

MEDICAL UNIVERSITY OF SOUTH CAROLINA

ANNUAL SECURITY REPORT

2017

This report has been prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46. All information updated as of September 11, 2017.

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INTRODUCTION

This report was prepared by the Medical University of South Carolina Department of Public Safety in collaboration with the Office of the Clery Coordinator in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report describes security practices and procedures at the Medical University of South Carolina (known hereafter as MUSC), and lists crime statistics for the most recent calendar year (2016) and the two preceding calendar years (2014-2015). The Medical University of South Carolina is required to report every year by October 1st on the status of campus security to all current students and employees. The report will be provided to any applicant for enrollment or employment on request.

The Medical University of South Carolina Department of Public Safety (known hereafter as MUSC DPS) is committed to providing the safest environment possible for work and study. Part of that commitment involves providing information about campus security to current as well as prospective students and employees. This report, prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, outlines the University’s security policies and discloses certain campus crime statistics. A hard copy of this document may be obtained by contacting the Medical University of South Carolina Department of Public Safety, 101 Doughty Street, MSC 859, Charleston, SC 29425 or by calling (843) 792-2261.

The following information has been prepared to increase your awareness of current policies, procedures, and/ or practices, and programs that exist at the Medical University of South Carolina Campus, and to assist you in protecting your safety and well-being, as well as to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Campus Security Act, Legal Requirements

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics are gathered by the MUSC Department of Public Safety from MUSC DPS, local and state law enforcement agencies, and other MUSC officials designated Campus Security Authorities (hereafter known as CSAs) who have “significant responsibility for students and campus activities;”
- Immediately provide emergency notifications to the entire campus community upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or patients occurring on campus;

- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;” and
- Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the MUSC DPS and is reported to the MUSC DPS.

This publication is intended to provide a general description of campus security arrangements, and not to serve as a contractual agreement between MUSC and the recipient. Security procedures are subject to change without notice.

Main Campus Overview

The Medical University of South Carolina is an open 82-acre campus consisting of six colleges: College of Medicine, College of Health Professions, College of Pharmacy, College of Nursing, College of Dental Medicine, and College of Graduate Studies; including, 96 buildings, nine (9) parking garages, and approximately 33 surface lots. The main MUSC campus and Medical University Hospital Authority (MUHA) facilities are collocated in the peninsular of beautiful downtown Charleston and has an estimated daily population of approximately 26,000 people that includes over 2900 registered students, approximately 14,000 employees, faculty, staff and volunteers, with the remainder being comprised of contractors, volunteers, visitors, inpatients and outpatients of the medical center facilities. A brief history about the Medical University of South Carolina can be found on the page titled [A History of MUSC](#).

Law enforcement services are provided on the main campus by the Medical University of South Carolina Department of Public Safety (MUSC DPS). MUSC DPS may be reached by calling 843-792-2261 for all non-emergency calls or by dialing 843-792-4196 or (843)-792-4911 for all emergencies. MUSC public safety officers are certified by the South Carolina Criminal Justice Academy and commissioned by the Office of the Governor with full arrest powers. MUSC public safety officers work closely with local, state and federal police agencies.

Clery Geography is defined as including the areas that meet the definitions of campus, in or on non-campus buildings or property, or on public property, and locations within the patrol jurisdiction of the MUSC Department of Public Safety.

The term "campus" means any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). The Medical University of South Carolina does not maintain any student housing facilities on campus.

The main campus also includes all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility,

and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to the Medical University campus.

The MUSC Main Campus includes those properties, streets, retail operations and facilities owned or controlled by the Medical University of South Carolina and used by students, staff, faculty and visitors that are bounded primarily by Calhoun Street, Courtenay Drive, Charleston Center Drive/ Bravo Street, Cherry Street, Cannon Street, U.S. 17 North, Rutledge Avenue, Vanderhorst Street to Ogier Street, Ogier Street to Calhoun Street. MUSC leases the Hagood parking lot located nearby at 304 Fishburne Avenue - ---- adjacent to the Charleston City Police Department, and is used by students, faculty and employees of the institution.

The Main MUSC Campus Map can be found at:

<http://academicdepartments.musc.edu/oirr/forms/campusmap.pdf>.

The term "non-campus building or property" means any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

MUSC owns a variety of other satellite facilities (i.e. University Surplus Warehouse) and/ or administrative offices located away from the main academic campus; however, these are administrative facilities/ offices and not educational facilities.

The Medical University Hospital Authority and/ or UMA own a variety of satellite facilities located away from the main Medical University Hospital complex (i.e. privately owned Medical University Health and Diagnostic Clinics); however, the properties or buildings are not owned by the university. MUSC does however lease certain space within some of these non-campus facilities. Any crimes committed within these areas reported by the local police agency having jurisdiction to MUSC DPS are disclosed in the annual crime statistics for the institution.

MUSC does assist MUSC students attending the Summer Institute Program and the Summer Undergraduate Research Program (SURP) in securing temporary off-campus housing during the summer sessions. Additionally, MUSC contracts with AHEC (Area Health Education Consortium) to provide housing to students while on community based rotations. Crime statistics for those locations when in use by our students are included in the annual security report under non-campus building locations.

These locations are not within the patrol jurisdiction of the MUSC Department of Public Safety. Furthermore, the Medical University of South Carolina does not otherwise own any non-campus housing

or student organization facilities. All MUSC graduate, professional students and undergraduate students live off the campus in private housing.

THE MEDICAL UNIVERSITY OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

The Medical University of South Carolina Department of Public Safety (MUSC DPS) is a nationally accredited professional law enforcement organization staffed by highly trained men and women. It is our mission at the Department of Public Safety to support the mission of the Medical University of South Carolina by creating and assuring a safe, orderly and secure environment for patients, students, visitors, faculty and staff.

MUSC DPS operates 24 hours a day, 7 days a week and provides comprehensive law enforcement and security services to its community. To accomplish our goals, we maintain a professionally trained staff of approximately sixty (60) full time sworn police officers, six (6) security specialists, nine (9) telecommunications specialists, and an administrative support staff of seven (7) full time employees.

Our officers diligently patrol the campus on foot, on bicycles, in cars and with a variety of specialized electric powered vehicles. We maintain and monitor nearly **157** emergency call boxes (press button to talk, release button to listen and nearly **76** alarm accounts (that include security, panic, and freezer alarms). The campus (not including the Medical Center facilities) has nearly **617** cameras and **957** card access doors at present.

Law Enforcement Authority and Inter-Agency Relationships

The sworn officers employed by the Department of Public Safety are appointed and commissioned as State Constables by the Governor of South Carolina provided by Title 23, Chapter 1, and Article 60 of the South Carolina Code of Laws, 1976, as amended. As such, they are empowered to enforce the laws of South Carolina, including the powers of arrest, anywhere in the state. As a matter of policy, that authority is not typically utilized except for incidents occurring on the campus. All sworn officers are state-certified law enforcement officers mandated to have successfully completed the training requirements of the South Carolina Criminal Justice Academy (SCCJA).

Public Safety Services

Some services provided to the MUSC Campus by the Department of Public Safety include, but not limited to:

- Respond to police, fire, medical and environmental emergencies
- Investigate criminal reports, traffic accidents, and suspicious activities
- Assist victims of crime by taking reports, doing follow up investigations and referring them to appropriate resources
- Monitor alarms for intrusion, robbery and environmental hazards

- Comply with federal, state and local laws regarding release of information
- Assist with sick/injured, slip & falls, and other non-criminal activity
- Provide police and security services at special events such as graduation commencement exercises, parades, marathons, and Student Government Association (SGA) activities
- Provide police and security consultations to students and office personnel
- Assist motorist with vehicle unlocks, dead batteries, and flat tires
- Ensure the safety of the campus by monitoring environmental and safety hazards
- Hold, inventory and return found property
- Present crime prevention and awareness programs
- Escort program
- Bicycle safety and registration
- Electronic Fingerprinting

Relationships with State and Local Police Agencies

There is a written MOU (Memo of Understanding or Mutual Aid Agreements) between MUSC DPS and local police agencies regarding the investigation of criminal incidents. However, because MUSC DPS police officers have statewide jurisdiction and arrest authority, the Department may investigate crimes that occur not only on campus, but also anywhere in the State without the assistance of other agencies.

The General Assembly of the State of South Carolina has enacted into law, effective May 13, 1987, Section 23-1-210 and 215 of the South Carolina Code of Laws, 1976, as amended; provides the basis for mutual aid agreements with Local Police Agencies that is currently in effect and signed by the Director of MUSC Department of Public Safety and the Chief of Police of the City of Charleston, Chief of Police and Security Services; U.S. Department of Veterans Affairs Medical Center, Charleston, SC., and the Sheriff of Charleston County, Charleston, SC.

MUSC DPS works closely with many other law enforcement agencies on a regular basis. Because of the university's geographical location, any crime that could occur in the metropolitan area of Charleston may occur on campus. The MUSC Campus is integrated within other law enforcement jurisdictions. MUSC DPS officers patrol and enforce laws immediately on campus as well as locations that run through or are immediately adjacent to campus. MUSC DPS officers are expected to appropriately respond to and address suspicious behavior and criminal activity on or immediately adjacent to campus. The statewide authority MUSC DPS officers possess is crucial for them to perform appropriate and effective law enforcement duties to protect the community.

The Department has and will continue to work with federal, state, county and municipal law enforcement agencies to investigate matters of mutual interest and when incidents arise that require joint investigative efforts. Meetings are periodically held involving the leaders of these agencies on both a formal and informal basis. MUSC DPS officers and supervisors communicate regularly at the scene of serious incidents that occur in and around the campus area. The Department participates in intelligence sharing associations with all area law enforcement agencies. The Department has enjoyed a positive

professional partnership with local and state prosecutors, the court system, county coroner's offices, insurance and other private investigators, and other regulatory agencies.

Assistance from Local and State Law Enforcement Agencies Regarding Investigation of Criminal Incidents

In accordance with the Jessica Horton Act (Section §59-154-10 of the South Carolina Code of Laws), the Chief or his designee will immediately notify the State Law Enforcement Division (SLED) if there is a death resulting from an incident occurring on the property of the institution or if the officer or another official of the institution is in receipt of a report alleging that an act of criminal sexual conduct has occurred on the property of the institution. Upon notification, the State Law Enforcement Division shall participate in a joint investigation of the death or alleged act of criminal sexual conduct. In the case of a death, the State Law Enforcement Division shall lead the investigation.

All other serious incidents to include, but not limited to cases such as armed robberies, auto thefts, hit and runs, burglary, and other serious crimes may be referred to the Charleston City Police Department for investigation. Depending on the circumstances, the Charleston City Police Department may be the lead agency in all such cases and the MUSC DPS will provide any and all assistance as requested in such cases.

In cases requiring crime scene processing beyond the scope and ability of this agency, the Charleston City Police will be notified and their assistance requested. This Department will be the lead agency in such cases.

Local Law Enforcement Agency Response to Student Organizations and Housing at Non-Campus Locations

There are no recognized student organizations that occupy privately owned houses within the campus boundaries. All MUSC graduate, professional students and undergraduate students live off the campus in private housing.

The university does not own or control any officially recognized student organizations that have housing facilities at non-campus locations. If a local law enforcement agency is called to respond to a privately owned home or privately owned facility off-campus involving a student, the local agency may notify MUSC of the situation. However, the local law enforcement agency does this out of courtesy and is not "required" to notify or involve MUSC when they respond to a call involving MUSC students on private property.

REPORTING CRIMES AND EMERGENCIES

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 for officers to respond quickly, but ensures reported crimes are included in the 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:

Vice President for Academic Affairs and Provost	Colcock Hall, Room 213 179 Ashley Ave.	(843) 792-1079
Associate Provost for Educational Affairs and Student Life	Colcock Hall, Room 205 179 Ashley Ave	(843) 792-2228
Director, Office of Gender Equity; Jeanne Clery Act Coordinator	67 President Street Room: BA225	(843) 792-2945
College of Dental Medicine, Dean	29 Bee Street	(843) 792-9036
College of Dental Medicine Associate Dean for Academic and Student Affairs	29 Bee Street	(843) 792-2344
College of Graduate Studies, Dean	173 Ashley Ave, Rm BSB-422	(843) 792-2402
College of Graduate Studies Associate Dean for Student Affairs	68 President Street, Rm: BE101N	(843) 876-2403
College of Health Professions, Interim Dean	151-A Rutledge Ave, Rm A326	(843) 792-3211
College of Health Professions Associate Dean for Student Affairs	151-A Rutledge Ave, Rm: A321	(843) 792-4492
College of Medicine, Dean	96 Jonathan Lucas St. Rm: 601	(843) 792-2842
College of Medicine Associate Dean for Student Affairs	96 Jonathan Lucas Street, Rm: 601	(843) 876-7047
College of Medicine Assistant Dean for Student Affairs	96 Jonathan Lucas Street, Rm: 601	(843) 792-2063
College of Nursing, Dean	19 Hagood Ave. Rm: 1002	(843) 792-3941
College of Nursing, Acting Associate Dean of Research and Chair	19 Hagood Ave., Suite 304	(843) 792-4602
College of Pharmacy, Executive Dean	280 Calhoun St. Rm: QF108B	(843) 792-8450
College of Pharmacy, Campus Dean	280 Calhoun St. Rm: QF108C	(843) 792-8979
Executive Director of Student Programs and the Office of Diversity	45 Courtenay Dr. Rm: SW213C	(843) 792-3281
Director, Wellness Center	45 Courtenay Dr.	(843) 792-4141
Director Center for Global Health	179 Croghan Spur Rd. Ste 104	(843) 876-1082
Health, Safety and Cultural Affairs Center for Global Health	45 Courtenay Dr.	(843) 792-2156
Director, Office of Parking Management	91 President Street, 2 nd floor	(843) 792-3665
Director, Human Resources Management, University	19 Hagood Ave, Rm: 101	(843) 792-2122
Director, Libraries and Learning Resource Centers	171 Ashley Ave, Room ECL 419D	(843) 792-2372
Director, Office of Enrollment Management	45 Courtenay Drive	(843) 792-3813
Director, Medical Center Human Resources	163 Rutledge Ave, Suite 200	(843) 792-5098
Title IX Coordinator	172 Ashley Ave, Room 104	(843) 792-1072

Emergency Call Boxes

There are over 157 **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.

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 the Medical University of South Carolina, 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 of this policy 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 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 extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group 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 include, but not limited to: Vice President for Academic Affairs and Provost; Associate Provost for Educational Affairs and Student Life; all Deans and Associate Deans for Student Affairs 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.

MUSC DPS maintains a complete list of all identified Campus Security Authorities (CSAs). Clery Act Statistic Report Forms are 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 anonymous.

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 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. 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 school, and on public property within or immediately adjacent to our campus: murder/non-negligent

manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

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

A detailed definition of the aforesaid 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 procedures 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, pastoral counselors and professional counselors at MUSC are encouraged; if and when they deem it appropriate, to inform the persons they are counseling of any procedures 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. All information contained in this form will be kept confidential. 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 way 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.

DAILY CRIME LOGS AND PUBLICATION

Daily crime log locations would be defined as including the areas that meet the definitions of campus, in or on non-campus building or property, or on public property. For the purposes of maintaining a daily crime log as required under § 668.46(f), Clery Geography would be defined to also include, but not limited to areas within the patrol jurisdiction of the Department of Public Safety.

A daily log is maintained of all crimes reported to the Department of Public Safety and is recorded within **two business days** of the reporting of the information. The log lists the nature of the crime, the date, time and general location, as well as the disposition of the complaint if known. Entries or updates may be withheld if the information is protected by statute, or if there is a danger to the victim or a need to keep the investigation confidential. If there is reason to believe the release of information will result in the perpetrator fleeing the area, or that evidence will be destroyed, the information also may be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the MUSC DPS building, and on the departmental website, for the most recent 60-day period. Data older than 60 days will be made available within two business days of a request for public inspection.

A printed copy of the daily log is maintained by the MUSC DPS Records Office and is available upon request for public viewing during normal business hours at the MUSC Department of Public Safety, 101 Doughty Street, Charleston, SC 29425. The MUSC Department of Public Safety’s [Reports and Crime Statistics – Daily Crime Log](#) page.

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION PROCEDURES

The Medical University of South Carolina has developed an Emergency Response and Notification plan that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters.

Emergency Notification

MUSC will immediately notify the entire campus community upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or patients occurring on campus. MUSC Alert is a multi-model emergency notification system designed to provide warnings and notifications as quickly and accurately as possible. Users must register their respective personal contact information with MUSC Alert.

To receive emergency notifications on your privately owned cell phone through the MUSC Alert System, including SMS text messaging, voice messaging, and desktop alerts, please register for the MUSC Alert Emergency Notification System by going to the [MUSC Alert page](#).

Methods to receive pertinent information

- **MUSC Alert Emergency Notification System:** receive emergency notifications including SMS text messaging, voice messaging and email. Go to the [MUSC Alert login](#) page to enter/update your personal contact information
- **Email:** Every musc.edu account will promptly receive notifications of emergency situations, no registration necessary
- **Desktop Alert:** Every MUSC-networked desktop computer will receive a visual alert during an emergency
- **MUSC Information Line:** (843-792-MUSC) will be updated with important information regarding emergency situations
- **Tune in:** to local television and radio stations
- **Social Media:** Facebook, Twitter, MOX Mobile App

The Chief of the Department of Public Safety, or designee, will without delay, and taking into account the safety of the entire community, determine the content of the notification and initiate the notification process 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.

MUSC DPS will confirm relevant details of the emergency situation through official sources dependent on the nature and type of emergency such as an MUSC Public Safety Officer/Dispatcher, Hospital Safety and Security Officer, National Weather Service (NWS), local Fire Department, South Carolina Department of Health and Environmental Control (SCDHEC), or South Carolina Emergency Management Division (SCEMD). Public Safety may also confirm an emergency through a first-hand report.

MUSC Department of Public Safety (MUSC DPS) maintains continued communication with local law enforcement agencies regarding activities occurring in the area that may result in an emergency situation on campus.

As practical without jeopardizing life or safety, Public Relations and MUSC DPS may coordinate with senior leadership to determine the content of emergency notification messages. The entire campus community will be notified of emergencies and dangerous situations involving an immediate threat to the health or safety of MUSC students, employees or patients. Upon the confirmation of an emergency and determination of message content, the Chief of Public Safety, designee, or Public Safety Communication Center will activate the appropriate notification methods within MUSC Alert. In doing so, *MUSC must withhold as confidential the names and other identifying information of victims.*

Subsequent notification messages may be issued to provide additional detail/protective actions. An “All Clear” message will be disseminated upon confirmation that an imminent threat to loss of life or property no longer exists.

If an emergency situation necessitates the release of confirmed details about an incident to the public, MUSC DPS, Medical University Hospital Safety and Security, and MUSC Public Relations will coordinate with senior leadership to create a unified message. MUSC emergency related information and updates will be provided via MUSC’s Information Line: 843-792-MUSC (6812), online at MUSC’s primary website, Facebook, MOX and Twitter accounts and local TV news/ radio alerts.

Emergency Response

During certain emergency conditions, it may be necessary to evacuate all or part of a building. Examples of such incidents include: smoke/fire, gas leak, or bomb threat. The [MUSC Fire and Life Safety, Fire Reaction Plan](#) outlines pertinent information regarding protective actions for employees and students to take in order to reduce the threat of fire. This plan also identifies steps for individuals to take upon the discovery of a fire or notification of a building evacuation. Each department will maintain a plan with details specific to individual and departmental responsibilities for evacuation and defend-in-place emergencies.

The University Emergency Manager annually publishes MUSC’s Severe Weather Plan that is designed to provide information to students, residents, faculty and staff regarding preparedness, mitigation, response and recovery actions for severe weather. The Severe Weather Plan delineates the responsibilities of medical center and university personnel, outlines requirements for departmental planning, describes the process for campus closure, and provides regional evacuation information to include personal planning recommendations.

Shelter-In-Place

Shelter-In-Place actions are intended to provide safety in circumstances when evacuation would present a greater risk to individuals than remaining in their current location. Circumstances that may warrant a shelter-in-place response may include severe weather, HAZMAT incident, active shooter or other violent

criminal behavior in the area, or any situation where it is best for you to stay where you are to avoid an outside threat. Depending on the threat or hazard, students, faculty, patients, visitors, volunteers, and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or are without windows. Notification to shelter-in-place can come from MUSC DPS, local authorities, MUSC Alert, or over a public address system. Upon notification to shelter-in-place you should:

- Seek shelter in an interior room (if available) and with the fewest windows.
- Shut and lock all windows (provides a tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems if possible.
- For some threats, it is not wise to turn on any noise source audible from the outside. Remain quiet unless instructed that it is safe to turn on such devices.
- If instructed, for weather-related events or for HAZMAT incidents turn on a radio or television if available and listen for further instructions.
- Remain alert for instructions and updates as they become available from emergency personnel and MUSC administrators.
- Make a list of all the people with you; call the list in to MUSC DPS (843-792-4196) so that they know where you are sheltering.
- Remain calm and look after each other. You will be notified when it is safe to come out. Do not leave until you are sure that the identity or source of the announcement is a public safety or MUSC official.

Deny Entry (Lock Down) Procedure

Incidents that pose an immediate threat of violence such as an active shooter may require further action to safeguard your environment. The primary objective of a lockdown is to quickly ensure all faculty, staff, students, patients and visitors are secured in rooms away from immediate danger. If you receive notification or suspect an imminent threat of violence, follow these guidelines:

- Go to a room that can be locked or barricaded by using available material.
- Close the window blinds, turn off the lights and get everyone down of the floor so that no one is visible from outside the room.
- If possible, secure the room you are in by either locking or barricading the door using available material and follow the same procedures described above.
- If you cannot secure the room, determine if there is a nearby location that you are able to reach safely and then secure or if you can safely exit the building.
- Spread out and seek concealment behind walls, desks, file cabinets, etc.
- Have someone call MUSC DPS Dispatch (843 792-4196) using a cellular telephone or call 2-4196 from any campus telephone. Be aware that the Public Safety Dispatch system will most likely be dealing with a large volume of calls.
- When you reach the dispatcher, describe the situation and give your name and location; remain in place until a law enforcement authority gives the 'All Clear.'

- Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a law enforcement authority.

MUSC DPS and Medical University Hospital Safety and Security coordinate and maintain Deny Entry (Lock Down) plans for limiting or prohibiting access to buildings affected by imminent threat of criminal behavior.

Do you know what to do in the event of an active shooter? The **"Run. Hide. Fight."** video may provide the information you need to survive an active shooter event. Click on either of the following links to view the **"Run. Hide. Fight."** video:

http://academicdepartments.musc.edu/vpfa/publicsafety/run_hide_fight.wmv

<http://www.readyhouston.tx.gov/iwatchhouston/videos.html>

"Run. Hide. Fight. Surviving an Active Shooter Event" video— was produced and funded by the City of Houston Mayor's Office of Public Safety and Homeland Security Department.

Emergency Response and Evacuation Procedures Tests

MUSC's Emergency Response and Evacuation Procedures will be published at least annually in conjunction with a scheduled test that addresses emergency response and evacuation procedures on a campus-wide scale. Each emergency response and evacuation procedures test will include a drill that tests a single procedural operation (i.e. issuing emergency notification) and an exercise of coordination efforts (i.e. coordination of first responders). After each test, a brief after action report should be written to evaluate the event against measurable goals. This document should include: purpose, date/time, whether the test was announced or unannounced, participants, description, successes, shortcomings and corrective action recommendations.

The University Emergency Manager conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. At a minimum, the entire MUSC enterprise participates in The Great South East Shakeout Earthquake Drill each October. Students and employees learn and practice what to do in the event of an earthquake. MUSC's emergency notification system is also tested on a quarterly basis.

Community Timely Warning or Advisory

Timely Warning Policy Statement

It is the policy of MUSC to alert the entire campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. In order to enable people to protect themselves, an alert will be issued to the entire campus community as soon as pertinent information is available. If necessary, the alert will be updated as facts surrounding the incident become available. MUSC Department of Public Safety (MUSC DPS) is responsible for the issuance of a timely warning for any Clery

Act crime that is reported to campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students, employees or patients. Clery Act crimes include:

- Threats to person or property
- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (Rape, Sodomy, Fondling, Incest, and Statutory Rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

MUSC is not required to provide a notification for non-Clery Act crimes; however, warnings may be sent for other safety issues at the MUSC DPS's discretion. MUSC is not required to issue a notification for Clery Act or non-Clery Act crimes reported to pastoral or professional counselors.

Notification Process

MUSC DPS will determine the need for issuing a timely warning on a case-by-case basis. Determining factors to consider include:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

As practical without jeopardizing life or safety, MUSC DPS will coordinate with University Risk Management (URM) and senior leadership to determine content of the message. The content of the message will include as many available details as possible, including:

- Type of alert
- Location
- Suspect(s) description
- Incident summary
- Any information that promotes safety and aids in the prevention of similar crimes.

MUSC must withhold as confidential the names and other identifying information of victims.

Timely warnings will be issued by various communication media in an effort to increase the likelihood of reaching the entire campus community including: posting information on the MUSC DPS website and by sending the message via MUSC email, or sending an emergency notification if there is an imminent threat of danger according to MUSC's Emergency Response and Evacuation Procedures.

In the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to the campus community (per the judgment of the Chief of the Department of Public Safety or their designee), MUSC DPS will, without undue delay, and taking into account safety of the community, determine the content of the notification and initiate the immediate notification system. However, if in the professional judgment of responsible authorities the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

The Chief of the Department of Public Safety or designee will be the person responsible for authorizing and issuing the timely warning notifications for all Clery Act or non-Clery Act crimes on behalf of MUSC.

Exemptions for Releasing Protected Information

Family Education Rights and Privacy Act (FERPA)

FERPA recognizes that protected information can, in case of emergency, be released without consent when needed to protect the health and safety of others. If MUSC utilizes information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those are not records protected by FERPA.

Health Insurance Portability and Accountability Act Privacy Rule (HIPAA)

HIPAA allows patient information to be shared to assist in disaster relief efforts, and to assist patients in receiving the care they need. Providers and health plans covered by HIPAA can share patient information in the following ways:

- To provide treatment;
- To prevent or lessen a serious and imminent threat to the health and safety of a person or the public;
- To identify, locate and notify those responsible for the individual's location general condition, or death;
- Provide confirmation as to whether an individual is at the facility, their location in the facility, and their general condition;
- Provide organizations that are authorized by law or charter with information that would assist in disaster relief efforts.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Policy statement

Faculty, staff and students are encouraged to assume responsibility for their own security and the security of others. Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. MUSC DPS, Education & Student Life, and various other MUSC managers and department heads facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, providing a variety of

educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

MUSC's Primary Prevention Programs (PPPs) are provided to all incoming students in each of the six MUSC colleges during new student orientation by the Department of Public Safety and the Clery Coordinator. We include descriptions of safe and positive outcomes for bystander intervention strategies. The PPPs provide information on risk reduction that includes strategies for both personal safety protection as well as emphasizing the need for reducing perpetration by offenders. We conclude with providing MUSC's procedures to follow if an offense has occurred and the resources that are available on campus and in the community. A listing of MUSC DPS and Clery Coordinator programs provided to the MUSC community can be found in the "Security Awareness and Crime Prevention Programs" section on page 26 and the "Sexual Assault, Domestic Violence, Dating Violence, and Stalking Primary Prevention Programs for Students and Employees" section on page 68.

Crime prevention pamphlets are available in the MUSC DPS lobby at no charge. The MUSC DPS has officers available for the orientation programs, to inform prospective students and their parents of available police services and programs. Similar presentations are available for new employees and international students as well. Safety talks are provided upon request for any office, organization or classroom as needed on campus. MUSC DPS website, as well as printed material, is used by the MUSC DPS for the dissemination of crime prevention tips.

It is the policy of the Department of Public Safety to promote a positive and mutually beneficial relationship with the public. The Department will address current concerns and potential problems that may impact both law enforcement and members of the Medical University of South Carolina Community.

The Department of Public Safety will target programs to address community perceptions or misperceptions of crime. In order to identify those areas, the Office of Crime Prevention may contact leaders of campus organizations and student groups to request information regarding the perception of criminal activity.

The Crime Prevention Officer will actively participate in, and upon request coordinate with the Education & Student Life, and various other MUSC managers and department heads in organizing crime prevention training to the campus community. This training will include personal safety, property safety, drug and alcohol issues, and the students' relationship with law enforcement. The Crime Prevention Officer may provide input to the Medical University and local governmental agencies on legislative/policy matters with crime prevention concerns.

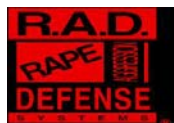
It should be noted that violent crime on campus is rare. The most prevalent crime our community experiences is theft. Generally, valuable items left unattended in vehicles or in buildings are the prime targets. Care should be taken to lock offices and rooms and remove valuables from vehicles. It is also noteworthy to remember that several areas around our campus are open to the public. The most

prominent of these is the James W. Colbert Education Center & Library. It is not uncommon to see non-students in these areas. Care should be taken in these areas to keep personal property under close watch. Textbooks, cell phones and laptop computers and other electronic devices are very desirable because they are easily sold.

A community and its police must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. MUSC Department of Public Safety provides the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim.

Programs and services provided free of charge by MUSC Department of Public Safety include:

Rape Aggression Defense (R.A.D.) Self- Defense Course



Throughout the academic year, MUSC DPS offers Rape Aggression Defense System (RAD) training. The training is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

The Rape Aggression Defense Basic Personal Defense System is a 9-12 hour national program of realistic self-defense tactics and techniques taught for women only. All courses are taught by nationally certified R.A.D. Instructors. The goal of R.A.D. is to provide realistic self-defense options to women, regardless of their level of physical conditioning. Participants at all levels of ability, age, experience, and strength will be provided with techniques and information that can be effectively used from the first day of class. R.A.D. is not a martial arts program, nor does it require students to be athletes in training to succeed. The R.A.D. system will provide participants with the knowledge to make an educated decision about personal defense. We provide information on physical and non-physical options, as well as insight into the attacker mindset.

Every participant receives a manual for reference and practice. Once a participant has completed a R.A.D. program, their signed manual becomes a ticket for free lifetime return and practice with any R.A.D. instructor in the U.S. and Canada. The widespread acceptance of the R.A.D. system is due to the ease, simplicity, and effectiveness of our tactics, solid research, legal defensibility, and unique teaching methodology. R.A.D. is the only self-defense program endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA).

MUSC Department of Public Safety is proud to be part of the living national network of RAD instructors. RAD instruction is led by Sgt. Tim Brooder, PSO Sean Fox, and PSO Pamela Collins. If you are interested in participating in R.A.D., or need additional information contact either one of these instructors by calling the Department of Public Safety at (843) 792-2261, or contact the Department of Public Safety Crime Prevention office at (843) 792-1070.

Whistle Defense Program



Carrying a whistle or noisemaker is a wise safety precaution. Keep a safety whistle with you at all times. Ultimately, everyone is responsible for his or her own personal safety. Blowing a sharp blast from a quality whistle can startle an attacker. Calling attention to yourself and a potential threat can be a quick route to safety. Placing a whistle on your key ring is one great way to remind yourself to be always vigilant about your surroundings. Pay attention when you enter or leave your home, in public parking garages and open areas. Avoid isolated areas, especially at night. Look out for yourself and those around you.

Whistles can alert anyone in the area that you need help, and a whistle cannot be used against you in an attack. For more information on the University's whistle defense program and to obtain a free whistle, stop by or call the Public Safety Office at (843) 792-2261.

Here are some tips on when to use a whistle.

If you fear trouble:

- Run to a safe, well-lit area.
- Blow your whistle loudly.

If you are confronted while on campus:

- Don't panic – staying calm is your best defense.
- Blow your whistle for help as soon as you can.
- Report the circumstances to campus Public Safety by dialing 2-4196 from a campus phone, 792-4196 from all other phones or activate the nearest Emergency Call Box or call the Charleston Police Department by dialing 911.

If you observe trouble while on campus:

- Call Public Safety by dialing 2-4196 from a campus phone, or use the nearest Emergency Call Box (or call the Charleston Police Department by dialing 9-1-1.).
- Keep a safe distance.
- Blow your whistle if trouble approaches.
- Do not try to capture or physically detain an individual.
- If you hear a whistle while on campus:
Call Public Safety by dialing 2-4196 from a campus phone, or use the nearest Emergency Call Box (or call the Charleston Police Department by dialing 9-1-1)
- Give pertinent information---where, when, what, who, and how.

REMEMBER: IF YOU ARE NOT ON CAMPUS AND YOU NEED IMMEDIATE HELP, CALL THE POLICE WITHIN THAT JURISDICTION BY DIALING 9-1-1.

Bicycle Safety and Registration

Bicycles are in big demand and may fall prey to theft if not effectively secured. Bikes should be secured only to designated bike racks so they do not impede traffic or cause a safety hazard. A comprehensive booklet, S.C. Road Rules for Bikes, is available.

All bikes must be registered by the City of Charleston Police Department through the Public Safety Office. To register bicycles in compliance with [Charleston City Ordinance 19-101](#), bring the bicycle to the Public Safety Office during normal hours of operation (Mon-Fri between 7:30am & 4:30pm). Registration fee is \$1.00 to cover the cost of the registration sticker. Downloadable registration forms can be found under [Public Safety Services](#).

Engraving

Borrow our engraver to mark your valuables for easier identification in the event they are stolen.

Security Surveys

This service is provided to enhance the physical security of MUSC facilities and student residences located in close proximity of the campus. A survey of the interior and exterior of the facility or residence is conducted by trained crime prevention professionals to determine vulnerability to criminal activity. Assessments are intended to identify potential risk factors- ranging from money handling procedures and personal issues to physical security weaknesses.

MUSC DPS personnel perform security assessments for employees, students, and other organizations or departments upon request. Recommendations for access and surveillance systems, alarm needs, and instruction and troubleshooting of alarm systems are also provided. A written report is sent to the requester with recommendations on improving security. To schedule a survey call the MUSC DPS Crime Prevention Office at (843)792-1070 or (843) 792-2261.

The Department of Public Safety regularly addresses the community in the form of Safety Presentations designed to educate our constituents about methods of personal safety.

The Department of Public Safety conducts crime prevention and general security and safety presentations throughout the year upon request to both staff and students groups and other members of the Medical University Community.

These presentations cover several topics:

- Home Security Surveys; the Department of Public Safety will provide the results of crime prevention security surveys of student residences located in close proximity of the university.
- Building Safety and Security; methods and procedures for keeping the workplace/classroom safe and how to report suspicious activity/persons.

- Parking Garage Safety; precautions useful in preventing theft and vandalism of your vehicle as well as insuring your personal safety in and around garages and parking lots.
- Campus Safety; General and specific methods of personal protection. Detailing areas that are safe for our community and identifying tools available to enhance personal safety to include our Escort Program.
- Workplace Violence Prevention: Learning the warning signs of potential workplace violence and preventive measures.
- Active Shooter Incident Survival: Tips and techniques on how to survive an Active Shooter Incident and what to expect from Law Enforcement upon their arrival.
- Sexual Assault Prevention: A general lecture with tips on protection from date rape drugs and personality traits of those who perpetrate sexual aggression. Identification of resources available to our community for dealing with such aggression.

Safety Escort

The Medical University Department of Public Safety is committed to ensuring a safe environment for all students, employees and visitors at the University. In an effort to encourage personal safety, the campus escort service program was initiated. It provides personal safety escorts twenty-four hours a day, seven days a week. In 2016, the Department of Public Safety conducted approximately 1552 personal safety escorts for students, employees and visitors.



Please take advantage of this service. Call (843) 792-2261/4196 and provide the following information to the dispatcher:

- Your Name
- Current Location
- Baggage (if any)
- Destination
- Physical description of yourself

The Safety Escort service provides escorts around the University Campus and the surrounding area, normally within two blocks of the Campus. Special requests will be honored on a case by case basis. Any escort beyond the two block area must be approved by the campus commander or the shift supervisor. You will need to be able to get in and out of a vehicle on your own power.

We are unable to provide escorts for wheelchair bound individuals. If someone is unable to get in and out of the vehicle, we can refer you elsewhere. Please understand that space is limited and equipment cannot be transported in our vehicles.

This program, staffed by our patrol officers, serves the entire Medical University community. Calls for an escort are dispatched immediately, however, if you experience a delay in response time it may be due to a high volume of calls for service.

This program utilizes Foot, Bicycle, and Vehicle Patrol Officers. On campus escorts may be accomplished by means other than a vehicle.

If you have small children requiring a child safety seat, you will need to have a seat available. If you do not have a child seat, Public Safety will provide one. State law requires any child 4 years of age or under must be secured properly in a child restraint system.

Community Events

MUSC DPS organizes and sets up crime prevention and education display tables at various special event locations on campus throughout the year. This provides an opportunity for MUSC DPS staff to hand out safety related information, answer individual questions, accommodate bicycle registration, and encourage the community to be responsible for their own security and the security of others.

MUSC DPS and other staff can attend and speak at public events. Upon request, we provide safety talks at elementary schools and churches with “McGruff the Crime Dog”, and bring various Department vehicles, and set up booths related to crime prevention and safety. MUSC DPS also participated in numerous special events and conducted multiple crime prevention and safety presentations at various locations on campus throughout the year of 2016.

Informational fairs, presentations and exhibits throughout the year 2016

Name of Program	Date Held	Location Held	Topics Covered
College of Nursing New Student Orientation	1/5/2016	College of Nursing	Public Safety services, crime prevention, bike safety, Active Shooter Survival*
Student Safety Walk	01/12/2016	Campus Wide	Areas of concern to the students regarding safety, i.e. lighting and call boxes.
Dept. of Surgery Staff Forum	01/22/2016	Hollings Cancer Center	Active Shooter Survival
Pilot class for Hospital Active Shooter Survival class	01/28/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
College of Medicine Management Development	02/04/2016	CSB 628H	Public Safety services, crime prevention, Active Shooter Survival
Colbert Education Center Staff	02/17/2016	Education Center room 405	Active Shooter Survival
Colbert Education Center Staff	02/18/2016	Education Center room 405	Active Shooter Survival
Hospital Active Shooter Survival class	03/14/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
Hospital Active Shooter Survival class	03/15/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
Hospital Active Shooter Survival class	03/23/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
MUSC Earth Day	04/13/2016	MUSC Horseshoe	Public Safety services, crime prevention
Law Enforcement Day	5/15/2016	Citadel Mall	Public Safety services, crime prevention
Col. of Health Professions Orientation for PA, OT, PT	5/26/2016	CHP-A	Public Safety services, crime prevention, Active Shooter Survival*
MUSC Hurricane Awareness Day	5/25/2016	MUSC Horseshoe	Public Safety services, crime prevention

Name of Program	Date Held	Location Held	Topics Covered
College of Dental Medicine New Student Orientation	6/7/2016	BSB 355	Public Safety services, crime prevention, Active Shooter
College of Medicine Summer Institute	6/27/2016	CSB Room 601	Public Safety services, crime prevention, Active Shooter Survival
National Night Out	8/2/2016	Park Circle in North Charleston, SC	Crime Prevention, bicycle safety
College of Dental Medicine Faculty and Staff Training	8/15/2016	BSB 100	Crime Prevention and Active Shooter Survival Training
Dietetic Internship Orientation	8/18/2016	Public Safety Training Room	Public Safety services, crime prevention, Active Shooter Survival*
College of Pharmacy New Student Orientation	8/18/2016	Col. of Pharmacy Rm 302A	Public Safety services, crime prevention, Active Shooter Survival*
College of Graduate Studies New student orientation	8/22/2016	BEB 112	Public Safety services, crime prevention, Active Shooter Survival*
Masters in Health Professions Orientation	8/22/2016	135 Cannon St Rm 301	Public Safety services, crime prevention, Active Shooter Survival*
College of Health Professions New student orientation	8/22/2016	CHP-A	Public Safety services, crime prevention, Active Shooter Survival*
College of Dental Medicine Faculty and Staff Training	8/24/2016	BSB 100	Crime Prevention and Active Shooter Survival Training
College of Nursing New Student Orientation	8/24/2016	College of Nursing Rm 202	Public Safety services, crime prevention, Active Shooter Survival*
International Student Orientation	8/24/2016	Harper Student Center	Public Safety services, crime prevention, Active Shooter Survival
Emergency room staff	8/25/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
MUSC Student Activities Fair	9/7/2016	MUSC Horseshoe	Public Safety services, crime prevention
Emergency room staff	9/8/2016	295 Calhoun St	Active Shooter Survival in a Healthcare setting
Hospital Laboratory staff	9/21/2016	EH204	Active Shooter Survival in a Healthcare setting
MUSC Disaster Fair	9/29/2016	MUSC Horseshoe	Public Safety services, crime prevention, and available response equipment
Health Professions Staff Congress	10/20/2016	CHP-C room 317	Public Safety services, crime prevention, Active Shooter Survival

****In addition to the above, crime prevention lectures accompanied by an active shooter awareness video was presented to all incoming students during orientations for the year 2016.***

Where indicated by an "*" the Office of Gender Equity provided lectures to the same group covering Domestic Violence, Dating Violence, Stalking, Sexual Assault, and Sexual Harassment.

Please refer to the Sexual Assault, Stalking, Domestic Violence and Dating Violence section of the annual security report to view a listing of MUSC's Primary Prevention Programs (PPPs) provided to all incoming students in each of the six MUSC colleges during new student orientation.

To get more information about these programs or to schedule a program, contact the Department of Public Safety Crime Prevention Officer at 792-1070 or 792-2261.

SAFETY PRECAUTIONS AND CRIME PREVENTION TIPS

Personal Safety

- Walk or jog with a friend, not alone.
- Stay on the well-traveled thoroughways and refrain from using dark or obscure shortcuts.
- Avoid isolated areas.
- Use campus escort services.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.

Protection from Date Rape Drugs

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Campus Safety

- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use your cell phone or an emergency call box to notify Public Safety if your car breaks down. Raise the hood and stay in your car until someone arrives. If people stop to assist, ask them to call the police.
- Always be aware of your surroundings.
- If you must remain in the campus buildings after closing time and after most people are gone for the day, try to have at least one other person keep you company.
- Do not prop card reader doors.
- Call MUSC DPS if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building after hours.

Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Immediately report suspicious people and activity to the police. Call the dispatcher at 792-4196

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with Public Safety. Please lock them up securely.
- Keep your vehicle locked when it is parked and when you drive.

- Consider installing anti-theft or alarm devices on your vehicle.
- Avoid carrying large amounts of cash and never display large amounts of money.
- Personal property; purses, briefcases, backpacks, cell phones, laptop computers or any other electronic device etc. should never be left unattended (even in the library).

Learn How to Survive an ACTIVE SHOOTER Event

Run. Hide. Fight. (Video)

In the aftermath of the mass shooting event in Aurora, Colorado, the City of Houston Mayor's Office of Public Safety and Homeland Security released a 5.56 minute video that provides key steps individuals should take if they encounter an active shooter.

Although active shooter events are unpredictable, motives are different, and warning signs may vary, there are three things citizens can do to increase chances of safety and survival:

- **Run** if a safe path is available. Always try and escape or evacuate even if others insist on staying.
- Encourage others to leave with you but don't let the indecision of others slow down your own effort to escape.
- Once you are out of the line of fire, try to prevent others from walking into the danger zone and call Public Safety at (843) 792-4196 or 9-1-1.
- If you can't get out safely, find a place to **hide**.
- When hiding, turn out lights, remember to lock doors and silence your ringer and vibration mode on your cell phone
- As a last resort, working together or alone, act with aggression, use improvised weapons and **fight**.

Click on either of the following links to view the **Run. Hide. Fight.** video:

http://academicdepartments.musc.edu/vpfa/publicsafety/run_hide_fight.wmv

<http://www.readyhouston.gov/iwatchhouston/videos.html>

"Run. Hide. Fight. Surviving an Active Shooter Event" video— was produced and funded by the City of Houston Mayor's Office of Public Safety and Homeland Security Department.

Active Shooter: How to Respond Resource Materials

The U.S. Department of Homeland Security (DHS) has developed a series of materials to assist businesses, government offices, and schools in preparing for and responding to an active shooter. These products include a desk reference guide, a reference poster, and a pocket-size reference card.

Issues covered in the active shooter materials include the following:

- Profile of an active shooter;
- Responding to an active shooter or other workplace violence situation;
- Training for an active shooter situation and creating an emergency action plan; and
- Tips for recognizing signs of potential workplace violence.

Available Materials (Click to follow links):

[Active Shooter Booklet](#)

[Active Shooter Poster](#)

[Active Shooter Poster \(Spanish\)](#)

[Active Shooter Pocket Card](#)

[Active Shooter Pocket Card \(Spanish\)](#)

“Options for Consideration” Active Shooter Training Video (Click “*Options for Consideration*” to follow link):

The [Options for Consideration](#) video demonstrates possible actions to take if confronted with an active shooter scenario. The instructive 3.41-minute video reviews the choices of evacuating, hiding, or, as an option of last resort, challenging the shooter. The video also shows how to assist authorities once law enforcement enters the scene.

ACCESS TO CAMPUS FACILITIES

Access to MUSC campus buildings is a privilege extended to students, faculty, staff, and guests. MUSC encourages an open environment with limitations to assure adequate protection of all members of the MUSC community. MUSC campus buildings are open Monday through Friday, opening and closing at various times. At night and during times when the campus is officially closed, MUSC buildings are locked. Faculty, staff and students with proper authorization and electronic card key access are permitted into the buildings.

The administrators are responsible for each facility to determine access to each campus and medical center facility. The MUSC DPS works closely with these administrators and the appointed building managers to maximize security coverage and to ensure appropriate access controls. After checking in with building administrators and/ or MUSC DPS, the general public can attend cultural and extracurricular activities or events on campus with access limited to the facilities where the events are held.

MUSC DPS has the primary responsibility for coordinating the locking and unlocking of most campus buildings. MUSC DPS also works closely with the Engineering & Facilities Management to maintain building security, key control and established facility hours. Access to facilities after normal hours is limited and coordinated with the MUSC DPS.

Campus facilities are provided with electronic key card access systems that are connected to a central computer monitored 24 hours a day. The MUSC DPS Communication Center is notified whenever a respective door is forced or propped open for any significant period of time.

The MUSC DPS maintains and monitors nearly 617 cameras (CCTV) and 957 card access doors at present. MUSC DPS also maintains, monitors and will respond to the nearly 76 alarm accounts (that include security, panic, and freezer accounts).

Classrooms

Classroom buildings and individual rooms are under the protection of the MUSC DPS. These buildings are within designated patrol areas and are patrolled twenty-four hours per day, seven days a week. Additionally, Public Safety Officers provide an added measure of security by patrolling the campus and acting as eyes and ears for the community benefit. Several classroom buildings, especially those that house computer clusters, also have electronic key card access systems that operate during other than normal working hours. Some interior spaces are also secured in this manner.

James W. Colbert Education Center & Library and other Public Buildings

Many areas of the Medical University of SC are open to the public. Extra attention is given to these areas in the routine patrol plan as well as the policy of the individual buildings. Most of these areas are equipped with Duress Alarms and/or Closed Circuit Television cameras (CCTV). All areas frequented by students are staffed with University personnel who are instructed on the best method of contacting the Department of Public Safety. These instructional presentations are conducted as needed and generally provided during new employee and student orientations.

The MUSC Library occupies the 2nd, 3rd, and 4th floors of the James W. Colbert Education Center and Library Building, with entrances on the 2nd and 4th floors. Students have MUSC ID card access to the library 24 hours a day, seven days a week, and 365 days a year.

	Library Staffed Hours	Library Hours for the Public Sunday
Sunday	1:00pm - 9:00pm	1:00pm – 6:00pm
Monday - Thursday	7:30am - 9:00pm	7:30am – 6:00pm
Friday	7:30am - 6:00pm	7:30am – 5:00pm

The Library Homepage URL is <http://www.library.musc.edu/>.

Dormitories

There are no dormitory or residential facilities on the MUSC campus.

Garages and Parking Lots

Most garages and parking lots have CCTV camera coverage. Nearly all of the garages and parking lots have Emergency Call Boxes placed in conspicuous locations. Those using the garages and parking lots are encouraged to report any suspicious activity to the Public Safety Department.

General Campus

Campus facilities and buildings other than the library are generally open to the campus community, visitors and guests Monday through Friday 7AM – 6PM and as certain special events dictate. Staff are encouraged to lock any doors not in use or on card access. Custodial and MUSC DPS staff regularly checks the security of the buildings. After-hour access is via issued electronic card keys or contacts with the MUSC DPS. In addition to the routine patrol plan of the MUSC DPS, special events on campus are also subject to patrols. Off-duty MUSC DPS personnel, at the request of MUSC organizations sponsoring events, provides security at activities on and off campus. MUSC has no Athletic Stadiums, Coliseums, and/ or Arenas.

Medical University Hospital Authority Buildings

Medical University Hospital Authority buildings are equipped with keycard access to assist in controlling building access. The Medical University Hospital Authority Safety and Security personnel monitor these entry points. In addition, security camera systems are installed at key points throughout the medical center complex. The MUSC DPS dispatcher or MUHA Safety and Security (depending on location) are notified whenever a respective door is forced or propped open for any significant period of time.

Medical University Hospital buildings are staffed with Hospital Security personnel. These employees are charged with the responsibility of patrolling the interior premises and checking the identification of those entering the Main facilities after hours. They are required to report criminal activity and have direct contact with the Department of Public Safety by two-way radio and/ or telephone.

Reporting Lost or Stolen Access Cards

Lost or stolen MUSC Identification cards should be reported immediately to the MUSC DPS Card Office at (843) 792-4023 or (843) 792-2261. Lost or stolen cards with any Medical Center access should also be reported to Medical University Hospital Safety & Security Operations at (843) 792-4868. Many IDs are turned in to Public Safety's Lost and Found; however, if your lost ID is not found, a new ID can be made at the MUSC DPS for \$15.00.

Maintenance of Campus Facilities

MUSC Engineering and Facilities Department takes safety and security service maintenance needs as its highest priority. MUSC DPS personnel and other university employees, routinely perform checks of lights on campus that need repair and reports unsafe physical conditions to MUSC Engineering and Facilities Department for maintenance and repair. MUSC facilities and landscaping are maintained in a manner that minimizes hazardous or unsafe conditions. MUSC DPS personnel periodically take notice of shrubbery, doors, and locks that require maintenance and submit the information to the appropriate department.

Engineering and Facilities immediately responds to reports of inoperable doors, burned out lights, broken windows and screens, trim bushes and other related requests from the MUSC DPS to do such things for safety and security reasons. Any unusual occurrence, utility malfunction or equipment failure

that presents an imminent danger to life or health or has the potential for major damage to property is an emergency and should be reported immediately to the Service Call Desk at **(843) 792-4119**. The MUSC DPS regularly patrols the main campus and will respond to any security-safety related maintenance problems after hours until they are resolved by the MUSC Facilities & Engineering Department. Other members of the MUSC community also report equipment problems or potentially hazardous conditions to the MUSC DPS and/ or MUSC Engineering and Facilities Department.

For more information on services provided by Engineering and Facilities visit their website at: <http://academicdepartments.musc.edu/vpfa/eandf/>

Our Systems Support Technicians at MUSC DPS respond to trouble calls for Card Access/CCTV systems and insure that both card access and CCTV systems are kept in a high state of readiness. MUSC DPS provide preventative and on call maintenance for all CCTV and card access equipment monitored by MUSC Department of Public Safety.

ALCOHOL AND DRUG POLICY

Policy Statement Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the University campus is governed by MUSC Alcohol Policy and South Carolina state law. Certain laws regarding the possession, sale, consumption or furnishing of alcohol in establishments is controlled by the South Carolina Law Enforcement Division. Enforcement of alcohol laws on-campus is the primary responsibility of the MUSC Department of Public Safety. The MUSC campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the MUSC Department of Public Safety. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the MUSC Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area (except as noted herein).

Complete information on the [MUSC Student Alcohol Policy](#) can be found in the Student Policies on the Student Life website or by visiting the above link.

Complete information on [MUSC Human Resources Management Drug-Free Workplace Policy](#) can be found by visiting the University Human Resources webpage at horseshoe.musc.edu or by clicking on the above link.

Alcohol Availability

Alcohol is not sold on campus, and its use on campus is restricted to specific, limited areas. Alcohol is prohibited in all patient-care areas. The *MUSC Student Policy for Substance Abuse Prevention and Intervention* and *The MUSC Student Policy for Alcoholic Beverage Serving* give clear guidelines on alcohol use and the service of alcohol at MUSC student organization-sponsored events.

MUSC Student Policy for Alcoholic Beverage Serving

The purpose of this policy, in keeping with MUSC's concern for the educational and social well-being of its students and the welfare of the university community, is to provide guidelines for the safe use and serving of alcoholic beverages at university sponsored events. MUSC expects those who are of legal drinking age (21 years of age) who choose to consume alcohol to do so in a mature and responsible manner. In furtherance of this expectation, MUSC offers guidelines that are not meant to be exhaustive but are meant to complement and supplement common sense and are in compliance with state and federal laws. Detailed information can be found in the [Student Alcohol Policy](#).

Off-duty MUSC DPS law enforcement personnel, at the request of MUSC organizations, such as the Student Government Association (SGA), sponsoring the events, provides security at activities involving students on and off campus.

Illegal Drugs

The MUSC campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The policy for MUSC and the institutions prohibit the possession, sale, manufacture or distribution of any controlled substance and illegal under both state and federal laws. Such laws are strictly enforced by various local, state, and federal law enforcement agencies to include; but limited to, the MUSC Department of Public Safety, MUSC Internal Audit, South Carolina Department of Health and Environment Control (DHEC), Charleston Police Department, U.S. Drug Enforcement Agency (DEA), and SLED. MUSC students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship. Students are prohibited from using prescription medications not prescribed for them. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. This policy applies equally to administrators, faculty, staff, and students.

Complete information on the [MUSC Student Policy for Substance Abuse](#) can be found in the Student Policies on the Student Life website or by visiting the above link.

Substance Abuse Compliance Policy

This policy was prepared in order to satisfy the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The Medical University of SC

prohibits the illegal use or the abusive use of alcohol or other legal drugs on University property or at events that utilize the University’s name. In accordance with state and federal laws, MUSC also strictly prohibits the use, possession, manufacture, sale, or distribution of illegal drugs or paraphernalia by any MUSC student or employee.

Violation of Alcohol and Drug Policy

The University recognizes, supports, and enforces all laws related to alcohol and other drugs. The University does not offer a safe haven from applicable laws of personal behavior. A detailed explanation of the policies governing possession, use, and distribution of alcohol and other drugs at the Medical University of SC can be found in the Medical University of SC Policies and Procedures for a Drug-Free Workplace available in the Office of Human Resources Management and also in the Medical University of SC Human Resources Management Policies and Procedures and MUSC Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention available at the Office of Student Programs and also in The Student Handbook.

South Carolina State statutes prohibit certain activities regarding alcoholic beverages or drugs. Convictions for law violations could result in fines, loss of driver's license and imprisonment. University sanctions could include penalties ranging from treatment to suspension or dismissal from the University. A policy has been adopted that permits the serving of beer or wine at certain University events, provided that prior approval has been obtained.

MUSC is committed to work against the illicit use of drugs and alcohol among students and employees. MUSC DPS enforces all South Carolina laws and supports university policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs.

South Carolina Alcohol and Drug Laws

Below is a summary of South Carolina alcohol and drug laws. This is not meant to be an exhaustive listing:

STATE LAW	PENALTY	SC CODE OF LAWS SECTION
STATE LAW - ALCOHOL		
Purchase, consumption or possession of beer, wine or alcoholic liquors under the age of 21	Fine of \$100 - \$200 and/or imprisonment for not more than 30 days. Required completion alcohol prevention program.	\$63-19-2440 \$63-19-2450

Lying or providing false information about age for purpose of purchasing beer, wine or alcoholic liquors	Fine of \$100 - \$200 and/or imprisonment for not more than 30 days.	§ 61-4-60
Open container of beer or wine in motor vehicle	Fine up to \$100 or imprisonment for not more than 30 days.	§ 61-4-110
Purchase of beer or wine for underage person	Fine of \$200 - \$300 and/or imprisonment for not more than 30 days for 1st offense.	§ 61-4-80
	Fine of \$400 - \$500 and/or imprisonment for not more than 30 days for 2nd or subsequent offense.	
Transfer of beer or wine to underage person	Fine of \$200 - \$300 and/or imprisonment for not more than 30 days for 1st offense.	§ 61-4-90
	Fine of \$400 - \$500 and/or imprisonment for not more than 30 days for 2nd or subsequent offense.	See also §61-6-4070 May be sentenced under both statutes for same offense.
Altering and Fraudulent Use of Driver's License	Fine up to \$200 or imprisonment for not more than 30 days for 1st offense. Fine up to \$500 or imprisonment for not more than 6 months for 2nd or subsequent offense.	§ 56-1-510

<p>Operation a Motor Vehicle while Under the Influence of Drugs or Alcohol or Driving with an Unlawful Alcohol Concentration</p>	<p>Fines and/or imprisonment vary depending on number of offenses. Also suspension of license and required completion of Alcohol and Drug Safety program pursuant to § 56-5-2990.</p>	<p>§ 56-5-2930 § 56-5-2933</p>
	<p>Can also require installation of ignition interlock device for subsequent offender (§ 56-5-2941)</p>	
<p>Felony Driving Under the Influence causing bodily harm or death to someone while driving under the influence of alcohol, drugs or any combination thereof</p>	<p>Fine of \$5,100 - \$10,100 and mandatory imprisonment for 30 days - 15 years when great bodily injury results.</p>	<p>§ 56-5-2945</p>
	<p>Fine of \$10,100 - \$25,100 and mandatory imprisonment for 1 to 25 years when death results.</p>	
	<p>Can also require installation of ignition interlock device for subsequent offender (§ 56-5-2941)</p>	
<p>Contributing to Delinquency of a Minor - It is against the law for any person over 18 years of age to knowingly and willfully influence a minor to violate a law or ordinance.</p>	<p>Fine up to \$3,000 and/or imprisonment for not more than 3 years</p>	<p>§ 16-17-490</p>
<p>Public Disorderly Conduct</p>	<p>Fine up to \$100 or imprisonment up to 30 days.</p>	<p>§ 16-17-530</p>
<p>Open Containers on Sundays (between 12:00 Saturday night and sunrise Monday morning)</p>	<p>Fine up to \$100 or imprisonment up to 30 days.</p>	<p>§ 61-4-140</p>

STATE LAW – DRUGS

Possession and Distribution of Controlled Substances (i.e., cocaine, crack, marijuana, etc.)	Penalty varies depending on circumstances of arrest, the drug type and the amount.	§ 44-53-370
Possession manufacturing and trafficking of methamphetamine and cocaine based and other controlled substances	Penalty varies depending on circumstances of the arrest.	§ 44-53-375
Distribution of Controlled Substance within Proximity of a School	Penalty varies depending on circumstances and drug. Fines can exceed \$10,000 and/or imprisonment for up to 15 years.	§ 44-53-445
Possession or Sale of Drug Paraphernalia	Fine up to \$500 for individual. Fine up to \$50,000 for corporations	§ 44-53-391
Exposing of Child to Methamphetamine	1st Offense - up to \$5,000 fine and/or 5 years imprisonment	§ 44-53-378
	2nd or Subsequent Offense - up to \$10,000 fine and/or up to 10 years imprisonment.	
Disposal of waste from production of methamphetamine	1st Offense - up to \$5,000 fine and/or 5 years imprisonment	§ 44-53-376
	2nd or Subsequent Offense - up to \$10,000 fine and/or up to 10 years imprisonment.	

FEDERAL LAW - DRUGS

Summary of federal laws related to illicit drugs: Federal law prohibits the possession and distribution of illegal drugs. The severity of sanction imposed depends on the type and quantity of drugs, prior convictions, and whether death or serious injury occurred. Penalties can be increased for offenses that involve distribution to minors. Federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's ability to purchase a firearm or receive federal benefits such as student loans, grants, contracts or professional or commercial licenses may be revoked or denied as a result of drug conviction.

For more detailed information about federal drug possession and trafficking penalties, see <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

The Student Handbook details offenses and discipline for students - ranging from sanctions under University procedures (probation, suspension and dismissal) to fines and/ or incarceration for criminal violations. All community members are required to abide by the terms of the published policies as a condition of employment or student status. This handbook meets federal standards of the *Drug-Free Schools and Communities Act Amendments of 1989* and the *Drug Free Workplace Act of 1988*. Community members are required to abide by the terms of this policy as a condition of employment or student status. Any criminal drug violation by an employee whose salary is funded through a federal grant program or contract must be reported to the contractor or grantee in accordance with the 1988 Drug-Free Workplace Act. The employee must make a report of conviction within five days of the conviction to the respective Department Head, Dean, or Vice President within ten days after receiving notice from the employee. Supervisors must ensure that all employees assigned to the federal grant receive a copy of this Policy.

Procedures

A copy of this policy will be made available to each employee and student at the time of its publication. Thereafter, a copy will be made available to each employee at the time of his/her employment, to each student at the beginning of each academic year, to each new student at the time the student begins the University, and annually to each employee and student.

Employees and students are encouraged to seek assistance for drug and alcohol problems before there is a drug or alcohol-related conviction or other incident that would cause the University to impose sanctions. Assistance may be sought through programs and/or treatment facilities licensed by the State of South Carolina or by the State where the program and/or treatment facility is located. Referrals to such programs may be self-referrals, supervisory referrals, or University referrals. If a referral is made, that includes satisfactory participation in a drug or alcohol treatment or rehabilitation program as a condition of continued employment or student status, the referral must be made through the Vice President for Administration for faculty and staff or the Vice President for Student Affairs for students. Referrals and records of referrals will be handled with confidentiality as other records maintained by the University.

Alcohol and Drug Abuse Assistance / Treatment

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including such things as difficulty with attention and learning; physical and psychological dependence; damage to the brain, liver and heart; unwanted sexual activity; and accidents due to impaired judgment and coordination.

MUSC recognizes that alcohol and other drug abuse is a preventable and treatable condition and acknowledges that as an institution dedicated to the healing arts, we have the responsibility to facilitate prevention activities and offer treatment to students and employees who suffer from alcohol and other drug abuse.

MUSC encourages all impaired students to seek help voluntarily and favors the earliest possible intervention. MUSC favors a treatment program that is separate from the disciplinary process and will make treatment and referral services available to students.

Substance Abuse Counseling (Click to follow links):

1. [MUSC Student Policies and Procedures Related to Drug and Alcohol Use](#)
2. [Drug Fact Sheets](#)
3. [State and Federal Laws and Sanctions Concerning Drugs and Alcohol](#)
4. [Student Policy for Substance Abuse](#)
5. [MUSC Student Alcohol Policy](#)

MUSC Student Counseling and Psychological Services (CAPS)

Alcohol and/or drug use can have a serious negative impact on academic and clinical performance. Abuse of alcohol or prescription medications or the use of illegal substance can derail a promising career and endanger others. CAPS provide evidence-based confidential individual therapy for individuals with drug and alcohol abuse. CAPS endeavors to assist students to choose to abstain from all illegal substances, to carefully evaluate the role alcohol plays in their lives, and make behavioral changes to remain healthy, safe, and to practice their future professions ethically and responsibly.

Therapy will be based on cognitive-behavioral approaches to help the student to identify both internal and situational contributors to alcohol and drug use, and to develop specific skills to make behavioral changes. Therapy will also focus on helping the individual recognize situations that may put them at risk for relapse and to learn and apply strategies to avoid and/or manage temptations.

CAPS also assists students and colleges by arranging for screening for drug and alcohol use and on-going random testing for alcohol and substances when needed.

Other counseling and treatment options

[Center for Drug and Alcohol Programs \(CDAP\)](#), Institute of Psychiatry, MUSC

The Center for Drug and Alcohol Programs (CDAP) at MUSC's Institute of Psychiatry (IOP) is one of the nation's premier facilities for the treatment of alcohol and substance abuse problems. Our clinical services offer the most up-to-date methods for the treatment of addictions.

For specific information on CDAP and its programs call (843) 792-2727.
To schedule an appointment, call (843) 792-1414 or [request an appointment online](#).

Charleston Center of Charleston County

Charleston County's Department of Alcohol and Other Drug Abuse Services (DAODAS), more commonly known as Charleston Center, is a substance abuse prevention, intervention, education and treatment center. It is located at the below listed address;

5 Charleston Center Drive

Charleston SC 29417

Phone: (843) 958-3300 Hotline: (843) 722-0100

Employees who have a substance abuse problem may voluntarily submit themselves for professional help through the University's Employee Assistance Program (EAP) by calling (843) 792-2848 or they may be referred to the Program by their supervisor. Participation in EAP will not jeopardize an employee's job. However, participation in the program will not relieve an employee of the responsibility to perform assigned duties safely and effectively.

In case of an emergency on weekdays before 8:00am or after 5:00pm or on all weekends and holidays, call the MUSC operator at (843) 792-2123 and ask him/her to contact the Senior Psychiatry Resident on call.

Community Resources

Agencies and self-help groups provide support and/or treatment for alcohol and other drug related issues for the individual with the problem and for his/her family and friends. Area self-help groups include Alcoholics Anonymous at (843) 723-9633 and Al Anon/Alateen at (843) 762-6999. Outpatient services can be obtained from Charleston Center (843) 958-3300, Alcohol and Drug Treatment & Recovery (843) 554-1755, Palmetto Low Country Behavioral Health (843) 747-5830 and many others. Beneficial hotlines include Alcohol and Drug Abuse Hotline 1-800-ALCOHOL; Narcotics Anonymous 1-800-777-1515; National Institute on Drug Abuse and Treatment Hotline 1-800-662-HELP; AIDS Information Hotline 1-800-227-8922 and the National STD Hotline 1-800-227-8922.

MUSC WEAPONS POLICY

To provide a safe environment for employees, students, patients and visitors, the Medical University of South Carolina prohibits the carrying of weapons on property owned, operated or controlled by the University or at MUSC sponsored events.

Furthermore, in accordance with the *Law Abiding Citizens Self-Defense Act*, the Medical University prohibits the carrying of a concealed or visible firearm, even those that the owner has obtained a Concealed Weapons Permit, on its premises or at University sponsored events.

Only MUSC DPS officers or other authorized law enforcement officers in the course of their duties are exempt from this Policy.

For the purpose of this Policy, a weapon is defined as any instrument or device that is specifically designed, made or adapted for the purpose of inflicting bodily injury or death. This includes, but is not limited to; clubs, firearms, handguns, illegal knives, explosives, crossbows, bows and arrows, throwing stars and knuckles.

To insure the safety of employees, students, patients and visitors, employees are encouraged to call the Department of Public Safety if they suspect that someone is carrying a weapon. Employees should not attempt to disarm another individual.

Violation of this Policy will result in termination from employment and possible prosecution by the University. Students are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Such laws are strictly enforced by the MUSC DPS. All violations of this policy shall be reported to the MUSC DPS and the appropriate institutional office. Violators may be disciplined, banned from the MUSC campus and criminally prosecuted in appropriate cases.

Complete information can be found in the MUSC Human Resources policy titled [Weapons](#).

Employee Anti-Harassment Policy (applies when a MUSC employee is the subject of the complaint) can be found in the MUSC Human Resources [Anti-Harassment Policy](#)

The Medical University of South Carolina promotes workplace diversity through its employment policies and practices. Additionally, the University seeks to create a campus community that respects and values differences of thought, ideas and people. To this end, this policy has been established to ensure fair treatment of all employees.

Policy

The Medical University of South Carolina is an equal employment opportunity employer and does not tolerate any form of harassment or intimidation based upon sex, race, color, age, religion, national origin, disability or any other factor. Employees who engage in harassing and/or intimidating behavior will be subject to disciplinary actions, up to and including termination of employment. Behaviors that violate criminal laws will subject the offender to prosecution.

Definition

Generally, harassment is defined as verbal or physical conduct, which denigrates or shows hostility to an individual because of his or her sex, race, color, age, religion, national origin, disability or any other factor or that of his or her relatives, friends or associates.

Examples

Prohibited behaviors are those that have the effect of creating a hostile or offensive work environment, unreasonably interfering with an individual's work performance or otherwise adversely affecting a person's employment opportunities.

Harassing or intimidating behavior includes, but is not limited to, derogatory statements, slurs, innuendos, unwelcome touching, assault, jokes, pranks, and physical interference with one's work, posters, drawings, email and faxes. It may also involve adverse employment actions against an employee who refuses to submit to or participate in offensive conduct.

Procedure

An employee who believes that he or she has been a victim of or a witness to harassment shall immediately report the incident(s) to his or her supervisor, department head, or the Director of Human Resources Management or her/his designee. Managers or supervisors who receive such complaints must inform and consult with the Director of Human Resources Management or her/his designee to ensure that the University's Policy and procedures are followed.

Complainants will be required to submit a written complaint within three working days of informing their supervisor, manager, or the Director of Human Resources Management or her/his designee. Following receipt of the written statement, the Director of Human Resources Management will inform the appropriate Vice President or, when necessary, the President.

***Important:** Any individual who believes that he or she has been a victim or witness of sexual harassment involving a faculty member, resident, or fellow shall report the incidents(s) to MUSC's Office of Gender Equity (Dr. Connie Best or Dr. Daniel Smith 843-792-2945). Students who believe that they have been a victim of sexual harassment may contact either the Title IX Coordinator (Dr. Willette Burnham-Williams 843-792-1072) or the Office of Gender Equity. However, if filing a formal report, students should do so with the Title IX Coordinator. Supervisors or department heads that have questions about the issues of sexual harassment involving faculty, students, residents, fellows and one of their employees may contact the Office of Gender Equity or the Title IX Coordinator for assistance.*

SEXUAL HARASSMENT POLICIES FOR FACULTY, STUDENTS, RESIDENTS, AND TRAINEES

It is the policy of MUSC to prohibit any form of sexual harassment. Any student, resident, trainee, or faculty member who is alleged to have committed sexual harassment shall be subject to disciplinary action, up to and including, dismissal. To address complaints of sexual harassment alleged to have been committed by a student, resident, or trainee, MUSC's Policy Sexual Harassment for Students, Residents, and Trainees will apply. A copy of the [Student Policy](#) can be found on the MUSC Office of Gender Equity homepage.

To address complaints of sexual harassment alleged to have been committed by a faculty member, MUSC's [Policy Sexual Harassment for MUSC Faculty](#) will apply. A copy of the policy can be found on the MUSC Office of Gender Equity homepage.

To address complaints of sexual harassment alleged to have been committed by an employee that does not involve a student, resident, trainee, or faculty member as either party should be directed to the Human Resource Office of the recipient of the behavior.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

The Medical University of South Carolina will not tolerate sexual assault, dating violence, domestic violence, and stalking. Integral components of building a safe and secure campus environment include: building relationships with both on campus and off campus resources to better inform our efforts in addressing these crimes; providing members of our community with information on how to report these crimes to campus and local law enforcement; informing victims of the South Carolina Crime Victims Bill of Rights; providing information about, and assisting victims with, filing orders of protections/restraining orders as needed. Other essential elements of creating and maintaining a safe and secure campus environment include having intuitional disciplinary policies/procedures that are prompt, fair, and impartial; mechanisms for appropriate sanctions; and a wide range of available resources and services. See [Clery Act Prohibition on Sexual Assault, Domestic Violence, Dating Violence, and Stalking](#).

Building relationships, developing partnerships with on and off campus resources

An integral part of building a safe and secure campus environment is building relationships with both on campus and off campus resources to: 1) assist victims when needed, and 2) better inform our primary prevention training and awareness programs. When victims need direct services, in addition to having several on campus resources such as Counseling and Psychological Services (CAPS) for students, the Sexual Assault Nurse Examiners Program, the Department of Public Safety's Victim Advocate, the National Crime Victims Research and Treatment Center within the Department of Psychiatry and Behavioral Sciences which is one of the premier clinical and research centers in the country, MUSC has many off campus resources such as People Against Rape Crisis Center, My Sister's House Domestic Violence Shelter, and the South Carolina Coalition on Sexual Assault and Domestic Violence that can augment services to victims. Developing partnership with community organizations also provides a mechanism for enriching our primary prevention and awareness training programs. These and other community organizations are invited and attend a variety of fairs, exhibitions, and other campus events to educate our larger university community on primary prevention strategies.

MUSC will continually evaluate and target programs to address the community culture and trends as well as perceptions or misperceptions of crime. In order to identify those areas, leaders of campus organizations and student groups may be contacted to request information regarding the perception of criminal activity and address the culture of the MUSC community.

MUSC is committed to providing an environment that supports campus safety and security. Violence, intimidation, threats of violence (specific or implied), will not be tolerated on campus. MUSC does not

discriminate on the basis of gender or gender identity in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, MUSC issues this statement to inform the community of our comprehensive plan to address sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to an MUSC official. MUSC reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

Definitions

The Violence Against Women Reauthorization Act of 2013 (“VAWA”) that became fully effective for institutions of higher education on July 1, 2015 added additional categories of crimes to the Clery Act that MUSC is now required to report. There are numerous terms used by MUSC in our procedures. The related South Carolina criminal statutes can be found at <http://www.scstatehouse.gov/code/t16c003.php> beginning with section 16-3-600.

Sexual Assaults

Anyone can be the victim of sexual assault. When sexual assault occurs on campus, it is a flagrant violation of the South Carolina State Code of Laws and of the University’s standards of conduct, and will not be tolerated. When the assailant is an acquaintance, a survivor often has mixed feelings concerning the incident and what to do about it. Besides feeling frightened, angry, hurt and ashamed, survivors can feel betrayed and even guilty for having "facilitated" the assault. In some cases, they do not even acknowledge that they have been assaulted until long after the incident has occurred. If you find yourself in an unwanted sexual situation, on a date or wherever, be assertive - say no. If you are told “no” when you make sexual advances, accept it. No means no!

Sexual Assault means an offense classified as a sex offense under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation. Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape used in the FBI’s UCR program.

Sexual assault is any actual or attempted non-consensual sexual activity including but not limited to intercourse, attempted intercourse, or sexual touching by a person known or unknown to the victim. Rape is an act of sexual intercourse with a person against his or her will and consent, whether one’s will is overcome by force or fear resulting from the threat of force, or by drugs administered without consent, or when a person is unconscious, intoxicated or otherwise physically unable to communicate willingness. Having sexual relations with someone who is unable to give consent by being mentally incapacitated or unconscious (passed out) is rape.

Sexual Offenses:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

A. Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

D. Incest

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

E. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Domestic Violence

The Violence Against Women Act defines the term "domestic violence" to mean a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

The Violence Against Women Act defines the term "dating violence" to mean 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 the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking

The Violence Against Women Act defines the term “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

For the purpose of this definition:

“Course of conduct” would be defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

“Substantial emotional distress” would mean significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” would mean a reasonable person under similar circumstances and with similar identities to the victim.

Consent

The State of South Carolina does not have a legal definition of consent. However, for the purposes of determining whether a sex offense is reportable under this section, the U.S. Department of Education defines consent as the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.

Consent cannot be--

- (1) Given by an individual who--
- (2) Is asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or
 - (i) Is under duress, threat, coercion, or force; or
- (3) Inferred under circumstances in which consent is not clear, including but not limited to--
 - (i) The absence of “no” or “stop”; or
 - (ii) The existence of a prior or current relationship or sexual activity.

Reporting to the Police

Following an incident, victims are encouraged to make a report to Public Safety at (843) 792-4196, 101 Doughty St., Charleston, SC or local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Law Enforcement officers will aid the victim in completing the report and contacting other agencies that can help. Off-campus incidents should be reported to the local police having jurisdiction. If the assault occurs off campus contact the local police/sheriff at 911.

If a student requests assistance with reporting a crime, MUSC personnel 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 of this policy 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.

The MUSC DPS believes a victim deserves the right to a professional criminal investigation. Victims are often confused about how to deal with their trauma. Reporting the assault to the police and obtaining medical attention are not synonymous with criminal prosecution. The victim retains the right not to pursue prosecution even if these steps are taken. Even if the victim decides not to pursue charges, reporting the assault is a step in regaining a sense of personal control. Providing information about the assault may help someone else avoid becoming a victim. If the offender does repeat, you may change your mind about pressing charges. If you are a victim, Public Safety will aid you in arranging for medical care, contacting counseling and other available resources. We will meet with you privately, at a place you choose to take a report and will do our best to meet your request to speak to a male or female officer. We will treat you and your case with sensitivity and professionalism and continue to be available to you to answer questions, and explain the processes involved. We will investigate your case perhaps leading to arrest and prosecution of a suspect. Finally, our Investigators will keep you up-to-date on progress of the investigation or prosecution and our Crime Victims Advocate will inform you of your rights and options.

Alternatives to Immediately Filing a Police Report

1. Preserving evidence is important in that it may assist in proving that an alleged criminal offense occurred and/ or is occurring, or may be helpful in obtaining assistance. In South Carolina, evidence may be collected even if you chose to remain anonymous, to not make a report to law enforcement, or decide to report the crime at a later date.
2. Make a complaint to a Campus Safety Authority. Such a complaint may be used for actions that include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: Counseling and Psychological Services (CAPs), Employee Assistance Program (EAP), Human Resources, Dean of Students, etc.

Victim's Rights

Medical University of South Carolina Notice of Victim's Rights

Medical University of South Carolina does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by MUSC as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, MUSC wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and MUSC's responsibilities.

As a complainant and/ or victim of sexual assault, dating violence, domestic violence or stalking, there are procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your right to file

criminal charges as well as the availability of medical, counseling and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available. The procedures also address possible sanctions and interim and/or long-term protective measures that MUSC may impose following a report through the final determination of our discipline process. If you would like more information regarding any process or procedure, or if you'd like to make a report, ask questions about the procedures, or need to request an accommodation to your academic, living, working, or transportation arrangements regardless of whether or not you chose to report the crime to law enforcement or MUSC Department of Public Safety, contact the MUSC's Clery Coordinator: Connie L. Best, Ph.D., Director, Phone: (843) 792-2945, Email: bestcl@musc.edu

Regardless of whether a victim elects to pursue a criminal complaint, MUSC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In South Carolina, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

South Carolina Victims' Bill of Rights

To preserve and protect victims' rights to justice and due process regardless of race, sex, age, religion or economic status, victims of crime have the right to:

1. be treated with fairness, respect and dignity, and to be free from intimidation, harassment or abuse throughout the criminal and juvenile justice process, and to be informed of the victim's constitutional rights, provided by statute;
2. be reasonably informed when the accused or convicted person is arrested, released from custody or has escaped;
3. be informed of and present at any criminal proceedings which are dispositive of the charges where the defendant has the right to be present;
4. be informed of and be allowed to submit either a written oral statement at all hearings affecting bond or bail;
5. be heard at any proceeding involving a post-arrest release decision, a plea or sentencing;
6. be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process;
7. confer with prosecution, after the crime against the victim has been charged, before the trial or before any disposition and informed of the disposition;
8. have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial;
9. receive prompt and full restitution from the person or persons convicted of the criminal conduct that caused the victim's loss or injury including both adult and juvenile offenders;
10. be informed of any proceeding when any post-conviction action is being considered, and be present at any post-conviction hearing involving a post-conviction release decision;
11. a reasonable disposition and prompt and final conclusion of the case;

12. have all rules governing criminal procedure and the admissibility of evidence in all criminal proceedings protect victims' rights and have these rules subject to amendment or repeal by the legislature to ensure protection of these rights.

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 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 side 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. 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.

Sexual Assault Victim Bill of Rights

1. Victims of sexual assault have the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity where the crime occurred, and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
2. The right to be free from any kind of pressure from campus personnel that victims, (1) not report any crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (2) report crimes as lesser offenses than the victims perceive them to be.

3. The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report crimes because:
 - a. victims are somehow "responsible" for the commission of the crime against them,
 - b. victims were contributively negligent, or assumed the risk of being assaulted, or
 - c. by reporting crimes, they would incur unwanted personal publicity.
4. Both the accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
5. The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
6. The right to be made aware of, and assisted in exercising any options, as provided by state and federal laws or regulations with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
7. The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
8. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including options for assistance in immediate transfer of classes, change in academic schedule(s), transportation, living and/ or work situations if requested by the victim. The method in which the changes will occur will be determined by the Clery coordinator or their designee.
9. MUSC or an officer, employee, or agent of MUSC, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.
10. Retaliation against a complainant, victim or witnesses for exercising their rights under this policy and complaint resolution process is strictly prohibited. Retaliation is grounds for disciplinary action, up to and including dismissal.

Restraining Orders and Orders of Protection

MUSC complies with South Carolina law in recognizing orders of protection and restraining orders issued by a Family Court Judge and / or County Magistrate, or an out-of-state judicial authority equivalent. Any person who obtains an order of protection from this state or any reciprocal state should provide a copy to MUSC Department of Public Safety and the Clery Coordinator. A complainant may then meet with the Department of Public Safety and / or the Clery Coordinator to develop a Safety Action Plan that is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from

campus. This safety plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

An Order of Protection is a civil order issued by a Family Court Judge that provides protection from abuse by your current or former spouse, someone you have a child in common with, or your live-in partner of the opposite sex.

Emergency Protection

If you are in immediate danger and need protection immediately, you may request an emergency hearing when you are filling out your petition. In this case, you will go before a judge within 24 hours of filing your petition. Once you prove that you are in immediate and present danger of bodily injury, a judge can grant you a temporary Order of Protection until your full hearing that will take place within 15 days.

A Restraining Order against stalking or harassment is a civil order that is issued by the magistrate's court for people who are being harassed or stalked by someone. You do not need to have a specific relationship with the person harassing or stalking you.

The restraining order against stalking or harassment can order the defendant to not:

- abuse, threaten, or molest (bother) you or your family members;
- enter or attempt to enter your home, workplace, school, or other location; and/or
- communicate or attempt to communicate with you. *

* S.C. Code Ann. § 16-3-1770(B)

Procedures for Reporting a Complaint

MUSC has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a victim and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Clery Coordinator; Connie Best, Ph.D., 67 President St., Room: BA225, Phone: (843) 792-2945, bestcl@musc.edu

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Medical University Hospital (MUH), Emergency Department (ER), located at 169 Ashley Avenue, SC. The professionally trained medical staff at the Medical University Hospital offers physical evidence recovery and collection by certified Forensic Nurse Examiners/ Sexual Assault Nurse Practitioners (SANE) for victims of sexual assaults.

Preserving evidence is important in that it may assist in proving that an alleged criminal offense occurred and/ or is occurring, or may be helpful in obtaining a protection order. In South Carolina, evidence may be collected even if you chose to remain anonymous and not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or

clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University disciplinary proceedings, investigators, or police. Although the university strongly encourages all members of its community to report violations of these laws / policies to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police.

MUSC will assist any victim with notifying local police if they so desire. MUSC Department of Public Safety may also be reached directly by calling (843) 792-4196, in person at 101 Doughty Street, Charleston, S.C. Additional information about the MUSC Department of Public Safety may be found online at: <http://academicdepartments.musc.edu/vpfa/publicsafety/>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the MUSC Department of Public Safety or local jurisdiction where the crime occurred. However, if you do not wish to report the crime to law enforcement or need additional information or assistance please contact the Clery Coordinator, Connie Best, Ph.D., 67 President St., Room: BA225, Phone: (843) 792-2945, bestcl@musc.edu.

MUSC will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Department of Public Safety or other law enforcement with jurisdiction to preserve evidence in the event that the victim changes her/his mind at a later date.

Confidentiality

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited. Whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a known accused party.

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law. To the extent of the

victim's cooperation and consent, MUSC officials will work together to protect the victim's privacy and to ensure confidentiality to the extent that it may be kept. MUSC officials will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying the appropriate local law enforcement agency having jurisdiction. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating and / or adjudicating the complaint or delivering resources or support services to the complainant. MUSC does not publish the name of crime victims nor house identifiable information regarding victims in the Department of Public Safety's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request through Office of the Chief Information Officer, 19 Hagood Ave., Suite 201, MSC801Charleston, SC 29425-8010 Main Tel. (843) 792-4175 OCIO

MUSC will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

MUSC Institutional Disciplinary Procedures

MUSC's *Clery Act Policy on Prohibition of Sexual Assault, Domestic Violence, Dating Violence, and Stalking* regarding the MUSC Community's institutional disciplinary procedures applies to all students and all employees of the University, the Medical University Hospital Authority (MUHA), and the Medical University Physicians (MUSC-P or also called the UMA). The policy applies to threats or conduct that occur: on campus, on off-campus properties owned or controlled by the University, Hospital Authority, and/or the MUSC-Physicians; in connection with a University or University recognized program or activity; or in a manner that may pose an obvious or serious threat of harm or create an unsafe educational or work environment. The policy was developed out of MUSC's commitment to creating and maintaining a learning, working, and patient care environment that is free from violence. MUSC's Institutional Disciplinary Procedures are independent from any criminal processes that may be taking place and will not be delayed to await the conclusion of criminal processes. The [MUSC Clery Act Policy](#) can be found on the [MUSC Office of the Provost](#) website under Provost Policies, Process and Procedures or a hard copy may be obtained from the Clery Coordinator.

Whether or not criminal charges are filed, a person who believes she/he has experienced an offense related to sexual assault, dating violence, domestic violence, or stalking (complainant) or a person who has information that such acts may have been committed (reporter) may report the incident directly to MUSC's Department of Public Safety. DPS is able to provide immediate assistance to the complainant or reporter with law enforcement matters and also will provide the name and contact information for MUSC's Clery Coordinator. In addition to reporting to DPS, complainant victims or reporters may choose to directly report to the MUSC Clery Coordinator who will provide assistance to victims or others as needed whether or not the complainant chooses to pursue criminal charges.

In instances in which the accused is a member of the MUSC-wide community, the complainant may choose to engage the MUSC investigative and disciplinary process that is independent of any criminal investigation or proceedings. The process will include a prompt, fair, and impartial investigation and resolution. The complainant may also decline to participate in MUSC's investigative and disciplinary processes or request anonymity. MUSC may continue the process without the complainant's participation; however, maintaining anonymity will substantially limit the ability of MUSC to complete its disciplinary investigation and respond effectively.

The university disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and that protects the safety of the victim and promotes accountability. MUSC's process includes an investigative procedure, determination procedure, and sanctions procedures. During the investigative procedure, the Clery Coordinator will determine if the facts as presented have merit and if it has merit, within 2 working days will assign a team of two investigators. The investigators will conduct their own formal inquiry, interviewing both parties and witnesses as needed. The investigative process will be completed within 30 calendar days and will not be delayed due to the unavailability of advisors for either the complainant or the accused. An exception of the 30 calendar timeframe may be granted by the University President. After completing the investigative process, the investigators will make a determination based on the preponderance of evidence standard. If the accused is found to have engaged in misconduct, within ten working days, the Clery Coordinator will convene a three-person disciplinary sanctions panel. Panel members will be comprised of two senior members from MUSC, MUHA, or MUSC-P depending on which entity is the employer of the accused party and one senior member of the Human Resources for the respective entity. The three-member sanctions panel will select from the list of possible disciplinary sanctions for that entity. For students whose conduct was found to have met the standard of evidence, a team of two senior faculty members and one senior member of the Vice-President for Academic Affairs and Provost Office will select actions from the list of possible sanction for students. For faculty members whose conduct was found to have met the standard of evidence, a team of two senior academic deans and one senior member of the University Human Resource Office will select the actions from the list of all possible sanctions for state employees. Once convened, panels will determine the sanctions within five working days. The appeals process available for employees for each entity will apply; for faculty as outlined in the Faculty Handbook; and for students, appeals rest with the Provost.

The MUSC policy provides that:

1. The complainant and the accused have the same opportunity to have an advisor of their choice and to be accompanied by an advisor at any interview. However, an advisor may not speak at any interview and interviews will not be delayed due to the unavailability of the advisor;
2. A decision is based on the preponderance of evidence standard, (i.e. "more likely than not to have occurred" standard).

3. The complainant and the accused will be notified simultaneously in writing of the results of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
4. The complainant and the accused each have the right to appeal the outcome of the process utilizing the appeals process of their respective personnel / student policies and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
5. If the alleged victim is deceased as a result of the crime or offense, the Medical University will provide the results of the disciplinary hearing to the victim's next of kin.
6. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged offense and any sanction that is imposed against the accused.

Sanctions and Protective Measures

The following sanctions are those that may be implemented as consistent with the personnel policies of the guilty party's employer or student disciplinary policies: expulsion or termination; suspension, suspension during investigation; reassignment; demotion; disciplinary probation; no-contact orders; class or work schedule changes, clinical rotation changes, transfer or removal from university housing (e.g., summer institute housing, off-campus rotation sites); class, workshop/training/program attendance; restitution; professional assessment; or removal or prohibition from specific activities.

Examples of interim protective measures include, but are not limited to: an order of no contact, options for assistance in immediate transfer of classes, change in academic schedule(s), transportation, living and/ or work situations, leave of absence, or reassignment to a different supervisor or position if requested by the victim these remedies may be applied to one, both, or multiple parties involved. Violations of the protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by MUSC.

Medical University will make temporary or permanent changes in housing, academic, transportation and working conditions, after an alleged offense involving sexual assault, dating violence, domestic violence, or stalking and provide options for those changes if those changes are requested by the victim and are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. MUSC will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

MUSC reserves the right to issue disciplinary action and/or initiate civil or criminal prosecution as appropriate, and make appropriate referral to the MUSC Employee Assistance Program (EAP), Behavioral Support and Intervention Team (BSIT), Student CAPS (Counseling and Psychological Services).

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment in order to remedy any hostile sexual environment. Retaliation against a complainant, victim or witnesses for exercising their rights under this policy and complaint resolution process is strictly prohibited. Retaliation is grounds for disciplinary action, up to and including dismissal.

MUSC or an officer, employee, or agent of MUSC, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

Resources

Campus Safety Committee

The Medical University Campus Safety Committee is responsible for designing, formalizing, implementing and revising of the policies and procedures needed to prevent and resolve threats of/or violent acts in the workplace. Should there be an occurrence or threat of workplace violence, the committee will determine if additional resources are necessary to resolve the matter. The committee will function in compliance with the guidelines of the Clery Act. The Campus Safety Committee is comprised of representatives from: Human Resources Management, Risk Management, Public Safety, Education and Student Support Services and other ad hoc members.

MUSC's Threat Assessment Team is a subgroup of the Campus Safety Committee. The team's function is to assess the workplace and identify the risks associated with threats and/or violence in the workplace. The team may include representatives from the Department of Public Safety, the Department of Human Resources Management, Employee Assistance Program, Student Wellness, Risk Management, etc. Individuals are instructed to contact the Department of Public Safety Dispatch Center at (843) 792-4196 to report violence or threats of violence.

Behavioral Support Intervention Team (BSIT)

The Medical University of South Carolina is committed to ensuring a positive and safe environment for our students, faculty, staff, patients, and visitors. To this end, the Associate Provost for Education and Student Life established the MUSC Behavioral Support and Intervention Team (BSIT). The purpose of this team is to provide supportive and proactive intervention for students who are experiencing problems that may affect their safety and/or the safety of others. Members of the BSIT work in collaboration with the six colleges and appropriate MUSC offices including public safety, risk management, student services, legal services, and the Associate Provost.

The BSIT seeks to eliminate the "information silos" that exist on college campuses. Sharing information (rather than keeping information "siloes" within specific departments) allows us to reach students who are in distress much sooner. With one central location available to express concerns, the scope of assistance and the follow-up care that may be necessary can be greatly expanded for our students.

The goals of MUSC's BSIT include the following: (1) preventing crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment, and

referrals; (2) ensuring that students whose behavior is of concern are contacted through follow-up processes and have access to the appropriate services so that they have the opportunity to improve their welfare; and (3) creating a unified reporting and tracking system that will allow members of the BSIT to observe patterns of behavior that may elicit assessment and to provide a documented response to distressed students. For more details concerning the Mission and Purpose of MUSC’s BSIT please visit the [MUSC BSIT Protocol](#).

To make a report or inquire about BSIT resources contact either the BSIT Chairperson or another BSIT member:

Chairperson	Dr. Sharlene Wedin	(843) 792-0686
College of Dental Medicine	Dr. Lindsey Hamil	(843) 792-3928
College of Graduate Studies	Dr. Steve Kubalak	(843) 792-0624
College of Health Professions	Dr. Nancy Carson	(843) 792-2239
College of Medicine	Dr. Myra Haney Singleton	(843) 792-1672
College of Nursing	Dr. Tatiana Davidson	(843) 792-1866
SC College of Pharmacy	Dr. Shannon Drayton	(843) 792-0274
Education & Student Life	Dr. TaJuan Wilson	(843) 792-2146
Public Safety	Chief Kevin Kerley	(843) 792-6789
Risk Management	Mr. Wayne Brannan	advisory
University Counsel	Ms. Annette Drachman	advisory

BSIT Cares

[Recognize.](#) [Respond.](#) [Refer.](#) [Report.](#)

BSIT Cares is a set of resources that have been established to protect the health and safety of our community at MUSC. Maintaining a safe environment allows students to focus on their education and get the most out of their time at MUSC.

If there are concerns regarding a student’s own safety or the safety of others, please [contact BSIT](#).

You can help keep MUSC safe. Recognize. Respond. Refer. Report.

Recognize:

Be familiar with and acknowledge symptoms of distress.

Respond:

Privately initiate contact with a student displaying symptoms of distress. Express your concerns in behavioral, non-judgmental terms and listen to the student in a sensitive, non-threatening way. This action should then be followed by contacting any of the above listed BSIT members.

Refer:

Know your limits as a help-giver; only go as far as your expertise, training, and resources allow. When a student needs more help than you are able or willing to give, it is time to make a referral. You may suggest the student contact:

Counseling & Psychological Services **843-792-4930**

Disability Support Services **843-792-1282**

Report:

Report your concerns and actions taken with a student to the BSIT by contacting a BSIT team member. If there are concerns regarding student's own safety or the safety of other students, we encourage you to make an immediate report. [Contact BSIT](#).

[Public Safety](#)

Public Safety is responsible for creating and assuring a safe, orderly, and secure environment. If you have immediate concerns or in an emergency situation on-campus contact public safety at (843) 792-4196, or when off-campus dial 911 to reach the local law enforcement agency having jurisdiction.

[Counseling and Psychological Services](#)

Counseling and Psychological Services (CAPs) is responsible for providing assessment, counseling, workshops, group and couples therapy, consultation and referrals. For more information about CAPS contact (843) 792-4930.

[Disability Support Services](#)

Disability Support Services is responsible for guaranteeing equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. For more information about this service contact please call (843) 792-1282.

[Office of Gender Equity](#)

The Office of Gender Equity has two principal missions: to educate the Medical University community regarding sexual harassment and gender equity issues, and to respond to and resolve complaints of gender discrimination or sexual harassment that involve faculty, students, or residents as either the complainant or the subject of the complaint. For more information you can contact (843) 792-8066.

Getting Assistance

When a victim of **domestic violence, stalking, dating violence** or someone who was sexually assaulted comes to you, encourage him/her to seek medical attention, pursue counseling and report the

incident. No victim should be allowed to suffer alone. Victims may be unsure of how to deal with the assault and can wonder what courses of action are available and appropriate. An unfortunate result of this insecurity is that many victims elect not to tell anyone about their ordeal and decline to seek the help they need - on a physical and emotional level - to deal with the terrible hurt they have suffered. All students, faculty and staff should be aware of both the consequences of sexual assault and the options available to the victim. Seeking assistance in connection with a sexual assault from the hospital, the police, the university or anyone else does not obligate you to take further action.

Medical Attention

A victim of sexual and/ or violent offenses is encouraged to seek medical assistance. This is the first step in regaining control over your life. Even if the victim decides not to report the assault to the police, *it is very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases.* To keep all options available, the collection of medical evidence by Forensic Nurse Examiners/Sexual Assault Nurse Practitioners (SANE) becomes critical in the event you choose, even later, to prosecute. At the Medical University Hospital emergency room, medical personnel will collect samples; hair, semen, and other trace evidence. The hospital will collect the clothing worn during your assault so it is helpful to bring a change of clothes with you. Going to the hospital and having evidence collected does NOT obligate the victim to complete other actions. This simply aids in keeping options open until the victim decides how to proceed. Options include later choosing to pursue charges against the perpetrator criminally.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

For victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking MUSC will provide written information to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims within the institution and in the community. Remember, sexual assault, domestic violence, dating violence and stalking is a crime committed against you, not by you. Do not blame yourself. Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have serious long-term impact on the victim. It is not unusual for a person to feel guilty, distrustful or withdraw from others particularly in an acquaintance rape. There are, however, persons specifically trained in the area of sexual assault crisis intervention, on and off campus, who can provide at no expense to the victim counseling and support services during recovery. Agencies that may be of assistance to you include:

On-Campus

MUSC Counseling and Psychological Services (CAPS)	30 Bee St Rm 101 Charleston, SC	(843) 792-4930
Student Programs	45 Courtenay Dr, Chas., SC	(843) 792-2693
Department of Public Safety	101 Doughty Street Charleston, SC	(843) 792-4196
MUSC Employee Assistance Program (EAP)	51 Bee St Charleston, SC	(843) 792-2848
Office of the Title IX Coordinator	173 Ashley Ave Rm 104 Charleston, SC	(843) 792-1072 Email burnham@musc.edu
MUSC DPS Victim Advocate Debbie Underwood	101 Doughty St Charleston, SC	(843) 792-1986 / 2261 Email wagenbrd@musc.edu

MUSC Emergency Dept.	169 Ashley Ave Charleston, SC 29425	(843) 792-9126
MUSC Clery Coordinator	67 President St., Rm 225 Charleston, SC 29425	(843) 792-2945

In the Charleston Area

Charleston Police Dept.	180 Lockwood Blvd. Charleston, SC 29403	843-792-7200
Charleston County Sheriff's Office	3505 Pinehaven Drive Charleston Heights, SC 29405	843-202-1700
People Against Rape	259 Meeting St, 2nd Fl., Suite 302 Charleston, SC	Hotline 843-745-0144
S.C. Coalition Against Domestic Violence and Sexual Assault	http://sccadvasa.org	800-260-9293 800-799-SAFE (7233) 800-656-HOPE (4673)
My Sister's House (Domestic Violence Shelter)	http://mysistershouse.org/	24 hour hotline 843-744-3242
Charleston County Family Court	100 Broad Street, Suite 143 Charleston, SC 29401	843-958-4400
S.C. Legal Services Charleston Office Serving: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, and Jasper Counties	2803 Carner Avenue Charleston, SC 29405	Toll Free: 888-720-2320 Phone: 843-720-7044
U.S. Citizenship and Immigration Services (USCIS) Charleston Field Office	1 Poston Road, Suite 130 Charleston, SC 29407	800-375-5283

On-line resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- [People Against Rape](#)
- [Charleston Fight for Hope](#)
- [South Carolina Coalition Against Domestic Violence and Sexual Assault](#)
- [National Center on Domestic and Sexual Violence](#)
- [My Sister's House](#) (domestic violence shelter)
- [Rape, Abuse and Incest National Network](#)
- [Department of Justice, Violence Against Women](#)
- [Department of Education, Office of Civil Rights](#)
- [MUSC Student Counseling and Psychological Services](#)
- [National Crime Victims Research and Treatment Center](#)
- [Alliance for Full Acceptance \(Charleston\)](#)
- [South Carolina Legal Services](#)
- [Immigration Advocates Network](#)
- [U.S. Citizenship and Immigration Services \(USCIS\)](#)

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING PRIMARY PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

During new student orientation in January through September, and at various other times during the academic year when new students arrive, students are informed of support services offered by the MUSC DPS and other MUSC departments and resources. Video and slide presentations outline ways to maintain personal safety and security. Students are told about crime on-campus and in surrounding neighborhoods. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis throughout the year. Similar information is made available to employees.

Upon request, MUSC DPS, in cooperation with other university organizations and departments, present crime prevention awareness sessions to employees and students periodically during the academic year on sexual assault (rape and acquaintance rape), Rohypnol awareness (also known as the date rape drug), theft, and vandalism, as well as educational sessions on personal safety and security. MUSC DPS offers Rape Aggression Defense System (RAD) training. The training is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors from MUSC DPS will teach the courses provided.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to presentations, information is disseminated to students and employees through crime prevention awareness brochures, security alert broadcasts/ timely warnings, displays, videos, and articles and advertisements in university and local newspapers.

When time is of the essence, Emergency Notification and / or Timely Warning information is released to the university community through security alerts posted through computer memos sent over the university's electronic mail system, SMS text messaging, voice messaging, and desktop alerts.

Primary Prevention Programs

In addition to the PPT offered by the Department of Public Safety, MUSC's Clery Coordinator's Office also provides Primary Prevention Training (PPT) to all incoming students in each of the six MUSC colleges during new student orientation. As a part of each of these programs, a clear statement is made that our institution prohibits dating violence, domestic violence, sexual assault including acquaintance rape, and stalking. These PPT provide the new students with South Carolina legal definitions of dating violence, domestic violence, sexual assault, and stalking; as well as how South Carolina interprets consent using case law as found on page 53. Furthermore, we include descriptions of safe and positive outcomes for bystander intervention strategies that include the following elements:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural that facilitate violence

- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking action to intervene

The PPT provide information on risk reduction that includes strategies for both personal safety protection as well as emphasizing the need for reducing perpetration by offenders by addressing the following:

- Decrease perpetration and bystander inaction
- Increase empowerment for victims in order to promote safety
- Help individuals and communities address conditions that facilitate violence

We conclude with providing MUSC's procedures to follow if an offense has occurred and the resources that are available on campus and in the community.

Primary Prevention Training for students, faculty, and employees will be offered throughout the year.

The University provided the following primary prevention programs for all incoming students in 2016:

Group	Date Held	Location Held	Topics Covered
College of Medicine, MPH Students	January 13, 2016	301 Cannon St Bldg, 3 rd floor	DoV, DaV, SA & S*, SH
New Chief Residents, COM	May 6, 2016	North Charleston Convention Center	DoV, DaV, SA & S*, SH
College of Health Professions, OT Students	May 26, 2016	CHP-A Bldg Rm 105	DoV, DaV, SA & S*, SH
College of Health Professions, PT Students	May 26, 2016	CHP Bldg A Rm 204	DoV, DaV, SA & S*, SH
College of Health Professions, PA Students	May 26, 2016	CHP Bldg A 201	DoV, DaV, SA & S*, SH
College of Health Professions, Exec MHA Students	June 1, 2016	CHP Bldg A 201	DoV, DaV, SA & S*, SH
College of Dental Medicine 1 st Year Students	June 7, 2016	BSA Auditorium	DoV, DaV, SA & S*, SH
College of Medicine New Residents	June 29, 2016	DDB 110	DoV, DaV, SA & S*, SH
College of Medicine New Fellows	July 5, 2016	DDB 110	DoV, DaV, SA & S*, SH
College of Medicine Off Cycle Fellow	July 13, 2016	IOP South Rm 200	DoV, DaV, SA & S*, SH
College of Medicine, Forensic Psychiatry Residents	July 13, 2016	Psychiatry Leinbach Drive	DoV, DaV, SA & S*, SH

Group	Date Held	Location Held	Topics Covered
College of Medicine, Off Cycle Resident	July 29, 2016	IOP South Rm 200	DoV, DaV, SA & S*, SH
College of Medicine Psychology Internship Program	August 1, 2016	IOP South, 4 th floor	DoV, DaV, SA & S*, SH
College of Medicine Off Cycle Fellow	August 2, 2016	IOP south, Rm 200	DoV, DaV, SA & S*, SH
College of Medicine Off Cycle Fellow	August 3, 2016	IOP South, Rm 200	DoV, DaV, SA & S*, SH
College of Medicine Off Cycle Fellow	August 6, 2016	IOP South Rm 200	DoV, DaV, SA & S*, SH
College of Medicine 1 st Year Students	August 11, 2016	Drug Discovery Bldg	DoV, DaV, SA & S*, SH
College of Pharmacy 1 st year	August 18, 2016	QF 301 COP Bldg	DoV, DaV, SA & S*, SH
College of Graduate Studies All PhD, MD, MA, and Certificate Programs	August 22, 2016	BEB 112	DoV, DaV, SA & S*, SH
College of Health Professions CVP/AFN	August 22, 2016	CHP Bldg A Rm 106	DoV, DaV, SA & S*, SH
College of Medicine MPH Students	August 22, 2016	301 Cannon St 3 rd Floor	DoV, DaV, SA & S*, SH
College of Health Professions PhD and MHA	August 23, 2016	CHP-A Rm 204	DoV, DaV, SA & S*, SH
College of Nursing ABSN Program	August 24, 2016	CON 202	DoV, DaV, SA & S*, SH
College of Health Professions, MSHI	Sept 14, 2016	CPH Bldg Rm 206	DoV, DaV, SA & S*, SH

- ❖ *DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking, SH means Sexual Harassment.*

Of special note, by June 30, 2015 MUSC required all current employees to complete a newly developed on-line course on the Clery Act and the crimes of sexual assault, dating violence, domestic violence, and stalking. In addition, the course covered by-stander interventions and risk reduction strategies. This Primary Prevention Training effort was accomplished by assigning the training as one of our annual mandated My Quest, formerly known as CATTs Training (our on-line learning system). An electronic copy of the training module in Power Point format may be obtained from the MUSC Clery Coordinator.

In addition, the Medical University Hospital Authority (Medical Center) established a Domestic Violence Steering Committee that meets on a monthly basis in an effort to develop education on better recognition, response, and resources available for patients and employees who are victims of domestic violence. Select members representing a variety of offices within the University are also members of the committee.

Other Ongoing Awareness Campaigns

The University provided a series of ongoing awareness campaigns during the past year for our students, faculty and employees. The events provided an opportunity to help individuals and the MUSC community increase audience knowledge, share information and resources to prevent violence, and to promote safety and reduce perpetration that address conditions that facilitate violence. In addition to the following list of events, since MUSC is an academic teaching institution, our six colleges comprising the university offer a variety of Grand Rounds and other trainings throughout the year designed to increase ongoing awareness.

Group	Date	Location	Topics Covered
Entire Campus Community	For all of 2016	Posters across campus in clinical & public areas	"When you are abused your children suffer, too." Posters with information & resources
Mental Health Professionals 6.5 CEUs Offered	January 13, 2016	Gazes Auditorium	LGBTQ Patients 101: Practical Information for Providing Inclusive Care
Entire Campus Community Invited	June 17, 2016	Drug Discovery Bldg Auditorium	Service of Remembrance 1 st Anniversary of Emanuel AME Church Massacre
Entire Invited Campus Community	July 13, 2016	Harper Student Center	Welcoming Diversity: Promote Individual Differences
Entire Campus Community Invited	October 20, 2016	All of campus	Earthquake Drill: the Great American Shakeout
Entire Campus Community	October- November, 2016	All of Campus	Series of stories published in The Catalyst newspaper
Campus Professional Community (sponsored by AHEC)	October – November, 2016	Several campus locations	Five different educational programs for medical professionals on domestic violence
Entire Campus Community	October 25, 2015	Horseshoe	Domestic Violence Awareness Rally: "Do No Harm"
All campus groups/organizations	November 5, 2016	Johns Island Park	Victim Advocacy Day: Embracing the Hispanic Community and Victims of Crime
All Campus Community Invited	November 16, 2016	Diversity Office	Safe Zone Ally Training

- ❖ *DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking, SH means Sexual Harassment.*

Throughout the year, MUSC provides awareness campaigns in a variety of ways that are available to all students and employees. MUSC sponsors fairs, exhibits, and informational sessions on campus and invites community organizations (e.g., rape crisis centers, domestic violence organizations, etc.) and other agencies to participate. In addition, MUSC offers targeted awareness campaigns such as Active Shooter awareness training involving MUSC's Emergency Department, hospital security, local law enforcement, and community agencies that may be First Responders. The Great American Shakeout Drill is conducted with the focus on earthquake response awareness. Speakers on prevention of interpersonal violence are invited presenters at MUSC events. The topics and mechanisms for awareness campaigns vary each year depending on the needs of the MUSC community.

Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks:

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a "blow up."
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for "red flags" in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with the Department of Public Safety and ask for a "no contact" directive to prevent future contact
4. Consider getting a protective order or restraining order;
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
6. Trust your instincts—if something doesn't feel right in a relationship, speak up or end it.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting a campus security authority, EMS, MUSC DPS, local police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like CAPS, EAP, Dean, CSA).

Risk Reduction

Sexual Assault

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain

- Carry a small flashlight on your keychain
- If walking feels unsafe contact Public Safety at (843) 792-4196 for a Safety Escort

SEX OFFENDER REGISTRATION INFORMATION

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released. The federal, "Campus Sex Crimes Prevention Act", enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers their services, or is a student. In South Carolina convicted sex offenders must register with the County Sheriff's Office where they reside.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense that would require registration shall provide to the local agency all necessary information for inclusion in the State Sex Offender Registry within ten days of establishing a residence within South Carolina. Any person required to register shall also be required to re-register within ten days following any change of residence.

Nonresident offenders entering the State for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of South Carolina shall, within ten days of accepting employment or enrolling in school in the State, be required to register and re-register pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

Pursuant to South Carolina Code Ann. Paragraph §23-3-400 et seq.: Information on all registered adult sex offenders age 17 and over is provided on the [SLED Sex Offender site](#). Information also is provided on the site for registered sex offenders age 12-16 for committing certain offenses. Requests for information on any other registered offenders under age 17 must be evaluated to determine whether the requestor qualifies for information on additional offenses for offenders under age 17 as victims of or witnesses to the offense, public or private schools, child day care centers, family day care centers, businesses or organizations that primarily serve children, women, or vulnerable adults, or whether the offender, if age 11 or under, has a prior conviction or adjudication of delinquent. Completing this evaluation requires the requestor to complete and furnish a written request on a specified form to SLED or a Sheriff's office.

A copy of this form may be obtained on-line and mailed or faxed to: Sex Offender Registry, c/o SLED, P.O. Box 21398, Columbia, S.C. 29221. The fax number is 803-896-7022. SLED maintains a system for making certain Registry information available by means of the Internet. The information made available includes the offender's name; if the offender is considered a predator; the offenders sex, race, age, date of birth, height, weight, eye, hair & skin color; last reported address, any scars, marks or tattoos, all aliases that he has used or under which he may have been known; the date of conviction, the statute violated; and photograph if available; The system is secure and is not capable of being altered except by or through SLED. The State Law Enforcement Division (SLED) website below allows you to search for offenders by Name, City, County, or Zip Code.

Registry information provided under law shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by law is prohibited and a willful violation with the intent to harass or intimidate another can result in prosecution.

The release of such information does not violate the Family Educational Rights to Privacy Act (FERPA).

For further information on Sex Offender Registration Information, please visit the [SLED's Convicted Sex Offender site](#) or the [South Carolina Offender Watch site](#).

MISSING STUDENT NOTIFICATION

Medical University of South Carolina does not maintain any on campus student housing facilities; therefore they are exempt from reporting on this.

ANNUAL FIRE SAFETY REPORT

Medical University of South Carolina does not maintain any on campus student housing facilities; therefore they are exempt from reporting on this.

FIRE LOG

The Medical University of South Carolina does not have on campus student housing facilities.

CRIME STATISTICS

This Annual Security Report is provided in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

The MUSC DPS believes strongly that providing crime statistics is a part of crime awareness and increased crime awareness is a part of crime prevention. We believe that dissemination of this information is key to educating the MUSC Community about the occurrence of crime and will, therefore, help reduce the likelihood of students and others becoming victims.

Statistical Disclosure of Reported Incidents, Hate Crimes, Arrests and Referrals for Violation of Weapons, Drug and Liquor Laws

Incidents reported to the MUSC DPS that fall into one of the following required reporting classifications will be disclosed as a statistic in the Annual Security Report:

This includes, but is not limited to:

(Section A) Reportable Clery Crimes

The criminal offenses that we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sexual assaults (rape, sodomy, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson.

(Section B) Hate Crimes

MUSC is 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 (see definitions below).

A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed attitude based on actual or perceived prejudice, negative opinion, or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, and/or national origin.

(Section C) Domestic Violence, Dating Violence and Stalking Offenses

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

(Section D) Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws

MUSC is required to report separately arrests and disciplinary referrals for violation of weapons, drug and liquor laws: This category of crime statistics is the number of arrests and the number of persons referred for disciplinary action for the following law violations: liquor law violations, drug law violations and weapons law violations: carrying, possessing, distribution, etc.

MUSC is required to disclose statistics for the aforesaid offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

Campus Geographic Location Definitions

Clery Geography is defined as including the areas that meet the definitions of campus, non-campus building or property, or public property.

Definition of Campus

The term "campus" means:

Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus Map can be found at: <http://academicdepartments.musc.edu/oirr/forms/campusmap.pdf>

Medical University of South Carolina does not maintain any on campus student housing facilities.

Definition of Public Property

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to the Medical University campus.

Definition of Non-Campus

The term "non-campus building or property" means:

Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

The MUSC DPS handles criminal matters at all university-owned facilities located within a reasonable distance from the main campus. Matters occurring at properties that are more distant from the main campus are handled either entirely by the local law enforcement agency with jurisdiction (i.e. Charleston City Police or County Sheriff's Departments) or handled by such agencies in conjunction with MUSC DPS. If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus involving MUSC students, they may notify the MUSC DPS. However, there are no official agency policies requiring such notification. Students in these cases may be subject to arrest by the local

agencies and subject to university judicial proceedings through the Dean's Office of their respective college.

Off-duty MUSC DPS law enforcement personnel, at the request of MUSC organizations sponsoring events (i.e. Student Government Association), provides security and law enforcement services at events and activities on and off campus. MUSC has no Athletic Stadiums, Coliseums, and/ or Arenas.

Campus, Non-campus and Public Property definitions from the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington, D.C., 2011.

DEFINITIONS OF REPORTABLE CRIMES

South Carolina State Laws

The following link provides a summary of applicable South Carolina laws of reportable crimes as they may relate to the crime definitions described in Sections A, B, C and D below. (This is not meant to be an exhaustive listing.) Click to follow link:

http://academicdepartments.musc.edu/vpfa/publicsafety/reports/j_clery_files/SC_Codes_Title_16.pdf

You may also visit the following link to view South Carolina Legislator Online - Code of Laws– Title 16; Crimes & Offenses: <http://www.scstatehouse.gov/code/title16.php>

SECTION A: CLERY CRIMES

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

SEX OFFENSES:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

A. Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

D. Incest

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

E. Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary.

There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted. The unlawful entry must occur within a structure that is defined as having four walls, a roof, and a door. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, or if unlawful access can't be proven, the proper classification is Larceny.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Above Crime definitions from the Uniform Crime Reporting Handbook

Section B: Hate Crimes

A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

Of the crimes described above and any other crime involving bodily injury to any person **and** the crimes of larceny-theft, simple assault, intimidation and vandalism (defined below), in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim that are reported to campus security authorities or local police agency, the data shall be collected and reported according to category of prejudice.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Hate Crime Statistical Report for Sections A & B:

There were no occurrences of hate crimes reported for 2012, 2013, or 2014 for the above criminal offenses (in section's A & B) on or in campus buildings or property, in or on non-campus buildings or property, or on public property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Section C: Domestic Violence, Dating Violence, and Stalking Offenses

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

Domestic Violence

The Violence Against Women Act defines the term “domestic violence” to mean a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

The Violence Against Women Act defines the term “dating violence” to mean violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is 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.

Stalking

The Violence Against Women Act defines the term “stalking” to mean “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.”

“Course of conduct” would be defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

“Substantial emotional distress” would mean significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” would mean a reasonable person under similar circumstances and with similar identities to the victim.

Section D: Arrests and Referrals for Disciplinary Actions for Weapons Law Violations, Drug Law Violations, and Liquor Law Violations

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives

(morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Crime definitions from the Uniform Crime Reporting Handbook

All weapon, drug and alcohol violations should be reported to MUSC DPS, MUSC Department of Internal Audit or to the appropriate Dean's office. MUSC DPS, Internal Audit or the appropriate Dean's office staff will make tabulation of statistics from these referrals.

ARREST STATISTICAL REPORT (*Arrest for Clery Act purposes, is defined as persons processed by arrest, citation or summons.*)

REFERRALS FOR DISCIPLINARY ACTIONS STATISTICAL REPORT (*Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*)

SECTION C (Referrals):

Unfounded Reports

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

Collection of Crime Statistics

The Medical University of South Carolina Department of Public Safety (MUSC DPS) is responsible for the collection of statistical crime data as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The MUSC DPS will review all MUSC DPS incident reports for accuracy and compliance with reporting guidelines established by the South Carolina Law Enforcement Division (SLED) and the FBI. Incidents of crime are entered daily into a computerized database and forwarded to SLED on a monthly basis.

The City of Charleston Police Department provides crime information for the area around the MUSC designated public property that is within the same reasonably contiguous geographic area of the institution. For the purpose of this report, the MUSC DPS will receive crime statistics compiled from the

City of Charleston Police Department, SC Department of Health and Environmental Control, SC Highway Patrol, State Law Enforcement Division and U.S. Department of Veteran Affairs (VA) Medical Center Police Department for offense committed on designated public property that is within the same reasonably contiguous geographic area of the institution. MUSC DPS will also request crime statistics from the Charleston Police Department, North Charleston Police Department, Mount Pleasant Police Department, SC Department of Health and Environmental Control, SC Department of Natural Resources Law Enforcement, Charleston County Sheriff's Office, Summerville Police Department, Goose Creek Police Department, and College of Charleston Campus Police for crimes occurring within their respective jurisdictions for non-campus locations as defined below.

Information for this report is also compiled from reports provided by campus security authorities (CSAs) (as previously stated) including, but not limited to, the Office of Education and Student Life, the Provost of Students, the Deans and Associate Deans of the six colleges, MUSC department directors, heads and managers. MUSC DPS maintains a complete list of all identified Campus Security Authorities (CSAs). MUSC DPS will prepare and forward all reports and statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to the Department of Education by October 1st of each year.

In addition, City of Charleston Police Department, SC Department of Health and Environmental Control and U.S. Department of Veteran Affairs (VA) Medical Center Police Department and campus security authorities (CSAs) are instructed to notify the MUSC DPS immediately if a serious crime that may cause an ongoing threat to our campus community is reported to their department or area of responsibility. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus that pose an ongoing threat to the community.

MUSC DPS will make, keep, and maintain a daily log of all criminal activity on campus and contiguous geographical areas for a period of seven (7) years. This report will include the nature, date, and general location of each crime; and the disposition of the complaint, if known. Data for on campus criminal activity will be obtained from the Department of Public Safety incident reports. Data on criminal activity in contiguous geographic areas will be obtained from the City of Charleston Police Department. Hard copy information will be available upon request for public inspection at Public Safety Headquarters at 101 Doughty Street during normal business hours.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." Only sworn or commissioned law enforcement personnel may "unfound" a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report.

Campus Crime Statistics:

	On-Campus			Non-Campus			Public			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Clery Act Crimes												
Murder / Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	4	2	0	0	0	1	0	0	1	3	2
Fondling	0	2	3	0	0	0	0	0	0	1	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	3	3	1	0	0	0	0	1	0	0	0	0
Burglary	5	7	2	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	2	4	0	0	0	3	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence	7	6	5	0	0	0	0	0	0	0	1	0
Dating Violence	3	0	2	0	0	0	0	0	0	0	0	0
Stalking	2	2	2	0	0	0	0	0	0	0	0	0
Arrests												
Liquor Law Violations	0	0	0	0	0	0	0	2	5	N/A	N/A	N/A
Drug Violations	3	7	3	0	0	0	0	5	11	N/A	N/A	N/A
Weapons Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Referrals												
Alcohol	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Violations	4	0	3	0	0	0	0	0	0	N/A	N/A	N/A
Weapons Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
N/R indicates statistics for that category were not required for that reporting year N/A in the unfounded category indicates that referrals and arrests cannot be labeled as unfounded.												

Read or download the Daily Incident Log by visiting:

http://academicdepartments.musc.edu/vpfa/publicsafety/reports/daily_incident.htm

CRIME STATISTICS FOR THE STATE OF SOUTH CAROLINA

Persons wishing to view annual Crime Statistics for the State of South Carolina can be found on the South Carolina State Law Enforcement Division (SLED) web site entitled "Crime Reporting and Statistics" via their web site link at: <http://www.sled.sc.gov/CrimeReporting.aspx?MenuID=CrimeReporting>