Making reports
The Medical University of South Carolina is committed to creating and maintaining a working, learning, and patient care environment that is free from violence. Understanding and mutual respect toward all individuals are essential elements to excellence in teaching and learning and to the existence of a safe and healthy workplace.

The University prohibits violent acts, threats of violence or intimidation (specific or implied), and these acts will not be tolerated on campus. Any employee, student or visitor who commits a violent act, or threatens to commit a violent act, is subject to disciplinary action and/or civil or criminal prosecution as appropriate.

Crime reports can be made at any time. MUSC DPS services are available 24 hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the community.

Students, faculty, staff, guests, and other members of the MUSC community should report all crimes and public-safety related incidents to MUSC DPS in a timely manner. This not only allows officers to respond quickly, but ensures reported crimes are included in the daily crime log, disclosed in our annual crime statistics, and aids in providing timely warning notices to the community, when appropriate.

Call the MUSC Department of Public Safety if:

- You see someone committing a crime
- You need to report an old crime
- Someone is injured or ill
- You see fire or smell smoke
- You see anyone or anything suspicious
- You think you see a drunken driver
- You have knowledge of a chemical spill

Our professionally trained dispatchers at MUSC DPS are available 24 hours a day to answer your calls to our department via phone or call box. In response to your call, MUSC DPS will take appropriate action, either by dispatching an officer to your location or
asking you to report to the Department of Public Safety building located at 101 Doughty Street, first floor, Charleston, SC, on the corner of President and Doughty Streets to file an incident report. Advising MUSC DPS of a crime may be facilitated in several different ways. The easiest way is to simply call us at (843) 792-4196 for all emergencies, or (843) 792-2261 for non-emergencies. You can dial 2-4196 from any campus phone for police assistance. Cell phones and off-campus phones, dial (843) 792-4196. In order to avoid any type of delay, campus patrons may consider programming cellular phones to the MUSC DPS at (843) 792-4196. All non-emergency calls to the MUSC DPS should also be directed to (843) 792-2261. If you are the victim or witness to a crime off-campus, just dial 9-1-1 to contact the local police agency. If a student or employee requests assistance from an MUSC official with reporting a crime, the MUSC official(s) will immediately comply with the student’s request in notifying the proper authorities. The Department of Public Safety (MUSC DPS) is the official campus authority for the reporting of all crimes. However, students may also report a crime to the following areas:

<table>
<thead>
<tr>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exec. Vice President for Academic Affairs and Provost</td>
<td>Colcock Hall, 179 Ashley Ave. Room 213</td>
<td>(843) 792-3031</td>
</tr>
<tr>
<td>Associate Provost for Educational Affairs and Student Life</td>
<td>Colcock Hall, 179 Ashley Ave. Room 205</td>
<td>(843) 792-2228</td>
</tr>
<tr>
<td>College of Dental Medicine, Dean</td>
<td>Basic Science Building - 173 Ashley Ave. Rm BSB447</td>
<td>(843) 792-3811</td>
</tr>
<tr>
<td>College of Dental Medicine Assoc. Dean for Academic and Student Affairs</td>
<td>Basic Science Building - 173 Ashley Ave. Rm BSB443</td>
<td>(843) 792-2344</td>
</tr>
<tr>
<td>College of Graduate Studies, Dean</td>
<td>Bioengineering Bldg. – 68 President Street, Rm:</td>
<td>(843) 792-2402</td>
</tr>
<tr>
<td>College of Graduate Studies Assoc. Dean for Admissions &amp; Career Development</td>
<td>Bioengineering Bldg. – 68 President Street, Rm: BE 101N</td>
<td>(843) 876-2403</td>
</tr>
<tr>
<td>College of Health Professions, Dean</td>
<td>CHP Complex - 151-A Rutledge Ave, Rm A326</td>
<td>(843) 792-3328</td>
</tr>
<tr>
<td>College of Health Professions Associate Dean for Student Affairs</td>
<td>CHP Complex -151-A Rutledge Ave, Rm: A321</td>
<td>(843) 792-4492</td>
</tr>
<tr>
<td>College of Medicine, Dean</td>
<td>Clinical Sciences Bldg. - 96 Jonathan Lucas St. Suite: 601</td>
<td>(843) 792-2842</td>
</tr>
<tr>
<td>College of Medicine, Assistant Dean for Student Affairs</td>
<td>Clinical Sciences Bldg - 96 Jonathan Lucas St. Rm: 601</td>
<td>(843) 792-1672</td>
</tr>
<tr>
<td>College of Nursing, Dean</td>
<td>College of Nursing Bldg. – 99 Jonathon Lucas St. Rm. 303</td>
<td>(843) 792-3941</td>
</tr>
<tr>
<td>College of Nursing, Director of Student Services</td>
<td>College of Nursing Bldg. – 99 Jonathon Lucas St. Rm. 224</td>
<td>(843) 792-3844</td>
</tr>
<tr>
<td>Position</td>
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<tr>
<td>College of Pharmacy, Dean</td>
<td>College of Pharmacy Bldg.- 280 Calhoun St. Rm: QF108C</td>
<td>(843) 792-8979</td>
</tr>
<tr>
<td>College of Pharmacy, Assoc. Dean for Student Affairs</td>
<td>College of Pharmacy Bldg.- 280 Calhoun St. Rm: QE223B</td>
<td>(843) 792-8451</td>
</tr>
<tr>
<td>Executive Director of Student Programs and the Office of Diversity</td>
<td>45 Courtenay Dr. Ste. 213</td>
<td>(843) 792-3281</td>
</tr>
<tr>
<td>Director, Office of Student Programs, Education &amp; Student Support</td>
<td>45 Courtenay Dr. Ste. 213</td>
<td>(843) 792-2636</td>
</tr>
<tr>
<td>Director, MUSC Wellness Center</td>
<td>45 Courtenay Dr. Rm. Ste. 222</td>
<td>(843) 792-2533</td>
</tr>
<tr>
<td>Chairperson, Behavioral Support Intervention Team (BSIT)</td>
<td>100 Doughty Street, Rm: BA104F</td>
<td>(843) 792-0686</td>
</tr>
<tr>
<td>Director of Operations, Center for Global Health</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS402</td>
<td>(843) 792-5602</td>
</tr>
<tr>
<td>Health, Safety and Cultural Affairs, Center for Global Health</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS454</td>
<td>(843) 792-2156</td>
</tr>
<tr>
<td>Director, Office of Parking Management</td>
<td>PG2 - 91 President Street, 2nd Floor</td>
<td>(843) 792-3665</td>
</tr>
<tr>
<td>Director, Human Resources Management, University</td>
<td>19 Hagood Ave, Rm: 101</td>
<td>(843) 792-2122</td>
</tr>
<tr>
<td>Director of Hospital Safety &amp; Security</td>
<td>Main Hospital – 169 Ashley Ave. Rm: 241</td>
<td>(843) 792-4831</td>
</tr>
<tr>
<td>Director, Libraries and Learning Resource Centers</td>
<td>171 Ashley Ave, Room ECL 419</td>
<td>(843) 792-8839</td>
</tr>
<tr>
<td>Director, Office of Enrollment Management</td>
<td>Harper Student Center - 45 Courtenay Dr. Rm SS444</td>
<td>(843) 792-3813</td>
</tr>
<tr>
<td>Director, Human Resources, Medical University Hospital Authority (MUHA)</td>
<td>163 Rutledge Ave, Suite 200</td>
<td>(843) 792-0819</td>
</tr>
<tr>
<td>MUSC Controlled Substance Investigator, Internal Audit</td>
<td>45 Bee Street, 2nd Floor</td>
<td>(843) 792-4199</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Basic Science Bldg.- 173 Ashley Ave, Room BSB104</td>
<td>(843) 792-1072</td>
</tr>
<tr>
<td>Jeanne Clery Act Compliance Coordinator</td>
<td>Public Safety Bldg. - 101 Doughty Street, 2nd Floor</td>
<td>(843) 792-3767</td>
</tr>
<tr>
<td>Director, Office of Gender Equity</td>
<td>IOP Building - 67 President Street 2nd Floor South, Rm: BA205</td>
<td>(843) 792-0532</td>
</tr>
<tr>
<td>Associate Program Director for Education and Evaluation/ SC Area Health Education Consortium</td>
<td>19 Hagood Ave, Rm: 801</td>
<td>(843) 792-8230</td>
</tr>
</tbody>
</table>
Emergency Call Boxes
There are over 150 Emergency Call Boxes placed conspicuously around campus to include the parking lots and parking garages. These are intended to provide members of our community with a convenient and quick method of contacting MUSC DPS in the event of an emergency. Use this box to report any type of emergency whether fire, medical, suspicious activity or crime-in-progress, or if you simply need police assistance. By pressing the "emergency" button on this box, you are immediately placed in contact with the MUSC DPS dispatcher and the blue light begins to flash. Please remember, it is for Emergency Use Only.

If you think someone is following you and you don’t want to stop at the call box, press the button and keep moving to the next call box and press it also. This will allow responding public safety officers to determine your direction of travel so they may intercept you and provide assistance.

LiveSafe app
You may provide tips and information related to crime directly to the Department of Public Safety by downloading the LiveSafe app in the App Store or Google Play for your iOS or Android mobile devices. This app is available free to anyone wishing to download it and information may submitted in the “Report Tips” section by using the slider bar just above the send button.

The SafeWalk feature on the app allows users, utilizing GPS-enabled location technology, to virtually walk family, friends and colleagues home or to another designation by monitoring their location on a real-time map. For more information about the LiveSafe app, please contact the MUSC DPS Training/ Crime Prevention Officer at (843)-792-1070.

How the Department of Public Safety Responds to Crime
It is the policy of the MUSC DPS to respond to all reports of crime immediately and with resources appropriate for the type of crime or incident reported. Reports of crimes in progress, call box and panic alarm calls and other calls involving imminent threat to human life or extreme property damage normally will result in multiple units being dispatched to the location of the incident.

Prompt Reporting of Crimes
Preventing crime is a shared responsibility between law enforcement and the population it serves. At MUSC, crime prevention is equally divided between the Department of Public Safety, the faculty, staff, students and visitors. Every individual needs to realize that apathy promotes criminal activity and personal involvement prevents it. Faculty, staff and students are encouraged to assume responsibility for their own security and the security of others. Do not become apathetic should you witness something
suspicious. Do not assume someone else has, or will, report it. *If you see something - say something.*

If you suspect a crime is being committed or has been committed, whether you are the victim or a witness, contact the MUSC DPS immediately. You may call the MUSC DPS at (843) 792-2261 or, if it is an emergency, call (843) 792-4196 or utilize one of the many call boxes located throughout campus. If you are a victim or witness of a crime, or need assistance off campus, dial 9-1-1 to contact the local police agency having jurisdiction.

When students request assistance with reporting a crime, MUSC officials will without delay comply with the student's request in notifying the proper authorities. Although the university strongly encourages all members of its community to report violations to law enforcement, it is the victim's choice whether to make such a report and victims have the right to decline involvement with the police.

Regardless of which police agency is contacted, all members of the community are highly encouraged to promptly report all crime to the appropriate police agency and always remember to accurately report the crime by answering the questions: *Who; What; When; Where; and How.*

**When you call the police, be prepared to provide the following information:**

- Your name and telephone number; type of incident or suspicious activity;
- The location of the incident that you are reporting;
- A detailed description of the suspect(s) and his/her location or direction of travel;
- A detailed description of any vehicle(s) involved in the incident;
- and the necessity for medical assistance.

**Department of Public Safety Victim's Assistance Program**

The Crime Victim's Act of 1997 requires specific action to be taken by law enforcement and the courts for certain types of crime victims. All law enforcement agencies are required to have a victim advocate in place. Law enforcement based advocates are involved in the investigative process to advocate for the rights of the victim, and to act as a liaison between the victim and the agency. This keeps victims more informed and involved in the criminal justice process.

A "victim" is defined as a person who suffers direct or threatened physical, psychological, or financial harm as the result of the commission or attempted commission of a criminal offense. A criminal offense is an offense against a person or an offense against the property of a person when the value of the property, stolen or destroyed is valued in excess of two thousand dollars ($2,000.00).
When an officer takes a report or makes an arrest involving a victim and crime as described above, the officer will complete the victim’s information sheet and explain the victim’s rights statement on the back of their copy. The victim's information sheet is turned into the MUSC DPS Victim Advocate.

Upon request, the victim advocate will assist victims in applying for compensation and other financial, social service, and counseling assistance; intervene on behalf of victims with creditors, employers, etc.; make a reasonable attempt to inform the victim of the status and progress of the case and investigation through disposition in summary court, referral to the Department of Juvenile Justice, or through final transmittal of general sessions warrant(s) to the prosecutor; notify victims of the arrest, detention, bond hearing, pretrial hearing or other court dates; make a reasonable attempt to notify victims prior to release of a juvenile to their parent/guardian; inform the MUSC DPS of a need for transportation of victims and/or witnesses to and from court, and/or protection at court. Mrs. Debbie Underwood is the Victim Advocate for the MUSC DPS. She can be reached at (843) 792-1986, or (843) 792-2261, or by E-mail at: wagenbrd@musc.edu.

**CAMPUS SECURITY AUTHORITIES (CSAs)**

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our school is required to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority.

The law defines “Campus Security Authority” as: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings.” An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. The U.S. Department of Education provides additional descriptions such as a dean of students who oversees a student center, or student extracurricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coaches, or faculty advisors to student groups, for example, also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff members, as well, are unlikely to have significant responsibility for student and campus activities.

The Department of Public Safety is the official campus authority for the reporting of all
crimes and for the fulfillment of the requirements for this law. Officials at MUSC who
oversee or have primary responsibility for students and who are considered official
campus security authorities (CSAs) for the purpose of reporting crimes that they become
aware to the MUSC DPS, in part includes, but not limited to: the Vice President for
Academic Affairs and Provost; Associate Provost for Educational Affairs and Student Life;
all Deans and Associate Deans for Student Affairs (or the like) for the College of Dental
Medicine, College of Graduate Studies, College of Health Professions, College of Medicine,
College of Nursing, and College of Pharmacy; Director of Libraries and Learning Resource
Centers; Director of the Office of Gender Equity; Jeanne Clery Act Coordinator; Director of
Student Programs and the Office of Diversity; Director of Office of Parking Management,
and the Title IX Coordinator.

Of special note, all current Campus Security Authorities are required annually to complete an
on-line training course, which provides an in-depth understanding of their role and
responsibilities as campus security authorities, including special considerations related
to the intersection of Title IX and the Clery Act, and their influence on ongoing reporting
requirements.

The Clery Compliance Coordinator maintains a list of all identified Campus Security
 Authorities (CSAs) and other Clery Act related documentation for the university. Clery Act
Statistic Report Forms are made available and disseminated upon request to any campus
official who is designated as a campus security authority to complete as soon as they
become aware of a crime. The form containing statistical information only is forwarded to
the Department of Public Safety for inclusion in the annual security report even if the
victim wishes to remain confidential.

Our university has a responsibility to notify the campus community about any
crimes, that pose an ongoing threat to the community, and, as such, campus security
authorities are obligated by law to immediately report Clery related crimes to the
Department of Public Safety. CSAs should promptly notify the Department of Public
Safety of any crimes reported to them, even if they are not sure whether an ongoing
threat exists.

Any Clery Act crimes reported to these individuals are included in the annual disclosure of
statistics and included on the daily crime log upon notification to the Department of Public
Safety. While crimes may be reported to these individuals, MUSC encourages students, staff
and faculty to promptly report all crimes directly to the MUSC DPS.

MUSC is required to disclose statistics for the following listed criminal offenses that
occur in or on campus buildings or property, in or on non-campus buildings or
property owned or controlled by our institution, and on public property within or
immediately adjacent to our main campus: murder/non-negligent manslaughter, negligent manslaughter, sex offenses such as rape, fondling, statutory rape, and incest, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

The Violence Against Women Reauthorization Act of 2013 ("VAWA"), added domestic violence, dating violence and stalking crimes to the Clery Act that MUSC is required to report as well.

MUSC is also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault and battery. (Negligent manslaughter is no longer a category because it cannot be a hate crime.)

MUSC is required also to report the number of persons arrested and referrals for disciplinary actions for liquor law violations, drug law violations and weapons law violations.

A detailed definition of these offenses can be found in the Crime Statistics section of this report.

Exemption for Pastoral and Professional Counselors

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not campus security authorities and are exempt from reporting requirements under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

- **Pastoral counselor:** A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- **Professional counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an
individual, who meets the definition of a pastoral or professional counselor, is considered to be one for the purposes of the Clery Act. An example is a Ph.D. counselor-trainee acting under the supervision of a professional counselor at MUSC. However, a dean of students who has a professional counselor’s license, but is employed by MUSC only as a dean and not as a counselor, is not exempt from reporting. If that same dean is employed by MUSC as both a professional counselor and an academic counselor, and they learn of a criminal incident while engaged in academic counseling, they are not exempt from reporting that incident. If MUSC has an individual with dual roles, such as one of a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a campus security authority and is obligated to report Clery crimes of which they are aware.

An individual who is counseling students and/or employees, but who does not meet the above Clery definition of a pastoral or professional counselor, is not exempt from being a campus security authority if they otherwise have significant responsibility for student and campus activities.

_Campus security authority exemptions citation 34 CFR 668.46(a)_

_Counseling Advisement of Crime Reporting_

There are no formal policies or procedures in place that require professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. However, professional counselors at MUSC are encouraged in writing; if and when they deem it appropriate, to inform persons they are counseling of their option to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure for crime statistics.

_CONFIDENTIAL REPORTING OF CRIME_

The Medical University of South Carolina encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the law enforcement agencies such as the Medical University of South Carolina Department of Public Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other MUSC campus security authorities (CSAs).

The purpose of confidential reporting is to comply with the reporter's request for confidentiality, and yet allow the MUSC DPS to maintain accurate records to ensure the safety of the community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.
Confidential reports of crime may also be made to sources below:

**Silent Watch**
You may provide tips and information related to crime anonymously by accessing the Silent Watch link via the Public Safety website.

Use the form on the link to anonymously report crimes occurring on campus to Public Safety. You may provide your contact information if you want to be contacted by Public Safety, otherwise the origin of this information will be unknown to the recipient.

**Crime Stoppers**

Confidential and anonymous tips regarding criminal activity can also be made to Crime Stoppers of the Low Country by dialing (843)-554-1111 or 1-888-CRIME-SC, or by visiting the Crime Stoppers website. You may send an anonymous tip by following the instructions on this website. However, crimes reported in this manner may not be included in the annual disclosure of crime statistics. Information received by MUSC DPS from Crime Stoppers must be investigated to determine its validity and accuracy. Depending upon the details provided, leads, type and severity of the incident, an investigation may take place.

**Confidential Hotline**
Report any activity reasonably believed in violation of any law or regulation, any MUSC policy, or any Federal or State healthcare requirement by means of the Confidential Hotline: 1-800-296-0269 (toll free, available 24 hours, 7 days a week). The Confidential Hotline is monitored by a third-party vendor and does not answer questions about MUSC services or facilities, give directions, schedule appointments, etc.

**LiveSafe app**
You may provide tips and information related to crime anonymously by downloading the LiveSafe app in the App Store or Google Play for your iOS or Android mobile devices. This app is available free to anyone wishing to download it and information may submitted anonymously in the “Report Tips” section by using the slider bar just above the send button.