faculty member may need to be removed, the Provost and the faculty member in question must first discuss the situation to determine if a satisfactory resolution can be made.

B. If the Provost and the faculty member are unable to resolve the issue, the Provost or other college official must inform both the faculty member and the President in writing within five business days of the intent to terminate the employment of the faculty member. The letter must include a clear statement of the charges and the right of the individual to request a hearing by the Appeals Committee (AC).

   i. If the faculty member does not request a hearing with the AC within five business days of receipt of notification of termination from the Provost, the President will send the faculty member a written notification of termination within ten business days of the receipt by the faculty member of the notification from the Provost.

   ii. If the faculty member requests a hearing with the AC, the faculty member must inform the President, the Provost, and the Chair of the AC in writing within five business days of receipt of the notification of termination.

      1. If the faculty member would like to be interviewed by the AC, the individual should state this in the written request.

      2. If the faculty member would prefer to communicate solely in writing, the individual should indicate that in the written request.

C. Hearing procedures

   i. Within five (5) days, the Provost must provide the Chair of the AC a letter containing a detailed statement of the charges against the faculty member and a description of the factual basis of the charges. The Provost may designate a representative to help develop the case.

   ii. The AC will set the time (no sooner than ten business days after receiving the written request for either a hearing in person or in writing) and place for the hearing. The AC may extend this period of time at its discretion.

   iii. If the faculty member has opted to respond to the charges in writing and forgoes an interview, the AC will evaluate the charges based on evidence submitted by the Provost and the written response to the charges submitted by the faculty member. The AC will base its recommendation on this evaluation.

   iv. In the case of a hearing in person, the faculty member decides whether the hearing should be public or private.

   v. The faculty member may offer any evidence or call any witnesses pertinent to the issue. The Provost will help secure the cooperation of witnesses and provide access to documents and other evidence under his or her control.

   vi. If evidence or witnesses are introduced about which one or the other party has no knowledge, the AC will allow sufficient time to investigate.

   vii. Both parties may confront and cross-examine witnesses. If a witness is unable to attend the hearing and has submitted a written statement, the AC may decide whether or not to admit the statement as evidence. If it is admitted, the AC will identify the witness and provide an opportunity for further questions, either in person or in writing if necessary.

D. Procedures applicable to all hearings

   i. The faculty member may be represented by an academic advisor and/or legal counsel at every step of the process, whether the hearing is in person or in writing. If either the faculty member or the administration has legal counsel, the AC may also have legal counsel should it think it necessary. In this case, the College will pay for the AC’s legal counsel.

   ii. Members of the AC may excuse themselves for conflict of interest. The faculty member also has the right to dismiss up to two members of the AC without giving a reason. Removed committee members will be replaced by faculty members on the list of alternates.

   iii. The entire hearing will be recorded and any party to the process (the faculty member, member of the AC, Provost, etc.) may request a written transcription of the recording.

   iv. The College that must show proof of cause based on a preponderance of the
vi. The AC is not bound by strict rules of legal evidence; however, it should make every reasonable effort to obtain reliable evidence.

E. The recommendation of the AC will be based solely on the recorded record of the hearing. The AC will provide its recommendation to the President, Provost, and faculty member in writing and within five business days of the conclusion of the hearing.

F. The President will inform the faculty member and the AC of his or her decision and provide a summary of supporting reasons in writing within five business days of the receipt of the recommendation from the AC.

G. A faculty member may appeal a decision to terminate to the Board of Visitors in writing within five business days of having received a negative decision from the President. i. Appeal procedures are prescribed in Section II of the College Regulations.

VI. ADJUDICATION OF ACCUSATIONS AGAINST FACULTY WHICH COULD NOT RESULT IN TERMINATION, AND ADJUDICATION OF ALL ACCUSATIONS AGAINST STAFF MEMBERS

A. Within ten (10) days, the employee's supervisor will conduct a thorough investigation of the facts and circumstances, including the employee's explanation.
   i. The supervisor will determine if the employee has committed a disciplinary violation based on the preponderance of the evidence standard, and taking into consideration all of the information collected by the initial investigation and his or her investigation.
   ii. The supervisor will determine the appropriate sanction based on the severity of the offense, mitigating circumstances, previous infractions, and other relevant information. The supervisor may determine that an oral reprimand is appropriate and impose such punishment without further review. Alternatively, the supervisor may determine that a written reprimand, demotion or reassignment, or suspension or termination is appropriate.

B. An oral reprimand is appropriate for minor offenses. In such case, the supervisor should:
   i. Talk privately with the employee and cover the following:
   ii. Review exactly what is expected of the employee and why.
   iii. Allow the employee to give the reasons for his/her conduct.
   iv. Make suggestions for correcting action.
   v. Specify further disciplinary action will be taken if similar problems continue to occur.
   vi. Record the date of the interview and other pertinent information for future reference. This written notice should be placed in the employee's departmental personnel file.
   vii. In the event the supervisor considers second or subsequent oral reprimands to be the appropriate disciplinary action, the department head should be informed and may be requested to be present during the counseling session.

C. A written reprimand is appropriate for a second or subsequent minor offense, or for an offense of a more serious nature than one warranting an oral reprimand, but insufficient to warrant a more substantial sanction: In such case, the supervisor should:
   i. Prepare a written summary of the case and make a recommendation to the department head for his/her approval.
   ii. Prepare a written reprimand letter or memorandum which specifies details of the employee's conduct, the corrective action required, and a notice that a recurrence of the conduct may result in further disciplinary action.
   iii. Review the written reprimand with the department head before delivering it to the employee.
   iv. Review the written reprimand carefully with the employee. i. The employee must sign the written reprimand to indicate receipt and understanding. The signature is not an admission of responsibility.
   v. Forward a copy to the Director of Human Resources for inclusion in the employee’s permanent personnel record.

D. Reassignment or demotion may be warranted for a second or subsequent offense which warrants an oral or written reprimand, or for an offense of a more serious nature than one warranting a written reprimand, but insufficient to warrant a more substantial sanction: Reassignment or demotion may be a proper disciplinary action
at any stage in the progressive disciplinary process.

i. If a supervisor concludes reassignment or demotion is appropriate, he or she should recommend to the department head that the employee should be reassigned to a position classified at the same state salary range or demoted to a position classified at a lower state salary range. At the discretion of the President, a demotion may be with or without a pay reduction.

ii. The appropriate Vice President or his/her designee will review the recommendation of the reassignment or demotion. His/her decision will be made after having received a written summary of the case which was prepared by the supervisor and reviewed with the department head.

iii. If the Vice President or his/her designee upholds the reassignment or demotion, the supervisor will forward the recommendation to the Director of Human Resources for review and approval. The Director of Human Resources will inform the department head of appropriate action to be taken. The supervisor and the Director of Human Resources will inform the affected employee in writing, and shall review the entire case with the employee.

E. Suspension may be appropriate for a second or subsequent offense which warrants a written reprimand, or for an offense of a more serious nature than one warranting a written reprimand, but insufficient to warrant termination. Suspension may be a proper disciplinary action at any stage in the progressive disciplinary process.

i. The supervisor will prepare a written summary of the case and make a suspension recommendation to the department head, the Director of Human Resources or his/her designee, and the employee’s Vice President.

ii. The Director of Human Resources or his/her designee will review the case to verify that there is just cause for suspension, approve the appropriate length of suspension based on past practices, and ensure that the information presented is fair and nondiscriminatory.
   1. The seriousness of the offense will determine the length of the suspension
   2. All suspensions are without pay.

iii. If the Vice President and the Director of Human Resources agree that a suspension is appropriate, the Director of Human Resources will prepare and sign a letter of suspension. The Director will forward the letter to the employee’s supervisor for delivery to the employee and place a copy in the employee's permanent personnel file.

F. Termination is the most serious disciplinary action and should be taken only after a careful review of the case. An employee may be terminated due to the frequency or serious nature of misconduct. Very serious offenses may be cause for immediate termination without prior progressive disciplinary steps.

i. The supervisor will prepare a written summary of the case and make a termination recommendation to the department head, the Director of Human Resources or his/her designee, and the employee’s Vice President.

ii. The Director of Human Resources or his/her designee should review the case to verify that there is just cause for termination.

iii. If the Vice President and the Director of Human Resources agree that a termination is appropriate, the Director of Human Resources will prepare and sign a letter of termination. The Director will forward the letter to the employee’s supervisor for delivery to the employee and place a copy in the employee's permanent personnel file. If the employee is absent, the Director of Human Resources will mail the letter to the employee by certified mail.

Miscellaneous Provisions Applicable to All Disciplinary Proceedings Used by The Citadel for Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

1. In all cases, investigating officials will provide due process to the accused; both parties will be able to present witnesses and evidence; and both parties will have equal access to the statements of the other party.

2. Hearings and boards are administrative in nature, therefore there is no right to legal representation. However, individuals who are charged, file a complaint, or are witnesses in a pending action, may retain legal counsel, who may advise the individual during the hearing but may not actively participate in the hearing.

3. A copy of all completed formal investigations of sexual harassment will be forwarded to the Title IX Coordinator for filing and reporting.